

ACA Notification COATSql

COATS

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ACA Notification

SITUATION: To accommodate ACA (Affordable Care Act) requirements COATS has created the ACA Contact window within the Employee Master/ Tax window.

Currently in 2013; on or before 10/01/2013 all staffing services must send a notice to all working Employees regarding provided health insurance status based on set parameters. The parameters are provided through www.dol.gov/elaws/esa/flsa/scope/screen24.asp.

There are two letters possible: One to indicate to all working Employees insurance is offered and one directing Working Employees to consult the Marketplace for Insurance.

COATSql helps Employers with sending this notification by pulling a list of labels for the mailing of the Notice to all Working employees. COATS will automatically date/time stamp a comment, "ACA Notification - 10/01/13 Required", to the Employee's ACA window, check the Notification Box and enter the date the labels were created.

New employees will be given the Notification letter during their new hire process. The user can access the ACA Window to indicate when the Notification letter was given.

Re-Hired employees that were not working upon the first letter sent will be alerted to users when confirming them on the assignment as their ACA Notified box will be unchecked in the Placement Verification Window. The user will follow the parameters for sending the re-hired employee the Notification letter and will document when sent under the new ACA Window.

I. **ACA Changes:**

Within the Employee Tax window the user will have access to the ACA contact window. The Employee Master Record also reflects the box to indicate if a notification letter was sent.

1) Employee Master Record.

Verified	
<input checked="" type="checkbox"/> I9	<input type="checkbox"/> E-Verify
<input checked="" type="checkbox"/> W4	<input type="checkbox"/> ACA
<input checked="" type="checkbox"/> References	

Not Notified

Verified	
<input checked="" type="checkbox"/> I9	<input checked="" type="checkbox"/> E-Verify
<input checked="" type="checkbox"/> W4	<input checked="" type="checkbox"/> ACA
<input type="checkbox"/> References	

ACA Notified

2) Employee Tax Window.

- a) Click ACA

Tax Data -- BAKER, SUSIE Z.

Compute FICA Medicare

Tax Settings

FED Code/DEP FDMW Non Resident Alien

Pay Cycle

Daily
 Weekly
 Bi/Weekly
 Semi-Monthly
 Monthly

Miscellaneous

Gender F M
 Marital Status M M
 DOB 01/13/1960

State Tax Info

CODE	#Ded	#Exemp	Not Res
CAM1	0	0	<input type="checkbox"/>
PA	0	0	<input type="checkbox"/>
VA	0	0	<input type="checkbox"/>

Unemployment Tax Info

CODE	#Ded	#Exemp	Not Res
CA	0	0	<input type="checkbox"/>
PA	0	0	<input type="checkbox"/>
VA	0	0	<input type="checkbox"/>

Local Tax Info

Resident Code

CODE	#Ded	#Exemp	Not Res
CADI	0	0	<input type="checkbox"/>

County Tax Info

CODE	#Ded	#Exemp	Not Res

School Tax Info

Resident Code

CODE	#Ded	#Exemp	Not Res

Local Services Tax Info

Resident Code

CODE	#Ded	#Exemp	Not Res

Direct Deposit

Direct Deposit
 Paycard
 Online W2

GL Info
 EEO
 ACA
 Form 1099
 W11

Local Resident Code will be in addition to Assignment Tax
 School Resident Code will replace Assignment Tax

Employee Tax Window

b) A window appears with ACA contact information.

ACA Data

Health Care Plans

Enrolled Declined Court Ordered Notification 08/30/2013

Non-Qualifying Full Time Equivalent

Qualifying Employee Type

Cobra None Variable Non-Variable

Break In Service

Date 08/30/2013 Time 10:55:00 Initial DEM Callback On

ACA Notification - 10/1/13 Required

Notification ACA Notification - 10/1/13 Required

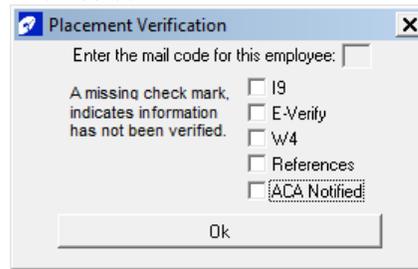
Add Comment Delete Comment Documents Only

View File Desc

Date	Time	Notes	Initials	Callback
08/30/2013	10:55:00	ACA Notification - 10/1/13 Required	DEM	

ACA Contact screen

- 3) Job Order/ Assignment:
Confirming an Employee will bring forward the Placement Verification window with all Verified options. This reflects the ACA Notified box.



Job Order Verification Window

II. How to Notify

- 1) Notification Labels: (Required on or before 10/01/2013)

A report creates a label for all employees with CON(firmed) assignments in the system. A message appears, "Do you want to update the "CON" to Notified?" when printing the list asking to add the notification to the Employee/ Tax/ ACA notification screen. The user must click OK to update the ACA window. The user can print the labels multiple times; however the note will only be added to those who have not been notified previously.

To Run the Report:

- a) Click **Reports**
 - b) Click **Employee Reports**
 - c) Click **Rosters/Labels**
 - d) Click **ACA Notification Label**
 - e) Click **Screen** to preview or **Printer** to print.
 - f) Message will appear, "**Do you want to update the "CON" to be Notified?**"
Click **OK** to add the Notice to the Employee Record
or
Click **CANCEL** to close without adding the note or check box.
- 2) New Hire
This option is performed manually from the Employee Tax/ ACA window. The user will need to notify any new employees of the insurance coverage. Once the Employee is given the Notification letter, the user will add the note to the Employee ACA contact via the drop down arrow. This will update the Notification check box and enter a date/stamped comment.
- 3) Rehire
This option is performed manually from the Employee Tax/ ACA window. From the Job Order, when confirming and employee, a Placement Verification window appears listing the Verified options. ACA is listed and if unchecked the user will need to update the ACA Notification from the Employee Tax/ ACA window. Once the Employee is given the Notification letter, the user will add the note to the Employee ACA contact via the drop down arrow. This will update the Notification check box and enter a date/stamped comment.