

Patient Protections & Affordable Care Act

Presented By:

DAS CHRO, PPDB, OSPS and PEBB

Agenda

- ▶ What is the Patient Protection and Affordable Care Act
- ▶ CHRO - Policy and Process
- ▶ PPDB - New Codes and Data Entry Processes
- ▶ OSPS - New ACA hours query and Datamart
- ▶ PEBB - New OARs, payment processes and benefit packages

What is the ACA

- ▶ Federal Law - Final Regulations (IRS) adopted 2/14/14
- ▶ Many provisions impacting health insurance and individual and employer responsibilities
- ▶ Establishes time lines for implementation and reporting over several years
- ▶ Establishes penalties for failure to comply at individual and employer levels
- ▶ Overall, the State of Oregon has more generous offerings than required by the law with few exceptions
- ▶ Requires employers offer minimum value benefits to full time (30+ hour a week or more) employees

CHRO - ACA Policy

- ▶ New policy 50.070.01 simultaneously adopted and put out for comment through December 2014
- ▶ Defines numerous ACA terms and requirements
- ▶ Applies to all State of Oregon Agencies*
- ▶ May impact agency practices around temporary employee hiring and leave without pay (LWOP)

*Note: All agencies, boards and commissions except; SAIF, universities with and without governing boards (OUS) and OHSU

CHRO - Policy

Employee Definitions:

- ▶ **ONGOING EMPLOYEE** - means an employee who has been employed in state service for at least one complete Standard Measurement Period.
- ▶ **NEW EMPLOYEE** - means an employee who has not been employed in state service for at least one complete Standard Measurement Period.
- ▶ **VARIABLE HOUR EMPLOYEE** - means a New Employee if, based on the facts and circumstances at the New Employee's start date, the agency cannot determine whether the employee is reasonably expected to be employed on average at least 30 hours of service per week during the Initial Measurement Period because the employee's hours are variable or otherwise uncertain.

**NOTE: Employee type (permanent, seasonal, limited duration, temporary, retiree)
DOES NOT IMPACT ACA requirements**

CHRO Policy

Period Definitions

- ▶ **ADMINISTRATIVE PERIOD** - means the two-month period after the Standard Measurement Period (November and December) or the period of time ending at the end of the first full month following the Initial Measurement Period that allows time for enrollment and disenrollment.
- ▶ **INITIAL MEASUREMENT PERIOD** - means the 12 consecutive month period starting with the first day of the employee's employment.
- ▶ **STABILITY PERIOD** - means the 12 consecutive month period after any Standard or Initial Measurement Period and Administrative Period during which employees are entitled to keep coverage, no matter what their Hours of Service are.
- ▶ **STANDARD MEASUREMENT PERIOD** - means the 12 consecutive month period starting November 1 and ending October 31.

CHRO Policy

Definitions - Other

- ▶ **HOURS OF SERVICE** - means each hour for which an employee is paid or entitled to payment for duties performed for the state. Hours of service also include each hour for which an employee is paid or entitled to payment for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability and workers' compensation leave), being on-call, or military duty. Note that three types of Special Unpaid Leave also count as hours of service: OFLA/FMLA leave, USERRA leave, and jury duty leave.

