

# ACA Client Reports

- ACA Measurement Period
- Hours Met for ACA Full-Time Status Indicator

# ACA Measurement Period

## EE Management>EE Benefits>ACA Measurement Period

- This will display the measurement period the employee is eligible for.
- **Measurement Period Type:** Choose to view '[Ongoing](#)' or '[Initial](#).' Click [Filter](#) icon.
- **As of Date:** Enter as needed.
- This screen can be used to check current measurements for any Active employee at any time

Employee: [redacted] Status: Active Hire Date: 11/3/2020 Work Location: [redacted]

## ACA Measurement Period

Measurement Period type: **Initial** Filter As of Date: 6/4/2021

Policy Group	Initial Measurement Period Start Date	Initial Measurement Period Stop Date	Average IMP Hours
Whole Company-	11/03/2020	11/02/2021	14.02

# ACA Measurement Period

## EE Management>EE Benefits>ACA Measurement Period

Initial: Based on EE hire date this will show EE measurement based on policies set up at company level. (In example, Company uses a 12-month Initial Measurement Period, meaning part-time new hires (any non-Full-time) measure for 12 months before eligibility is determined).

Employee :      Status: Active      Hire Date: 11/3/2020      Work Location:

### ACA Measurement Period

Measurement Period type: Initial      Filter      As of Date: 6/4/2021

Policy Group	Initial Measurement Period Start Date	Initial Measurement Period Stop Date	Average IMP Hours
Whole Company	11/03/2020	11/02/2021	14.02

12-Month IMP

# ACA Measurement Period

## EE Management>EE Benefits>ACA Measurement Period

Ongoing: This displays based on ACA Measurement Policies setup. Company Ongoing measurements will always have the same Standard, Administrative and Stability period start and end dates for all ongoing employees, SMP, SAP & SSP.

### ACA Measurement Policies

Client Mgmt >ACA Setup Options > ACA Meas. Policies

Policies	Eligibility	Ongoing Measurement Periods				
↕ SMP Start Date	↕ SMP Stop Date	↕ SAP Start Date	↕ SAP Stop Date	↕ SSP Start Date	↕ SSP Stop Date	
02/01/2019	01/31/2020	02/01/2020	02/29/2020	03/01/2020	02/28/2021	
02/01/2020	01/31/2021	02/01/2021	02/28/2021	03/01/2021	02/28/2022	
02/01/2021	01/31/2022	02/01/2022	02/28/2022	03/01/2022	02/28/2023	

# ACA Measurement Period

## EE Management>EE Benefits>ACA Measurement Period

This same employee becomes part of the Ongoing Measured Employees and is now following the company Standard Measurement period set up in ACA Measurement Policies.

Employee:	Status: Active	Hire Date: 11/3/2020	Work Location:	Manager or Hourly: Hourly - Hourly		
<b>ACA Measurement Period</b>						
Measurement Period type:	OnGoing	Filter	As of Date:	6/4/2021		
Policy Group	Standard Measurement ...	Standard Measurement...	Average SMP Hours	Admin Period Start Date	Admin Period Stop Date	Stability Period Start Da...
Whole Compa...	02/01/2021	01/31/2022	14.7	02/01/2022	02/28/2022	03/01/2022

# ACA Hours met for Full-Time Status

## EE Management > EE Maintenance > Employment

When you have ACA Measurement Policies set up in isolved, and an employee has worked enough hours to merit ACA Medical Benefits, the system will check the box that says **Hours (e.g., Variable) met for ACA Full-Time Status**. (This may need to be done manually if box is not checked).

Employment:

Effective Date	Employment Category	ACA Status	Hours met for ACA FT Status
11/1/2020	Part time	ACA Part Time	<input checked="" type="checkbox"/>
10/12/2019	Part time	ACA Part Time	<input type="checkbox"/>

+ Add New

**Employment Category Information**

\* Effective Date:

\* Employment Category:

ACA Employment Status:

Hours (e.g., Variable) met for ACA Full-time Status

**\*\*This box must remain checked for the duration of Employee's Stability Period as they are entitled to coverage for the entire period, per IRS regulations (See EE ACA Measurement Period).**

# ACA Hours met for Full-Time Status

## EE Management > EE Maintenance > Employment

This means this employee has measured and is now eligible for medical benefits as of the **'Effective Date'** listed in the Employment screen.

This information can also be found in the report called [ACA Look-Back Change in Status Report](#) you should review each pay period.

Employment: Employed From 10/12/2019 to Current

Effective Date	Employment Category	ACA Status	Hours met for ACA FT Status
11/1/2020	Part time	ACA Part Time	✓
10/12/2019	Part time	ACA Part Time	

+ Add New

### Employment Category Information

\*Effective Date: 11/1/2020

\*Employment Category: Part time

ACA Employment Status: ACA Part Time

Hours (e.g., Variable) met for ACA Full-time Status

# In Conclusion – Ask the Experts

- The information that displays on the 1095 forms is generated directly from the information contained in isolved. If data is not accurately maintained, your forms will not be correct.
- Employee information including:
  - Dates of hire, rehire, and termination
  - Employment Category, FT, PT, etc.
  - Status Active, Inactive, Termed
  - Benefit information-Medical Plan rates, probationary/term rules, eligibility rules, etc.
  - Employee Enrollments-including dependent information for Self-Funded Employers
  - Measurement Policy Information

You are ultimately responsible for the information that is populated on the 1094/1095 forms. These forms **MUST** be reviewed for accuracy before being approved & before they get submitted to employees and government agencies.

Please reach out to your ACA Team Experts with any questions or concerns you may have at [guru@balancepointhcm.com](mailto:guru@balancepointhcm.com).

