Benefits Job Aid

BN361 ACA Data Entry

ACA Data Entry Certification Overview

This Job Aid provides instructions on how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the number of employees and provides an opportunity to update tax data (such as the address). Contact the Office of Health Benefits (OHB) with any questions on how the Agency should use this page at ohb@dhrm.virginia.gov.

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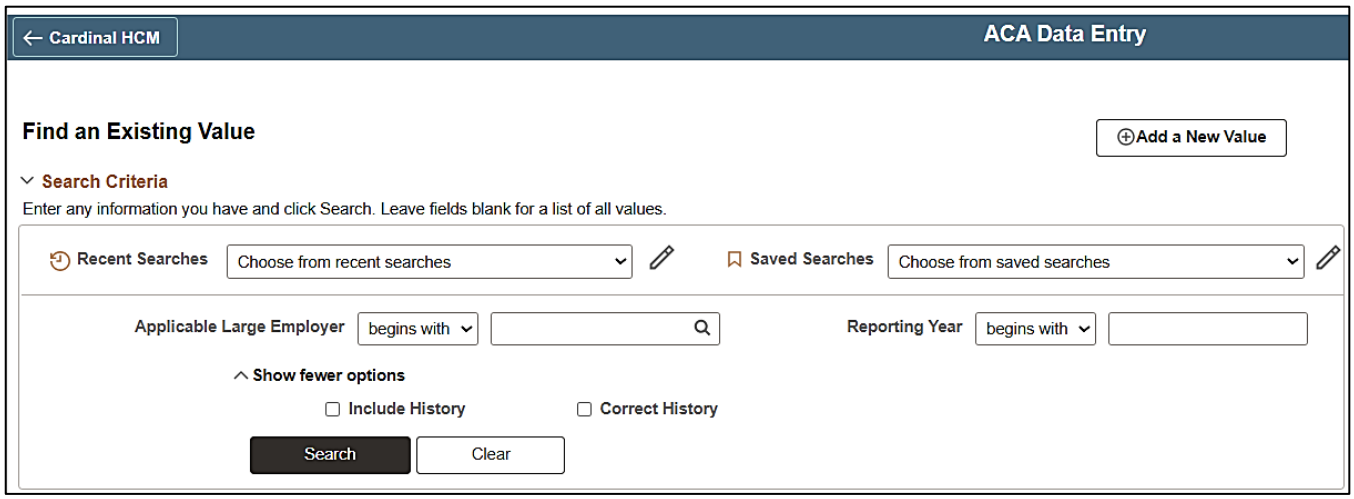
Revision History

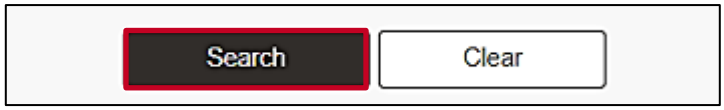
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

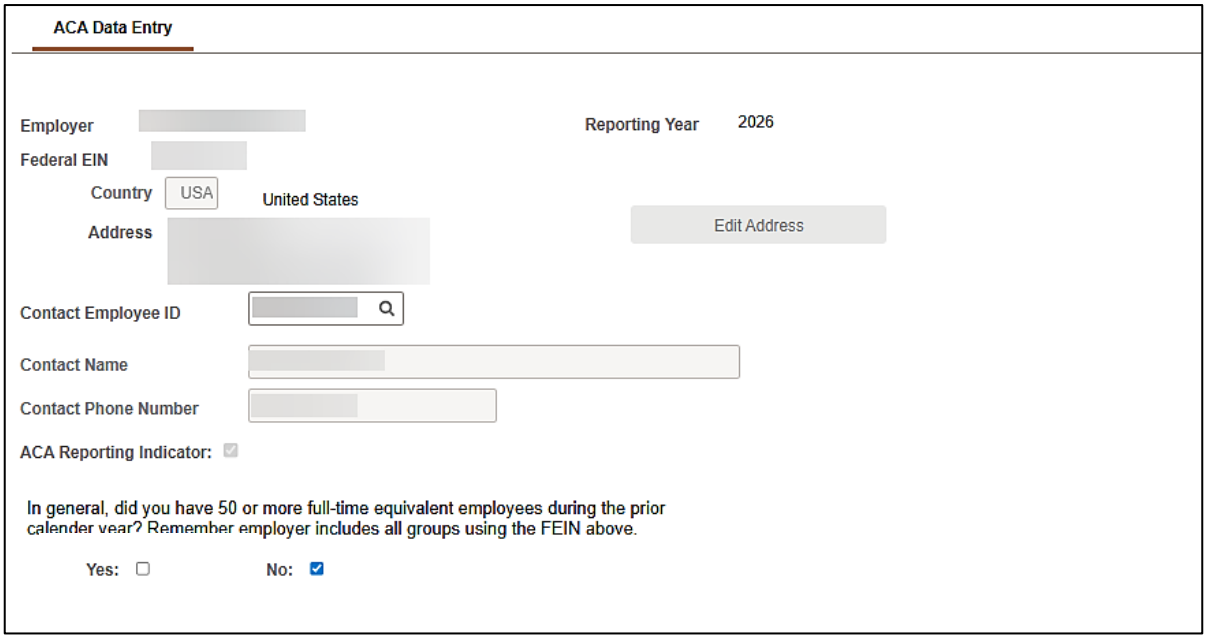
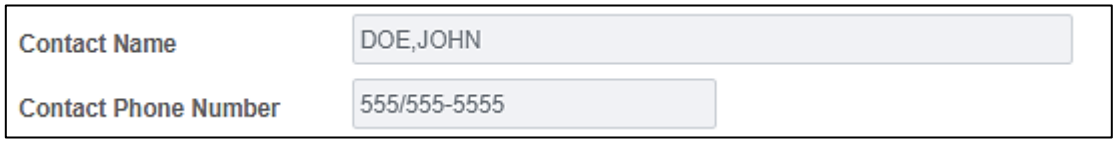
ACA Data Entry