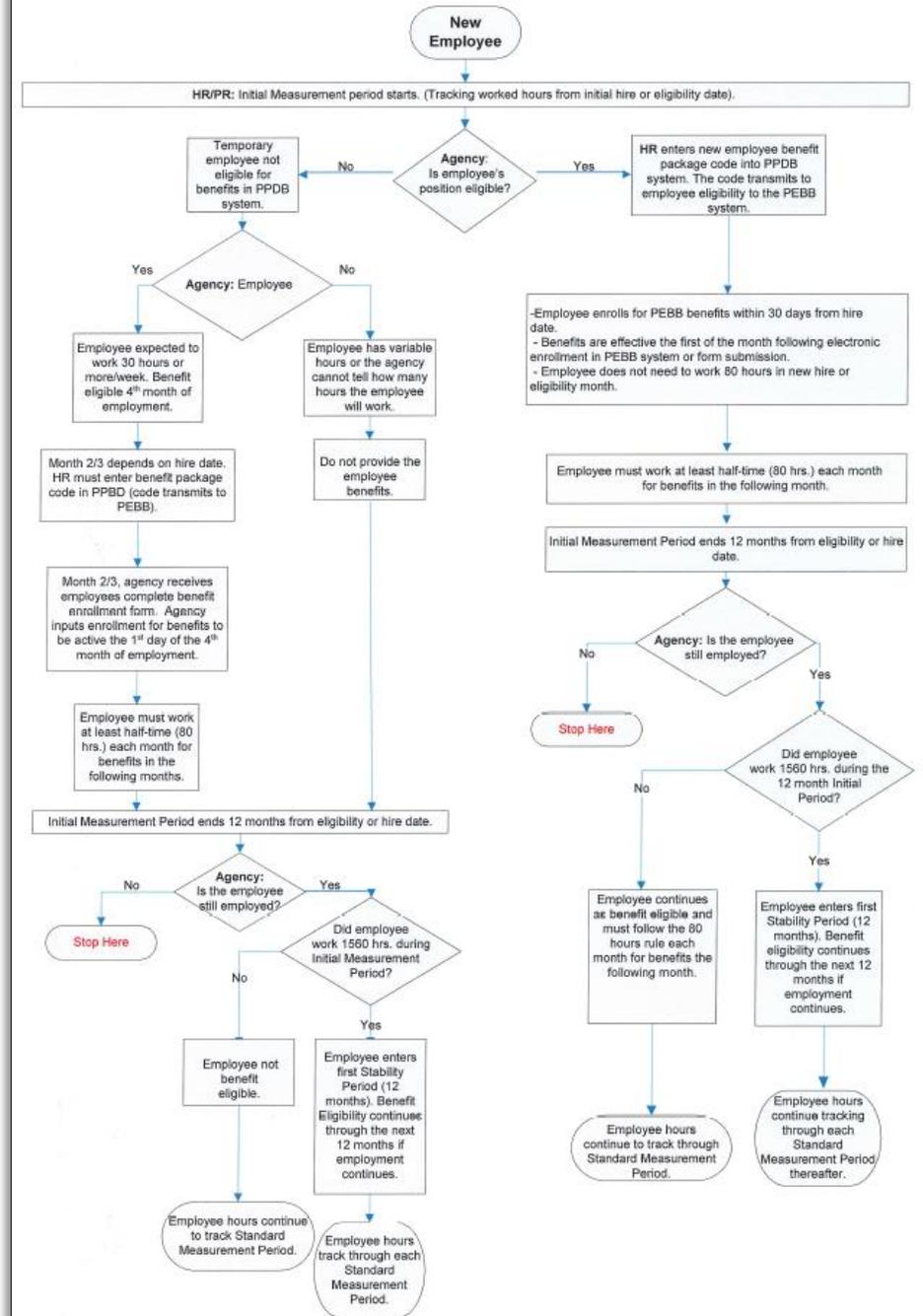
What Changes?

- ▶ Many temporary employees are now eligible for coverage/opt-out
- ▶ Employees on LWOP may be eligible for the employer contribution toward benefits even without 80 paid hours in a month
- ▶ Retirees hired into a temporary position while in a current stability period, without a 13 week break in service will remain benefit eligible
- ▶ The ENTIRE state is treated as a single employer. Previous hours worked for another state entity may affect benefit eligibility and time lines

Temporary Employee Eligibility

- ▶ A temporary employee who is expected to work at least 30 hours a week at the time of hire or who is filling behind a full time employee must be offered coverage to be effective on the first of the fourth month of employment
- ▶ A temporary employee who works 1,560 hours in a measurement period is eligible for coverage and is in a stability period for the following 12 months. - **INCLUDE RETURNING RETIREES**
- ▶ A temporary employee and returning retiree who is in a stability period is immediately eligible for benefits

PEBB – New Hire Employee – Benefit Enrollment



What Is Required Now? TEMPS

▶ Newly Hired Temporary Employee offer of Coverage Worksheet

MUST BE SAVED AND FILED IN EE FILE

State of Oregon
Affordable Care Act (ACA)
Newly Hired Temporary Employee
Offer of Coverage Worksheet

