



# **Human Capital Management (HCM)**

**2023 Affordable Care Act (ACA) Process Forum**

December 12, 2023



# Agenda

- ACA Processing 2023
  - ACA Process Overview
  - ACA Reconciliation Report
  - Validating ACA Data
  - ACA Data Entry: Certification Process
  - Demo
- Cardinal HCM Access
- Q&A
- Additional Support
  - OHB & TLC Assistance
  - Cardinal Assistance
  - OHB & TLC Communications
  - Cardinal ACA Support Materials
- Meeting Wrap-up



# **ACA Processing 2023**



# ACA Process Overview

The Affordable Care Act (ACA) process and deadlines for agencies and localities includes:

1. Run and review ACA Reconciliation Report
2. Validate ACA Reconciliation Report Data
3. Complete ACA Data Entry Certification

## **Deadlines:**

- **Friday, December 15:** Run ACA Reconciliation Report
- **Friday, December 29:** Complete ACA Data Entry Certification



# **ACA Reconciliation Report**



# ACA Reconciliation Report

This report lists individual health benefit information for agencies and localities to validate prior to Affordable Care Act (ACA) reporting, containing a line for each participant and dependent with coverage in the calendar year.

Navigation: **Menu > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report**

The screenshot shows a web application interface for the ACA Reconciliation Report. At the top left, there is a navigation link labeled '< Cardinal Homepage'. At the top right, the page title is 'ACA Reconciliation Report'. Below the title bar, there is a blue button labeled 'ACA Reconciliation Report'. The main content area contains a 'Run Control ID' field with the value '1'. To the right of this field are three links: 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a section titled 'ACA Reconciliation Report' which contains a form with three input fields: '\*Company' with a search icon, 'Department' with a search icon, and 'As Of Date' with a calendar icon. At the bottom of the form area, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

Use the [ACA Reconciliation Report Codes](#) documents to translate the Status Codes on the report.



# Running the ACA Reconciliation Report

1. To successfully run the report, enter the following parameters:
  - a. **Company (required)**
  - b. **Department**
  - c. **As of Date**
2. Click **Run**.

Cardinal Homepage

ACA Reconciliation Report

Run Control ID ACA Report Manager Process Monitor **Run**

ACA Reconciliation Report

\*Company DOA

Department

As Of Date

**Save** Notify Add Update/Display

The **Process Scheduler Request** page displays in a pop-up window.

3. Select the following options from the applicable drop-downs
  - a. **Type: Web**
  - b. **Format: TXT or XLS**
4. Click **OK**.

Process Scheduler Request

User ID PPS\_SARA.HARRELL Run Control ID ACA

Server Name  Run Date 12/07/2023

Recurrence  Run Time 11:52:50AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	ACA Reconciliation Report	V_BN218_RPT	Application Engine	Web	TXT	Distribution

OK Cancel

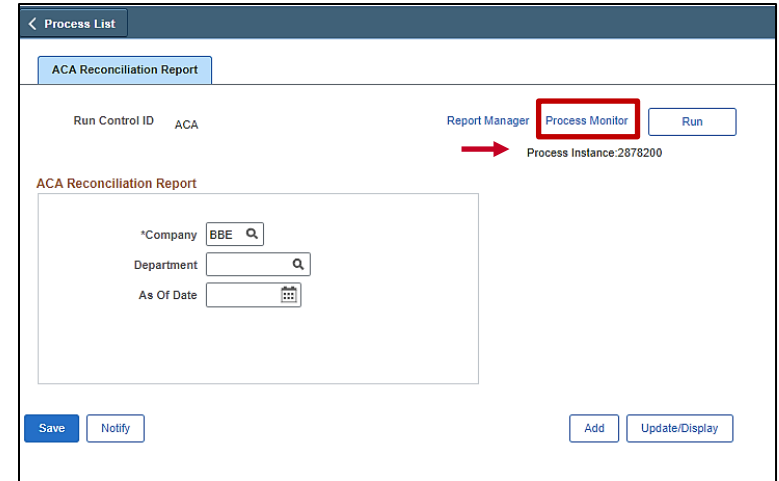
# ACA Reconciliation Report – Output

After clicking OK on the Process Scheduler Request page, you are returned to the ACA Reconciliation Report page.

