

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

DATE: April 16, 2019

PERSONNEL LETTER #19-009

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division (PPSD)

RE: AFFORDABLE CARE ACT SYSTEM MASS UPDATE

In an effort to provide the most accurate ACA data to employees and the Internal Revenue Service (IRS), and as part of an IRS mandated correction process, the State Controller's Office (SCO) processed an ACAS (Affordable Care Act System) mass update on the evening of April 3, 2019. This update populated an ACA Status Code 6A (permanent separation) for employee records with permanent separations that were effective from January 2015 – April 2019. An update was completed for records where ACA Status Code 5D (benefits canceled) or 6A (permanent separation) was not keyed into the ACAS, beginning with the oldest separation first. Updated records display "SCO MASS UPD" in the UPDATED BY column of the ACAS.

The ACAS did not populate a permanent separation status code in an employee's record under the following circumstances:

- Where the current ACA Status Code is a permanent separation (6A) or benefits canceled (5D)
- Where the ACAS record has no prior ACA Status Code
- When another ACA Status Code has been keyed after the date of the separation, which would cause an out of sequence transaction

DEPARTMENTAL ACTION REQUIRED – ACAS DOCUMENTATION/PROCESSING INSTRUCTIONS

Human Resources personnel are responsible for keying ACA Status Code 6A for all records where the mass update program was unable to update due to the above listed circumstances. To assist departments and campuses in correcting employee records, ViewDirect Report PDA8758 "ACA 6A MASS UPDATE ERROR REPORT 2017 – MAY 2019" is available as of April 15, 2019. The report identifies records that were rejected during the ACA Status Code 6A mass update. Employees can have multiple error messages on the error report if they had multiple separations that were not keyed or populated during the period of January 2015 – April 2019. Each record on the report will define why the record could not be updated through the mass update process. All departments and campuses must make the necessary corrections in the ACAS by **June 28, 2019**. This includes all ACA Status Code 6A transactions identified on the error report, as well as any other transactions needed to complete the employee's ACAS benefit history.

While the mass update effects dates from January 2015 – April 2019, the error report will only contain records with separations effective January 2017 – April 2019. Departments and campuses may find that a separation prior to 2017 is not in the system and did not populate through the mass update, but also did not display on the error report. Although it is not mandatory to key an ACA Status Code 6A that was effective prior to January 1, 2017, the SCO encourages human resources personnel to fully update employee records to make the record as accurate as possible.

HOW TO VOID TRANSACTIONS

When correcting employee data, voiding transactions may be required. Below is an example of voiding a transaction that is not the most current transaction. All of the transactions keyed above the incorrect transaction must be voided and then rekeyed.

Before:

The 6A for the employee's 2018 separation was auto populated on 02/16/2018, however the employee had another separation with an effective date of 02/01/2017 that should have been keyed, as well as an appointment on 08/17/2017. The ACAS does not allow keying of transactions that are out of sequence (i.e., not in date order). Therefore, all transactions keyed after the effective date of the separation that was keyed, must be voided and rekeyed.

Current record:

SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB	HEALTH COV	NOTICE DATE
CSU208	01		208-228-2360-001	SEP	R	FT		12/31/2014

YEAR	EFFECTIVE DATE	TRAN CODE	ACA STATUS	ENTRY DATE	SCO USE ONLY	UPDATED BY	POSITION NUMBER	
2018	02/01/2018	ACA	6A	02/16/2018	SCO AUTO GEN		SEE PIMS	
2017	NO ACTIVITY							
2016	NO ACTIVITY							
2015	NO ACTIVITY							
2014	12/31/2014	ACA	4A	01/01/2015	INITIAL LOAD		SEE PIMS	
	12/31/2014	ACA	1A	01/01/2015	INITIAL LOAD		SEE PIMS	

1. Void all transactions with an effective date after the date of the 2017 separation.
2. Key the 2017 separation.
3. Key any necessary subsequent ACAS Status Codes in chronological order, beginning with the oldest date first.

After voiding:

SUFFIX	POS	SEQ	POSITION NUMBER	STATUS	TENURE	TB	HEALTH COV	NOTICE DATE
CSU208	01		208-228-2360-001	SEP	R	FT		12/31/2014

YEAR	EFFECTIVE DATE	TRAN CODE	ACA STATUS	ENTRY DATE	SCO USE ONLY	UPDATED BY	POSITION NUMBER	
2018	02/01/2018	ACA	6A	04/03/2019	SCO ADMIN		SEE PIMS	
	02/01/2018	ACAV	6A	04/03/2019	SCO ADMIN		SEE PIMS	
2017	08/17/2017	ACA	2A	04/03/2019	SCO ADMIN		SEE PIMS	
	02/01/2017	ACA	6A	04/03/2019	SCO ADMIN		SEE PIMS	
2016	NO ACTIVITY							
2015	NO ACTIVITY							
2014	12/31/2014	ACA	4A	01/01/2015	INITIAL LOAD		SEE PIMS	
	12/31/2014	ACA	1A	01/01/2015	INITIAL LOAD		SEE PIMS	

Note that any voided transactions will display in ACAS, however the entry date of the transaction will change to the date the void was keyed and the transaction code will update to "ACAV".

For questions regarding this mass update or the ACAS, contact ACA Online Support at (916) 322-3770 or by emailing acasupport@sco.ca.gov. For information regarding keying ACAS transactions, please refer to the [ACAS User Guide](#), available on the SCO's website.

MR:MV:ACAS