This worksheet is used to document the agency's reasonable expectations regarding the "full-time" status of a newly hired temporary employee.
PLACE A COPY OF THIS COMPLETED FORM IN THE EMPLOYEE FILE

1. AGENCY NAME:	2. EMPLOYEE NAME:
2. DATE OF HIRE:	3. EXPECTED DURATION OF EMPLOYMENT:

4. Did the newly hired temporary employee work for another State of Oregon agency* in the last 12 months?

YES - Proceed to #5

NO - Proceed to #7

*Agency means any executive, judicial or legislative branch agency and the Lottery, Corrections Enterprises and Boards and Commissions. It does NOT include OUS, SAIF or OHSU.

5. Was the newly hired temporary employee in a standard or initial measurement period at the other agency?

YES - Proceed to #7. (Note total previous hours worked here)

NO - Proceed to #6

If you are unsure, please contact the prior agency or run the ACA report on the DataMart. For Lottery (maybe others) who are not supported by PPDB and OSPS, you will have to call the prior agency.

6. Was the newly hired temporary employee in a current standard or initial stability period at another agency?

YES - Employee continues to be eligible for benefits. Enter appropriate benefits eligible REPR in PPDB and provide PEBB enrollment form with immediate eligibility noted

NO - Proceed to #7

Note: a break in service only ends the stability period if it was at 13 week break in service, or a break in service of at least four (4) weeks but longer than the prior period of employment

7. Does the agency expect the newly hired temporary employee to work at least 30 hours per week at the time of hire?

YES - The offer of coverage must happen to be effective the first of the 4th month*. Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.

NO - Proceed to #8

8. Is the newly hired temporary employee replacing a full-time (at least 30 hours) position?

Example: The temporary employee is filling in for a permanent position while the employee occupying that position is on leave.

YES - The offer of coverage must happen to be effective the first of the 4th month*. Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.

NO - Proceed to #9

*See ACA Calendar of eligibility dates. IMPORTANT: The offer of coverage must be documented and captured in the employee file.

9. Was the position advertised as or otherwise documented as (through a contract or job description) as requiring hours of service that would average 30 (or more) hours of service per week?

YES - The offer of coverage must happen to be effective the first of the 4th month*. Enter 167 or 168 PA code in PPDB. Pend 210 PA in accordance with ACA Calendar. Provide EE Temp Benefit Information and PEBB enrollment form with coverage eligible date noted. Document offer and keep file copy.

NO - Proceed to #10

*See ACA Calendar of eligibility dates. IMPORTANT: The offer of coverage must be documented and captured in the employee file.

10. Is the position considered variable hour? A variable hour employee is defined as an employee for whom the agency cannot reasonably determine based on the facts and circumstances upon the date of hire will work on average at least 30 hours per week.

Example: The temporary employee will work 15 hours one week, 30 hours the next week and 20 hours the following week.

YES - The agency will measure (during the Initial Administrative Period) the employee over the 12 month Initial Measurement (look back) Period. Enter 167 or 168 PA code in PPDB. Run the standard ACA report on a monthly basis to track.

NO - Employee is considered a "part-time" temporary employee (works under 30 hours/week or 130 hours/month) and not eligible for benefits. Enter 167 or 168 PA code in PPDB.

What Is Required Now? TEMPS

Important Reminders:

- ▶ Any hours worked for a State of Oregon employer NOT in PPDB must be gained by calling the former agency
- ▶ All ACA temps must be entered as appointment 'T' (no change) and FULL/PART CODE as 'F' regardless if employee is not working full time. Pay Basis will continue to be keyed as 'H' (hourly)
- ▶ Only the PA Code 210 will allow the current representation code to change to one of the new ACA representation codes to allow benefits to be processed on a temporary employee that is currently in PPDB.
- ▶ If a newly hired temporary employee is eligible immediately for ACA the employee will be entered in PPDB using the appropriate temp appointment PA Code 167 or 168 and entering them with one of the new ACA representation codes.