A **Process Instance** number is now under the Run button.

5. Click **Process Monitor**.

The Process Monitor page displays.



Process List

ACA Reconciliation Report

Run Control ID ACA Report Manager **Process Monitor** Run

Process Instance:2878200

ACA Reconciliation Report

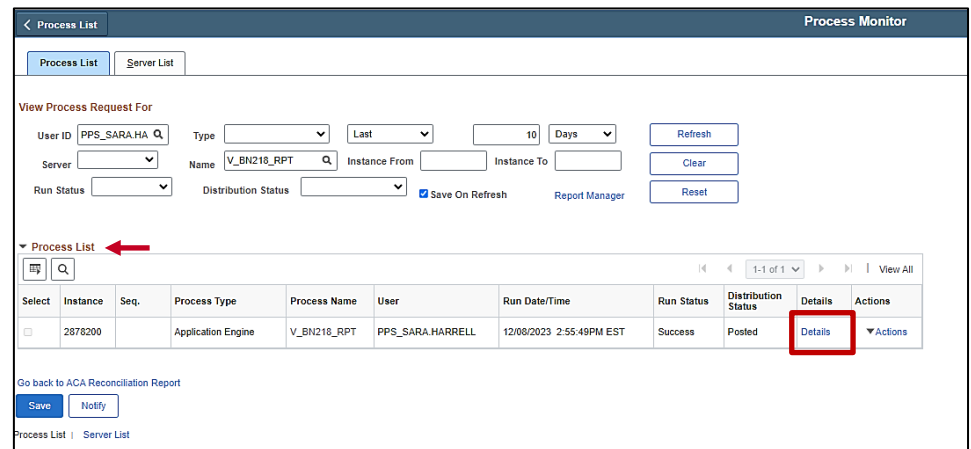
\*Company BBE  
Department  
As Of Date

Save Notify Add Update/Display

Locate the report within the **Process List** section.

Refresh as needed until **Run Status is Success** and **Distribution Status is Posted**.

6. Click **Details**.



Process List

Process List Server List

View Process Request For

User ID PPS\_SARAHA Type Last 10 Days Refresh

Server V\_BN218\_RPT Name Instance From Instance To Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2878200		Application Engine	V_BN218_RPT	PPS_SARA.HARRELL	12/08/2023 2:55:49PM EST	Success	Posted	<b>Details</b>	Actions

Go back to ACA Reconciliation Report

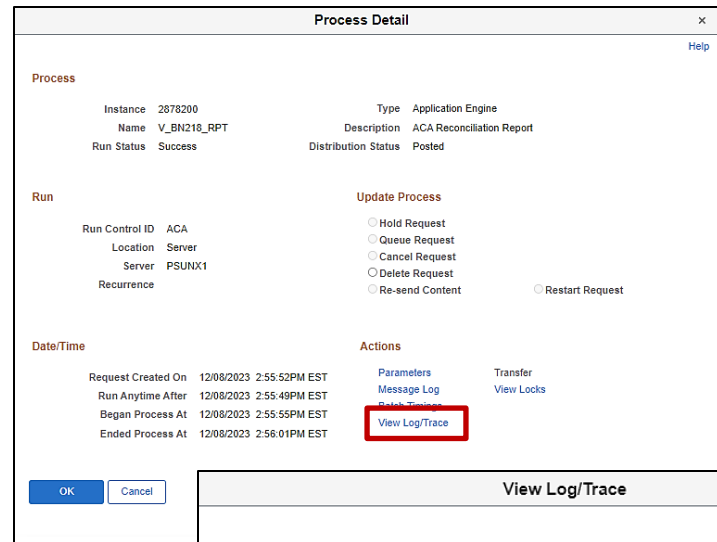
Save Notify

Process List | Server List

# ACA Reconciliation Report – Output (continued)

The Process Detail page opens in a pop-up window.

