

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

DATE: August 15, 2014

PERSONNEL LETTER #14-011  
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel and Payroll Services Division (PPSD)**RE: NEW AFFORDABLE CARE ACT DATABASE AND REVISED SCO SECURITY  
AUTHORIZATION FORM (PSD125A)****BACKGROUND**

The federal Affordable Care Act (ACA) was enacted in March 2010 to ensure all Americans have access to quality and affordable health care. A requirement of the ACA is the Employer Shared Responsibility provision that mandates large employers file annual reports to the Internal Revenue Service. The annual reports must identify whether or not health coverage was offered to full-time employees and their eligible dependents. The California Department of Human Resources (CalHR), State Controller's Office (SCO), and California Public Employees' Retirement System (CalPERS) are leading the effort to ensure the State's compliance to this provision.

**NEW AFFORDABLE CARE ACT DATABASE**

Implementation of the Employer Shared Responsibility provision will require changes to current business practices in departmental human resources offices. An important change is the addition of the Affordable Care Act database (ACAS), which impacts human resources staff responsible for the administration of health benefits. Additional information, including training, will be released in upcoming months.

**REVISED SCO SECURITY AUTHORIZATION FORM (PSD125A)**

The SCO Security Authorization form (PSD125A) has been revised to include access authorization for the ACAS. The SCO Decentralized Security Administration Unit will send revised PSD125As to each department beginning **September 2, 2014**. The revised PSD125As will be pre-filled based on **current** security authorization information. Instructions will be included with the revised PSD125As for further processing.

If you have any questions regarding this letter, please contact the following staff:

| <u>UNIT</u>                         | <u>CONTACT</u> | <u>PHONE NUMBER</u> | <u>EMAIL ADDRESS</u>                                     |
|-------------------------------------|----------------|---------------------|--|
| Affordable Care Act Database (ACAS) | Lisa Ly        | (916) 319-9394      | <a href="mailto:lly@sco.ca.gov">lly@sco.ca.gov</a>       |
| SCO Decentralized Security          | Todd Soto      | (916) 322-3055      | <a href="mailto:tsoto@sco.ca.gov">tsoto@sco.ca.gov</a>   |
| SCO Decentralized Security          | David Avila    | (916) 322-3987      | <a href="mailto:davila@sco.ca.gov">davila@sco.ca.gov</a> |