Making the Offer of Coverage - Process

- ▶ Temporary Offer of Coverage Template
- ▶ MUST Place copy of offer in employee file
- ▶ You may provide immediately
- ▶ Enrollments for temporary employees will be PAPER.
 - ▶ Suggested use of the Office Use Only box for effective date

DATE
TO:
FROM:

IMPORTANT HEALTH BENEFITS INFORMATION/OFFER OF COVERAGE FOR TEMPORARY EMPLOYEES OF THE STATE OF OREGON

With the passage of the Affordable Care Act (ACA), temporary employees of the State of Oregon MAY, in some cases, become eligible for employee health benefits offered through the Public Employees Benefit Board (PEBB). Outlined below are some key facts that may assist you in understanding your potential rights and responsibilities.

The following information applies to temporary employees who are hired with the expectation to work an average of 30 or more hours per week:

- You may submit the PEBB benefit enrollment information at any time in the three months following your start date. HOWEVER, you will only get actual coverage IF you are still ACTIVELY employed on the 1st day of the fourth month following your hire. For example, if you are hired March 15, 2015, you can complete enrollment any time before June 15, but your coverage will only be effective on July 1, 2015 if you are still actively employed on July 1, 2015.
- An offer of coverage and/or enrollment in no way alters the temporary status of your assignment. Your employment may be ended at any time.
- If you chose to enroll and are employed on the 1st of the fourth month following your hire date you will receive coverage.
- PEBB's employee benefits are in whole month increments for coverage. Employees work one month to earn coverage for the following month. To continue your coverage for each month following your first effective month you must meet the requirement of 80 paid hours earned in the month.
- If you work less than 80 hours in a month you will not receive coverage (unless you are in a current stability period) the following month, however you will receive a COBRA notification.
- If you chose coverage and your employment later terminates your coverage will terminate (and you will receive a COBRA notification) as follows:
 - a) On the last day of the month, when you accrue less than 80 paid regular hours during the month that your employment terminates.
 - b) On the last day of the following month, when you accrue more than 80 paid regular status hours during the month that your employment terminates.
- In order to receive coverage, you must enroll in coverage during your New Employee Open Enrollment window. Late enrollment requires the submission of an appeal to PEBB.
- If you choose to not enroll in coverage when offered, opt out of medical in lieu of cash or decline all coverages, you will not be eligible to enroll at a later date unless you remain benefit eligible and have a qualifying midyear change event.

IMPORTANT: FAILURE TO SUBMIT YOUR PEBB ENROLLMENT BY THE END OF YOUR THIRD CALENDAR MONTH OF EMPLOYMENT WILL BE CONSIDERED A REJECTION OF THE OFFER OF COVERAGE.

Making the Offer of Coverage - Time line

- ▶ Enrollments for temporary employees will be PAPER.
 - ▶ Suggested use of the Office Use Only box for effective date

ACA Temporary Employee PEBB Eligible Benefit Calendar			
Hire Date / Status Change Date	Coverage Effective Date*	PPDB 210 Code Entry	Payroll Benefits Entry Date
January 1	April 1	First week of March	Second week of March
January 2- February 1	May 1	First week of April	Second week of April
February 2 - March 1	June 1	First week of May	Second week of May
March 2 - April 1	July 1	First week of June	Second week of June
April 2 - May 1	August 1	First week of July	Second week of July
May 2 - June 1	September 1	First week of August	Second week of August
June 2 - July 1	October 1	First week of September	Second week of September
July 2- August 1	November 1	First week of October	Second week of October
August 2 - September 1	December 1	First week of November	Second week of November
September 2 - October 1	January 1	First week of December	Second week of December
October 2 - November 1	February 1	First week of January	Second week of January
November 2 - December 1	March 1	First week of February	Second week of February
December 2 - January 1	April 1	First week of March	Second week of March

* Note: The Agency must have documented the offer of coverage at least 30 days prior to the Coverage Effective Date.

