Cardinal HCM: ACA Reconciliation and Data Entry Reminder

The Cardinal Project <cardinal-comms@public.govdelivery.com> Wed 12/14/2022 3:18 PM

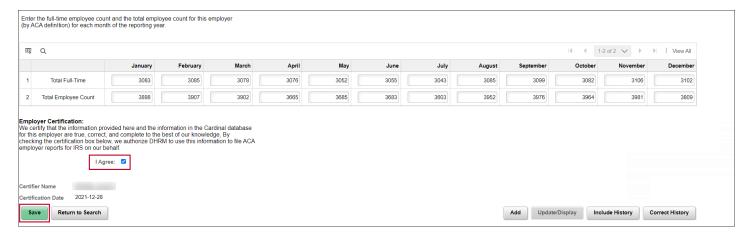
To: Cardinal Project < ProjectCardinal@doa.virginia.gov>

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.
 - 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.



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 <u>Health Benefits E-News</u> 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 vccc@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

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