

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: December 3, 2024

MIRS LETTER #24-002
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Acting Division Chief
Personnel and Payroll Service Division

RE: MANAGEMENT INFORMATION RETRIEVAL SYSTEM UPDATES - NEW AFFORDABLE CARE ACT SYSTEM FILE RELEASE

We are excited to announce that a new database file is now available in the Management Information Retrieval System (MIRS), which provides Affordable Care Act (ACA) data.

The new CSACA file is designed to streamline access to ACA related data, allowing for more efficient reporting and analysis, and providing current position and ACA Status Code information for state employees and Common Law workers. The file includes active employees and employees who temporarily or permanently separated since December 31, 2014. The file does not include employees who have transferred to another department.

The MIRS Handbook, found on the [MIRS References](#) webpage, has been updated to include new CSACA File Description (FD) details and associated Common Library reports. The CSACA FD is in the MIRS Handbook, on pages 28 and 29. There are also two (2) MIRS Common Library reports related to the Affordable Care Act System (ACAS) file:

- ACA001 - Report that shows employees without health benefits, with an ACA Status Code of 3A or 3B
- ACA002 - Report of Permanent employees with a Time Base of Intermittent or Indeterminate, and without an ACA Status Code of 2A or 6A

Examples of the ACA001 and ACA002 reports are found on pages 293 and 294 of the [MIRS Handbook](#). Additional Common Library reports will be announced as they become available.

Please share this letter with human resources (HR) staff that key into the ACAS, as well as HR supervisors and managers. These key staff can help guide MIRS report writers on how to best make use of the data provided in the CSACA file.

If you have questions regarding this letter, please contact the MIRS Helpdesk at the email address or phone number provided below.

Contacts:

- Affordable Care Act (ACA) Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) Help and Feedback](#)
- [ConnectHR Help and Feedback](#)

- California Leave Accounting System (CLAS) Email CLAS@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Helpdesk PPSDMIRS@sco.ca.gov or (916) 327-3926
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

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