LWOP - Benefits during LWOP

- ▶ Any employee who is in a **stability** period is eligible for the employer contribution to premiums during LWOP
 - ▶ 80 hour rule does not apply during stability period
 - ▶ COBRA does not apply until the end of the stability period

REMINDER: ANY TIME YOU WOULD HAVE NORMALLY REQUIRED 80 HOURS TO PAY

BENEFITS AND/OR OFFERED COBRA. **STOP!** CHECK FOR STABILITY PERIOD FIRST. STABILITY PERIOD = EMPLOYER PAYS EMPLOYER PORTION

80 Hour Rule and COBRA

- ▶ The 80 hour rule DOES NOT APPLY in a stability period.
 - ▶ Temporary
 - ▶ Permanent
 - ▶ Part - time
 - ▶ EVERYONE
- ▶ COBRA is offered to all employees who terminate coverage ---however if an employee has no regular paid hours and is in a stability period there is no need to offer COBRA
- ▶ Always check for stability period before requiring 80 hours or not paying insurance

Implementation Time Line & Process

All PPDB Temps who were employed during first standard measurement period (November 1, 2013 - October 31, 2014)

- ▶ CHRO sent all initial offers of coverage. Agencies have received lists and copies for the file
- ▶ CHRO will receive enrollments and review for completion and scan a copy and send to PEBB and the Agency
- ▶ DAS, EHRS HR Systems will do the PA code change in PPDB
- ▶ PEBB will do data entry for benefits

Implementation Time Line & Process

All PPDB temps hired November 1 - December 31, 2014

- ▶ CHRO will contact the agency and work through the worksheet
- ▶ The agency will do the subsequent PPDB and PEBB data entry
- ▶ The agency will communicate with the temporary employees

Implementation Time Line & Process

All PPDB temps hired January 1, 2015 forward

- ▶ Each agency is responsible for completing worksheet and ensuring all offers of coverage and data entry is complete
- ▶ Agency must monitor individual measurement periods
- ▶ CHRO is available for consulting

Implementation Time Line & Process

LWOP

- ▶ Effective January 1, 2015 any employee who is in a stability period is covered.
- ▶ Agency is responsible for ensuring compliance

