STATE OF CALIFORNIA   BETTY T. YEE
                                                   California State Controller

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

DATE: February 1, 2019   PERSONNEL LETTER #19-006

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
        Personnel and Payroll Services Division

RE: **AFFORDABLE CARE ACT COMPLIANCE REPORT ADDITIONS**

In an effort to provide the most accurate ACA (Affordable Care Act) data to employees and the Internal Revenue Service (IRS), effective February 1, 2019, the State Controller's Office (SCO) has made additions to the compliance reports to aid agencies in keying, reviewing, and tracking employee data.

MONTHLY COMPLIANCE REPORT ADDITIONS

PDA2050L
The SCO has added monthly compliance report PDA2050L to notify agencies and campuses of employee(s) who have an active status but whose current ACA Status Code reflects a separation (6A or 5D). For each employee listed on the report, please update the employee's record with an ACA Status Code that accurately reflects the employee's health benefit status. Report PDA2050L is available on ViewDirect as indicated below.

- Report ID: PDA2050L
- Report Name: ACTIVE EE WITH SEPARATION CODE (6A)

It should be noted that there are employees on the report that have a separation code (6A) that was automatically updated by SCO due to an S90 transaction (failure on probation). The SCO is aware that not all S90 transactions result in an actual separation. In these cases, it is the responsibility of the department to void the 6A, and verify that the employee's Affordable Care Act System record accurately reflects the employee's health benefit status. SCO is adjusting the auto population programming so that S90 transactions will no longer trigger an ACA Status Code 6A. The SCO expects to complete this change in spring. If a 6A is necessary, the department is responsible for entering it.

QUARTERLY COMPLIANCE REPORT ADDITIONS

PDQ2701I
The SCO has added quarterly compliance report PDQ2701I to notify agencies and campuses of employee(s) with an address that the IRS will not accept. The IRS rejects addresses in the

annual reporting process for various reasons. For each employee listed on the report, please update the address record as appropriate.

Employees listed on this report have been on monthly compliance report PDA2050F for longer than 90 days and must be addressed immediately. Report PDQ2701I is available on ViewDirect as indicated below.

- Report ID: PDQ2701I
- Report Name: QRTLY EMPLOYEE WITHOUT APPROPRIATE ADDRESS

PDQ2701J

The SCO has added quarterly compliance report PDQ2701J to allow ACA Status Code 6A as an acceptable status code for District Agricultural Association 119-Day employees (employees with an * in the 7th character of the position number). For each employee listed on the report, please provide a correction file to update the ACA Status Code. Employees listed on this report have been on monthly compliance report PDA2050G for longer than 90 days and must be addressed immediately. Report PDQ2701J is available on ViewDirect as indicated below. (Note: this report applies only to CDFA and SCO)

- Report ID: PDQ2701J
- Report Name: QRTLY 119 DY EE W/STATUS CODE OTHER THAN 2A or 6A

PDQ2701K

The SCO has added quarterly compliance report PDQ2701K to assist in the accurate capturing and tracking of COBRA offers to employees. The report lists employee records with ACA Status Codes 1B, 1C, 1D, or 1E that have been effective for longer than 18 consecutive months. For each employee listed on the report, please verify each record and update the employee's ACA Status Code. Employees listed on this report have been on monthly compliance report PDA2050H for longer than 90 days and must be addressed immediately. Report PDQ2701K is available on ViewDirect as indicated below.

- Report ID: PDQ2701K
- Report Name: (PPS) EMPLOYEE WITH COBRA CODE LONGER THAN 18 MONTHS

For inquiries specific to Personnel staff authorized to access ViewDirect, contact Personnel and Payroll Services Division Decentralized Security by emailing dsa@sco.ca.gov. For more information on accessing and printing from ViewDirect, refer to the ViewDirect User Manual.

For questions regarding data on compliance reports, how to correct compliance report records, or other inquiries related to ACAS, contact ACA Online Support at (916) 322-3770 or by emailing acasupport@sco.ca.gov.

MR:ACAS