7. Under Actions, click **View Log/Trace**.



**Process Detail**

Process

Instance	2878200	Type	Application Engine
Name	V_BN218_RPT	Description	ACA Reconciliation Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID: ACA  
Location: Server  
Server: PSUNX1  
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

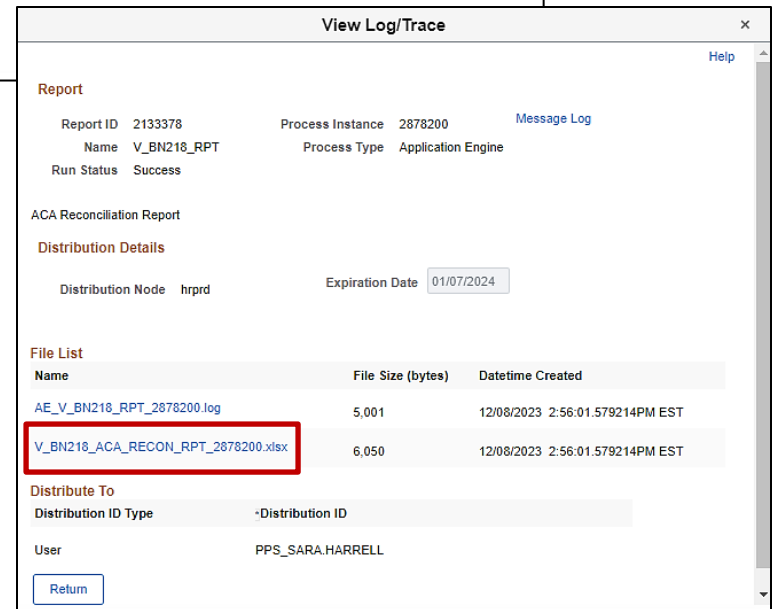
Request Created On	12/08/2023 2:55:52PM EST	Parameters	Transfer
Run Anytime After	12/08/2023 2:55:49PM EST	Message Log	View Locks
Began Process At	12/08/2023 2:55:55PM EST	View Log/Trace	
Ended Process At	12/08/2023 2:56:01PM EST		

OK Cancel

The View Log/Trace page displays in a pop-up window.

8. Click on the **.xlsx** file to download.

**Tip:** When opening the report in Excel, click **Enable Editing** to sort and filter.



**View Log/Trace**

Report

Report ID	2133378	Process Instance	2878200	Message Log
Name	V_BN218_RPT	Process Type	Application Engine	
Run Status	Success			

ACA Reconciliation Report

Distribution Details

Distribution Node	hrprd	Expiration Date	01/07/2024
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File List

Name	File Size (bytes)	Datetime Created
AE_V_BN218_RPT_2878200.log	5,001	12/08/2023 2:56:01.579214PM EST
V_BN218_ACA_RECON_RPT_2878200.xlsx	6,050	12/08/2023 2:56:01.579214PM EST

Distribute To

Distribution ID Type	-Distribution ID
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User: PPS\_SARA.HARRELL

Return



# Validating ACA Data



# Validating ACA Reconciliation Report Data

Validate ACA Reconciliation Report data using the following reports:

**Cardinal Enrollment Report (RBN350)**

**Benefit Enrollment Changes Report (RBN287)**

**Base Benefit Audit Consistency Report (RBN304)**

Specific run parameters are outlined on the next several slides.



# Validating ACA Data: Cardinal Enrollment Report

## Cardinal Enrollment Report (RBN350)

Navigation: **Menu > Benefits > Reports > Cardinal Enrollment Report**

- Lists all employees and COBRA members enrolled in Healthcare on a specific date.
- Terminated employees remain on the report for 90 days from date of termination.

### Input/Search Criteria:

- As of Date
- Business Unit (optional)
- Company (optional)

### Output Format:

- Excel (XLS)

The screenshot displays the 'Cardinal Enrollment Report' interface. At the top, it shows 'Run Control ID 1' and navigation links for 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Run Control Parameters' section with three input fields: '\*As Of Date' (set to 12/01/2023), 'Business Unit (Optional)', and 'Company (Optional)' (set to DOA). At the bottom, there are buttons for 'Save', 'Add', and 'Update/Display'.