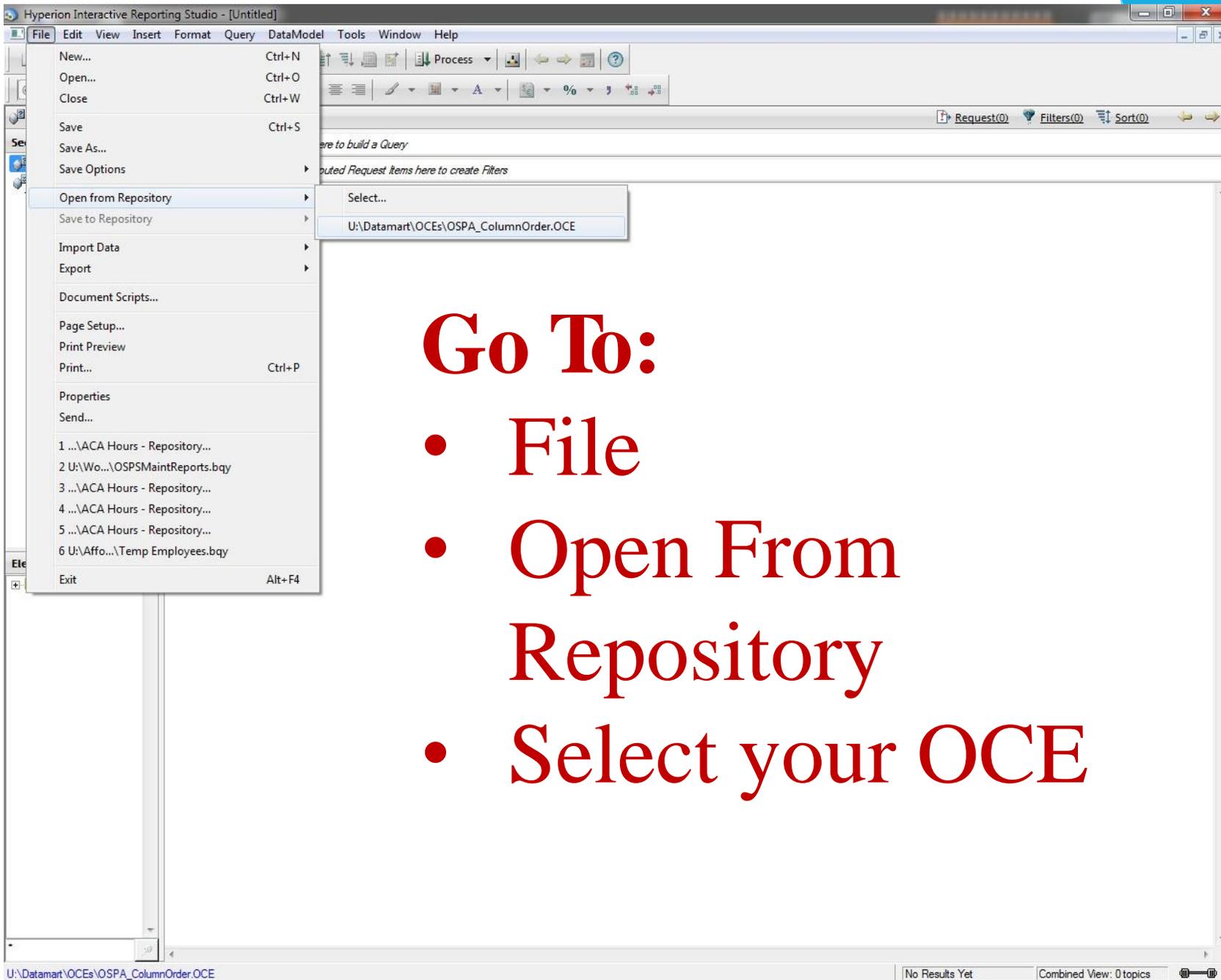
PPDB

- ▶ All ACA temps must be entered as appointment 'T' (no change) and FULL/PART CODE as 'F' regardless if employee is not working full time. Pay Basis will continue to be keyed as 'H' (hourly)
- ▶ Only the PA Code 210 will allow the current representation code to change to one of the new ACA representation codes to allow benefits to be processed on a temporary employee that is currently in PPDB.
- ▶ If a newly hired temporary employee is eligible immediately for ACA the employee will be entered in PPDB using the appropriate temp appointment PA Code 167 or 168 and entering them with one of the new ACA representation codes.
- ▶ PPDB processing instructions will be available on the DAS, Enterprise Human Resource Services website: <http://www.oregon.gov/DAS/EHRS/Pages/hrss.aspx>
- ▶ PPDB processing questions call be emailed to: Group.PPDB@state.or.us
- ▶ New ACA REPR Code and Benefit Package Codes:

NEW ACA REPR CODES FOR TEMPORARY EMPLOYEES	TITLE	BENEFIT CODE
XAQ	ACA TEMPORARY EMPLOYEE	QA
XAOQ	ACA SEIU TEMPORARY EMPLOYEE	QO
XAFQ	ACA TEMPORARY STATE FAIR WORKER	QA
XBAQ	ACA STATE ACTIVE DUTY MILITARY	QD
XBIQ	ACA TEMPORARY FIREFIGHTER AT FORESTRY	QF
XBJQ	ACA TEMPORARY INDUSTRIES FOR BLIND LV	QB