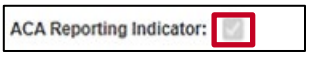
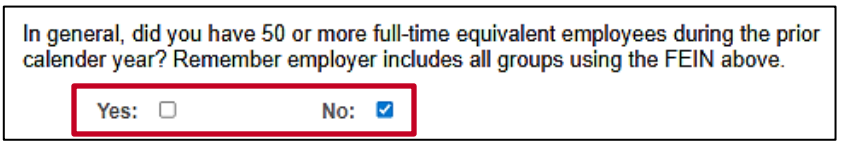
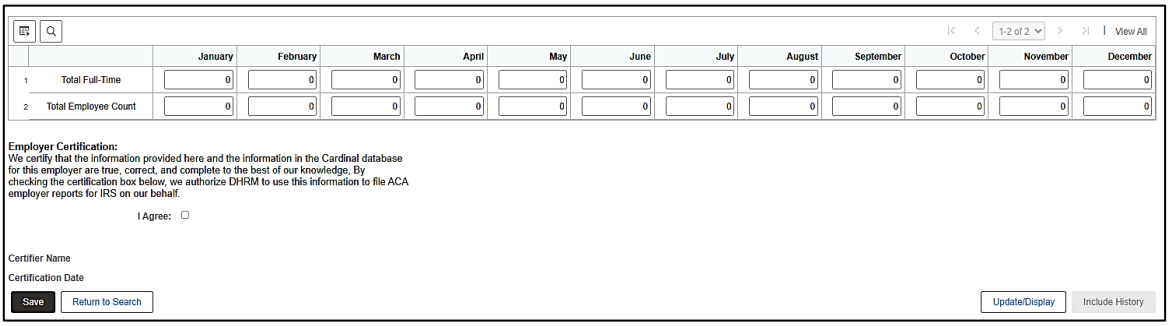
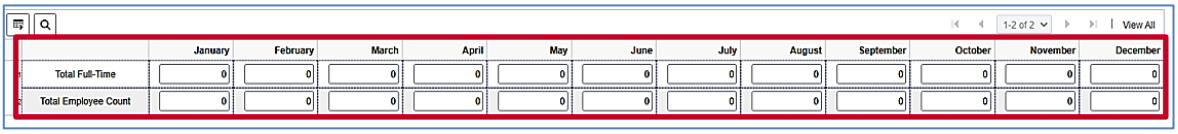
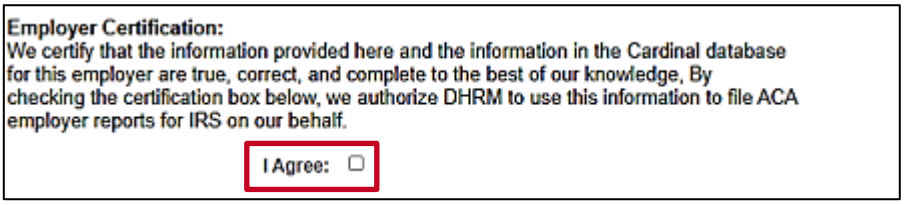
Step	Action
1.	Navigate to the **ACA Data Entry** page using the following path: **NavBar > Menu > Benefits > Employer Information > ACA Data Entry**

The **ACA Data Entry Find and Existing Value Search** page displays.



	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled **Overview of the Cardinal HCM Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
2.	Enter/select the applicable Agency in the **Applicable Large Employer** field and/or enter the applicable Reporting Year in the **Reporting Year** field. 
3.	Click the **Search** button. 

Step	Action
	The **ACA Data Entry** page displays. 
	OHB runs a clone process to create a shell for each new Reporting Year for each Agency.
4.	Review the **Address** field for accuracy. **Note**: If an Agency address needs to be updated, a Help Desk ticket must be submitted. 
5.	Update the Agency Contact by clicking the **Contact Employee ID Look up** icon as needed. 
	The **Contact Name** and **Contact Phone Number** fields are read-only and will populate based on the Contact Employee ID entered/selected. 

Step	Action
6.	Review the **ACA Reporting Indicator** checkbox option. This is set for the Agency by OHB and cannot be changed. 
7.	Select the applicable **Yes** or **No** checkbox option to answer the "**…did you have 50 or more full-time equivalent employees…**" question. 
8.	Scroll down on the page as needed. 
9.	Complete the **Total Full-Time** and **Total Employee Count** fields for each Month by entering in the applicable numeric value. 
10.	Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the **I Agree** checkbox option. 
11.	Click the **Save** button. 

Step	Action
	The **Certifier Name** and **Certification Date** fields will auto-populate with the certifier's information.