# Validating ACA Data: Benefit Enrollment Changes Report

## Benefit Enrollment Changes Report (RBN287)

Navigation: **Menu > Benefits > Reports > Benefit Enrollment Changes**

- Lists benefit changes that were made between two date parameters.
- From Date and To Date fields are required fields.
- At least one Plan Type must be selected.

### Input/Search Criteria:

- From Date
- To Date
- Plan Type(s)
- Company(s)

### Output Format

- PDF

Benefit Enrollment Changes

Run Control ID 1 Report Manager Process Monitor Run

Run Control Parameters

\*From Date 120123 \*To Date 123123

Select each Plan Type to be included in the Report:

- Health
- Annuity
- Deferred Compensation
- Medical Flex Account
- Dependent Flex Account
- Retirement
- Group Life
- LTD/VSDP
- Retiree Credit
- Premium Reward
- Flex Spending Admin Fee

1-1 of 1 View All

Company	Description		
1 JMU	James Madison University	+	-

Save Return to Search Notify Add Update/Display



# Validating ACA Data: Base Benefit Audit Consistency Report

## Base Benefit Audit Consistency Report (RBN304)

Navigation: **Menu > Benefits > Reports > Audits > Base Benefit Consistency Report**

- Lists data that has been entered into the benefit plan, employee data, dependent data, or enrollment data pages which does not appear to follow policy or regulations.
  - Example: Records with missing or invalid social security numbers (SSNs) that require follow-up.
    - A DHRM Memo dated [September 14, 2015](#), provides information on documenting your attempts to collect a valid SSN or Taxpayer Identification Number (TIN).

### Input/Search Criteria:

- N/A

### Output Format

- PDF

The screenshot shows the 'Base Benefit Consistency Audit' interface. It includes a 'Run Control ID' field with the value '1', a 'Language' dropdown menu set to 'English', and a 'Run' button. Below these are 'Save', 'Return to Search', and 'Notify' buttons. On the right side, there are 'Report Manager', 'Process Monitor', 'Add', and 'Update/Display' buttons.



# **ACA Data Entry: Certification Process**

# ACA Data Entry Certification Process

## Certifying ACA Data:

Use the [BN361 ACA Data Entry](#) job aid for detailed, step-by-step instructions.

## Guidance on Inclusions:

OHB/TLC recommends following the [IRS-published ACA definitions](#) for accurate counts.

**ACA Data Entry**

Employer: [Redacted] Reporting Year: 2023

Federal EIN: [Redacted]

Country:  United States

Address: [Redacted]

Contact Employee ID: [Redacted]

Contact Name: [Redacted]

Contact Phone Number: [Redacted]

ACA Reporting Indicator:

In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.

Yes:  No:

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	0	0	0	0	0	0	0	0	0	0	0	0
2 Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0

**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 OHRM to use this information to file ACA employer reports for IRS on our behalf.

I Agree

Certifier Name: MILLS, MEGAN L  
Certification Date: 2023-12-12



# ACA Data Entry Certification – Localities

## Safe Harbor Code Indication:

Some localities (TLC) may need to input Safe Harbor Codes.

- If a drop-down is visible, completion is mandatory.
- No drop-down?  
No action required.

The screenshot shows the 'ACA Data Entry' form for the reporting year 2023. It includes fields for Employer Federal EIN, Country (USA), Address, Contact Employee ID, Contact Name, and Contact Phone Number. A red box highlights a question: 'In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.' The 'No' option is selected. Below this, a dropdown menu is visible with '2F(From W-2)' selected. A callout box explains: 'Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code, if desired.' Below the dropdown, it says 'Enter the full-time employee count and the total employee count for this employer (by ACA definition) for each month of the reporting year.' A table follows with columns for months and rows for 'Total Full-Time' and 'Total Employee Count'. At the bottom, there is an 'Employer Certification' section with a checkbox for 'I Agree' and fields for 'Certifier Name' and 'Certification Date'.