OSPS

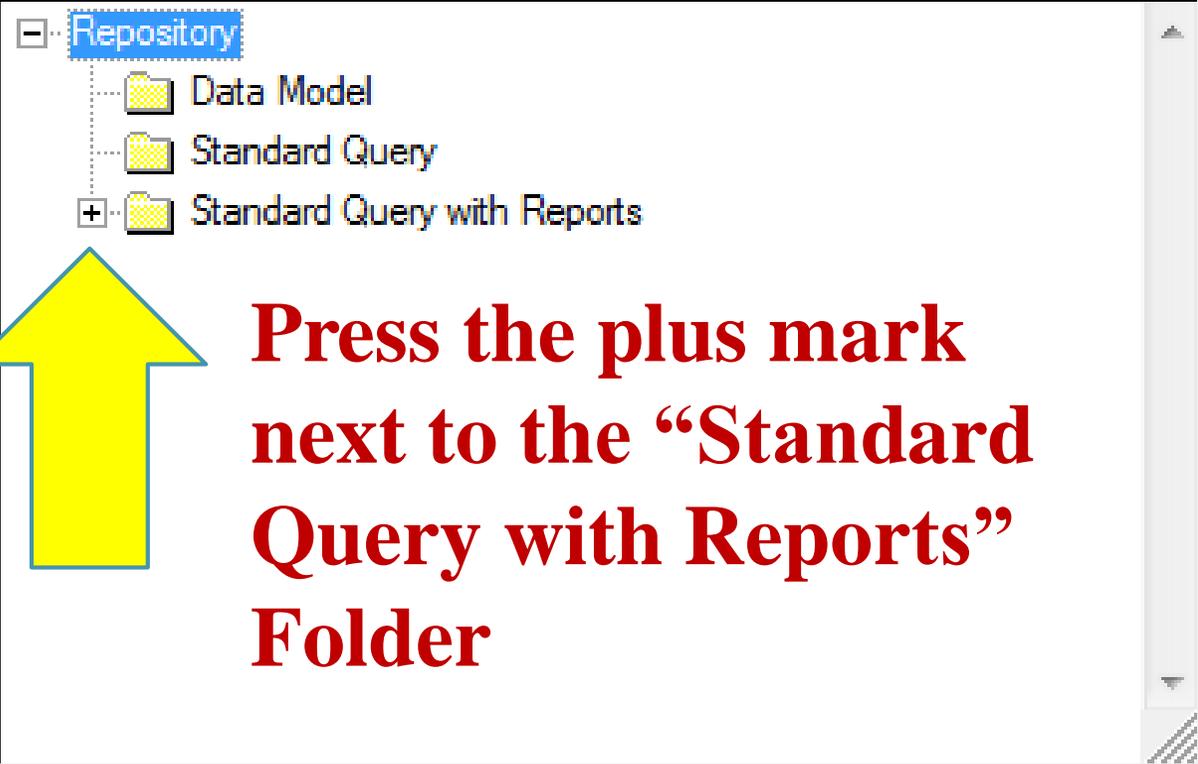
- ▶ How to run the query
- ▶ Datamart



Go To:

- File
- Open From Repository
- Select your OCE

Open from Repository



A tree view showing a 'Repository' folder containing three sub-folders: 'Data Model', 'Standard Query', and 'Standard Query with Reports'. The 'Standard Query with Reports' folder has a small plus sign next to it, indicating it is collapsed. A yellow arrow points to this plus sign.

**Press the plus mark
next to the “Standard
Query with Reports”
Folder**

Model Info

Unique Name:

Creator:

Created:

Description

Open

Cancel

Help

Open from Repository

Repository

- Data Model
- Standard Query
- Standard Query with Reports
 - 89 Screen Recon
 - Budget vs. Actual
 - D23 Balances
 - DAFR6610 Month
 - DAFR6610 Period 13
 - DAFR6610 Period 13-Agy Object
 - DAFR6610 YE Period 13
 - DAFR6620 Month
 - DAFR6620 Period 13

Scroll
Down
Until...

Model Info

Unique Name:

Creator:

Created:

Description

Open

Cancel

Help

Open from Repository

- ORBITS Budget Actuals Report
- OSPS- ACA Hours**
- OSPS- Balance Leave Report
- OSPS- Comp Time Ending Balance
- OSPS- Diff-Overtime Pay
- OSPS- FMLA-OFLA Hrs Used
- OSPS- Furlough Work Schedules
- OSPS- LAR Report
- OSPS- LX usage
- OSPS- Non-Standard Work Sched
- OSPS- OSHA 300 Report
- OSPS- Permanent and Temp Emp
- OSPS- PERS LWOP Report

Model Info

Unique Name: OSPS- ACA Hours
Creator: dasby82
Created: 10/14/14 12:00 AM

Description

This query will return all eligible hours under the Affordable Care Act (ACA), for an employee or multiple employees, for a user defined period of time.

Open

Cancel

Help

You see “OSPS-ACA Hours”. Click “Open”



Dashboard ...

- Dashboard
- Query-ACA Hours
- Results - ACA Hours
- Pivot-ACA Hours

This query will return all eligible hours under the Affordable Care Act (ACA), for an employee or multiple employees, for a user defined period of time.

It pulls data from all agencies, regardless of the user's access authority and will help the user to analyze the eligibility of an employee for benefits under the ACA.

