

ACA Checklist - Setup in Escape

Organization Record

Review Section 10 – ACA Setup

- ALE (Applicable Large Employer 50 FTE or More) = Yes
- Verify that the W2 Address and contact information are correct
- If changes needed in Org Record, send request to helpdesk@scoe.org

Bargaining Unit

- Review ACA Bargaining Unit for employees not covered by a BU
- Review ACA Defaults Tab
- Review Look Back Periods Tab (*Only needed for ACA BU*)

Benefit Groups/Providers

- Review MED and OPT Out groups
- Review Benefit Providers have Group Codes. If Group Codes need to be added send list to helpdesk@scoe.org

Employee Management

- Add ACA to Employee with NO Assignment
- Benefit Provider Tab - Use Coverage Dates for prepaid or retroactive dates

Addons

- Review Addons are flagged to affect ACA hours (Must be Hourly or Daily to calculate for ACA)
- Review "Lump" Sum addons have Number of ACA Hours populated

Reports

- Pay60 ACA Measurement Period Report and review the data for accuracy and qualification of hours for benefits

Employee ACA

- Load the ACA information into the Employee ACA activity
- Check Problems, review and resolve
- Review the data for accuracy

FINAL ACA Employee List Due February 10, 2017

- Employee ACA List for only those receiving Form 1095-C
Export list to Excel, submit to helpdesk@scoe.org and indicate the total number of forms