## Guidance on Safe Harbor Code Selection:

TLC recommends following the IRS-published [Q&A on Employer Shared Responsibility Provisions Under the ACA](#) for guidance on which safe harbor option to choose for your locality.



# **Demo**

## **ACA Report & Certification**



# **Cardinal HCM Access**

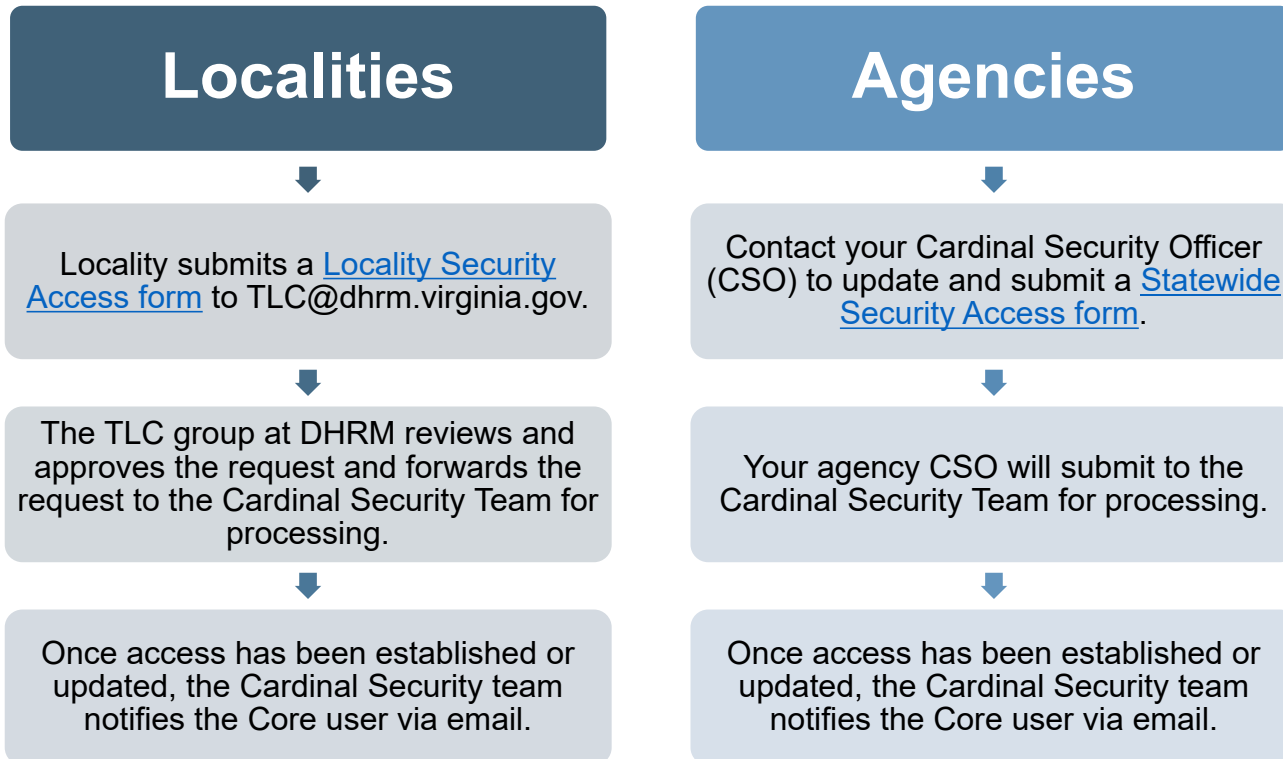


# Access in Cardinal HCM

Core user access is required to complete the ACA certification.

- Core users who have not logged in to Cardinal within the last 90 days will not be able to access the ACA Recon Report and ACA Data Entry page to certify.
- A Cardinal Security Form will need to be submitted to **reinstate** Core access.

## Lost Access?





# Logging in to Cardinal HCM

Cardinal can be accessed over the internet using [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov).

- A valid email address is **required** to access/log into Cardinal.
- New Locality and Non-COV Cardinal users will first need to complete a registration in Okta with the following information:
  - 11-digit Cardinal Employee ID\*
  - Last 4-digits of SSN
- Refer to the [Cardinal Registration Quick Start Guide](#) for step-by-step instructions.

