

Cardinal HCM: ACA Reconciliation and Data Entry Reminder

The Cardinal Project <cardinal-comms@public.govdelivery.com>

Wed 12/14/2022 3:18 PM

To: Cardinal Project <ProjectCardinal@doa.virginia.gov>

This communication is being sent to all Benefit Administrators for all Cardinal HCM agencies.



There are two steps to the Annual ACA Processing for Benefit Administrators.

1. Run the ACA Reconciliation Report (RBN218).
 - o Navigation: **Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report**
2. Use the ACA Data Entry page to certify the ACA data for your agency.
 - o Navigation: **Benefits > Employer Information > ACA Data Entry**
 - Select the page for your agency for 2022 and update the data.
 - When completed, click the **I Agree** button and **Save** the page.

Enter the full-time employee count and the total employee count for this employer (by ACA definition) for each month of the reporting year.

		January	February	March	April	May	June	July	August	September	October	November	December
1	Total Full-Time	3083	3085	3078	3076	3052	3055	3043	3085	3099	3082	3106	3102
2	Total Employee Count	3898	3907	3902	3665	3685	3683	3603	3952	3976	3964	3981	3809

Employer Certification:
 We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.

I Agree

Certifier Name: _____
 Certification Date: 2021-12-28

For detailed instructions on ACA data entry in Cardinal, reference the [BN361 ACA Data Entry](#) job aid.

For a summary of the ACA Reporting deadlines for calendar year 2022, please reference the [Health Benefits E-News](#) communication sent 11/21/2022 by DHRM.

Need help running a report? The [NAV225 Generating an HCM Report](#) job aid will walk you through the process step-by-step.

Questions?

- For questions regarding the ACA reporting requirement please contact OHB at ohb@dhrm.virginia.gov.
- For technical or functional questions about reports in Cardinal, please submit a help desk ticket to yccc@vita.virginia.gov and include "Cardinal - ..." in the subject line with a brief summary for routing. In the email, provide detailed information about your issue (i.e., functional area, page, actions, error). Be sure to include your name, email address, and a phone number where you can be reached.

Regards,

The Cardinal Team