## Not sure if you need to register?

- Visit the Cardinal [Portal page](#) on the Cardinal website to determine if you need to register for Cardinal access.



# Q & A



# **Additional Support**



# OHB & TLC Support

- ❑ Questions about ACA Reconciliation Report values?
- ❑ Need assistance determining data to enter for ACA Certification?
- ❑ General policy or eligibility questions?

➤ **Contact OHB or TLC, based on your entity type.**

**Agencies:** Office of Health Benefits (OHB)

- Email: [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov)
- Fax: 804-371-0231
- Phone: 888-OHB-4414 (888-642-4414)  
804-225-3642 in Richmond

**Note:** When you contact the Office of Health Benefits (OHB) about specific issues, be sure to include the employee's name, the ID number, and a brief description of the issue. The [Agency Request for Assistance Form](#) is available on the DHRM website.

- Need SSN correction (agency only)? email DHRM iHelp mailbox ([ihelp@dhrm.virginia.gov](mailto:ihelp@dhrm.virginia.gov))

**Localities:** The Local Choice (TLC)

- Email: [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov)
- Phone: 888-642-4414



# Cardinal Support

- Is a page not working?
- Is the ACA Reconciliation Report displaying invalid values?
- Other technical or support questions about Cardinal?

➤ **Contact the Cardinal help desk.**

## **Cardinal Help Desk:**

Submit a help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include the following information:

**Subject:** Cardinal - <brief summary for routing (i.e.: ACA Reconciliation Report)>

## **Email Contents:**

- Detailed information about your issue (i.e., functional area, page, actions, error).
- Name, email address, and best contact phone number.



# OHV Communications - Agencies

OHV provides many important updates and messages via [E-News](#).

- The [November 28, 2023](#), edition contains information about the Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2023.



**dhrm**  
Virginia Department of Human Resource Management

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**Health Benefits E-News - November 28, 2023**  
*Virginia Department of Human Resource Management sent this bulletin at 11/28/2023 03:34 PM EST*

Virginia Department of Human Resource Management - November 2023

**COMMONWEALTH OF VIRGINIA  
HEALTH BENEFITS**

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**Health Benefits E-News**

*Department of Human Resource Management*

*Office of State Health Benefits*

*November 28, 2023*

**Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2023**

DHRM relies on the information provided by you and stored in the Cardinal HCM system to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. Important deadlines are approaching for the 2023 ACA Reporting.



# TLC Communications - Localities

TLC provides important updates and messages via [The Local Choice E-News List](#).

- The [November 29, 2023](#), edition contains the Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2023.

## ***THE LOCAL CHOICE E-NEWS***

*Department of Human Resource  
Management  
Office of Health Benefits*

*November 29, 2023*

### **Affordable Care Act (ACA) Reporting Update and Deadlines for Calendar Year 2023**

DHRM relies on the information provided by you and stored in the Cardinal HCM system to file required reports that comply with the ACA employer mandate to report health care coverage offered to eligible participants and dependents. Important deadlines are approaching for the 2023 ACA Reporting.

#### **Deadline 1: ACA Reconciliation Due By December 15, 2023**

It is important that the ACA Reconciliation Report is reviewed and reconciled by December 15, 2023. The Cardinal ACA Reconciliation Report can be run at any point.

Navigation Path: Navigator > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report

The Cardinal job aid [NAV225 Generating an HCM Report](#) provides instructions to generate a report.



# Cardinal ACA Support Materials

## Job Aids

- [BN361 ACA Data Entry](#) – detailed steps for completing the ACA Certification process.
- [BN361 BA Contacts](#) – overview of the Benefits Administration Contacts page and provides guidance on how to update contact information.

**Reports for ACA are highlighted at the beginning of this deck, please reference for detail.**

## Reports Catalog

- [Cardinal HCM Benefits Reports Catalog](#) – includes reports and queries for the Benefits (BN) functional area.

**Need help running a report?** Use the [NAV225 Generating an HCM Report](#) job aid for support.



# Meeting Wrap-up