INSTRUCTIONS:

Step 1 - Press the "Process Query" button at the right.



Step 2 - If prompted, enter your RACFID and Datamart Password in the 'Host User' and 'Host Password' fields, respectively. If you are not prompted for this data, go to step 3.

Step 3 - Enter the beginning and ending pay periods you want to capture hours for in MWOD/YY format separated by a comma. Make sure the 'Between' operator is selected on the dropdown menu, then press the green checkmark. Then press 'OK'.

Step 4 - Enter your desired OR number or numbers in the filter box that pops up. If you enter more than one make sure to separate them with a comma. Also, make sure that the 'OR' is capitalized. Press the green checkmark, then press 'OK'.

Hyperion - Oracle - Studio - ACA Hours - Re - F

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/Andale WT 8

Process

Dashboard ...

Dashboard

Query- ACA Hours

Results- ACA Hours

Pivot - ACA Hours

Elements

Between operator is selected on the dropdown menu, then press the green checkmark. Then press OK to

Step 4 - Enter your desired OR number or numbers in the filter box that pops up. If you enter more than one make sure to separate them with a comma. Also, make sure that the OR is capitalized. Press the green checkmark, then press 'OK'.

Step 5 - Click on the 'Pivot' section on the left to view your results.

Dashboard
 Query - ACA Hours
 Results - ACA Hours
 Ptvot - ACA Hours

Sort | /Agency Nun | Employee Nun | Pay Period End | Pay Type Code |
 Filter | Drag Reprt Colmnshere to create Files

AgencyNum	Employee Name	Employee Num	Pay Period End	Pay Type Code	Pay Type Descr	Number Of Units
10700	Employee Name	OR0200245	11/09/13	HO	HOLIDAY LVE	16
10700	Employee Name	OR0200245	11/09/13	RG	REGULAR PAY	127
10700	Employee Name	OR0200245	11/09/13	RG	REGULAR PAY	327
10700	Employee Name	OR0200245	11/09/13	SLVA	SICK LEAVE	23
10700	Employee Name	OR0200245	11/09/13	VA	VACATION LV	23
10700	Employee Name	OR0200245	12/31/13	CD	CAREER DVLP	8
10700	Employee Name	OR0200245	12/31/13	HO	HOLIDAY LVE	3.5
10700	Employee Name	OR0200245	12/31/13	CD	CAREER DVLP	8
10700	Employee Name	OR0200245	12/31/13	HO	HOLIDAY LVE	139
10700	Employee Name	OR0200245	12/31/13	SL	REGULAR PAY	18
10700	Employee Name	OR0200245	12/31/13	RG	REGULAR PAY	139
10700	Employee Name	OR0200245	12/31/13	VA	SOCIAL SEC LV	16
10700	Employee Name	OR0200245	12/31/13	SL	SOCIAL SEC LV	5
10700	Employee Name	OR0200245	01/31/14	HO	HOLIDAY LVE	16
10700	Employee Name	OR0200245	01/31/14	RG	REGULAR PAY	130
10700	Employee Name	OR0200245	01/31/14	SL	REGULAR PAY	6
10700	Employee Name	OR0200245	01/31/14	RG	REGULAR PAY	130
10700	Employee Name	OR0200245	01/31/14	VA	SOCIAL SEC LV	18
10700	Employee Name	OR0200245	02/28/14	CD	CAREER DVLP	34.5
10700	Employee Name	OR0200245	02/28/14	VA	VACATION LV	8
10700	Employee Name	OR0200245	02/28/14	CD	CAREER DVLP	34.5
10700	Employee Name	OR0200245	02/28/14	HO	HOLIDAY LVE	8
10700	Employee Name	OR0200245	02/28/14	RG	REGULAR PAY	112.5
10700	Employee Name	OR0200245	02/28/14	RG	REGULAR PAY	112.5
10700	Employee Name	OR0200245	03/31/14	RG	REGULAR PAY	126.5
10700	Employee Name	OR0200245	03/31/14	CD	CAREER DVLP	5.5
10700	Employee Name	OR0200245	03/31/14	SL	REGULAR PAY	126.5
10700	Employee Name	OR0200245	03/31/14	VA	SOCIAL SEC LV	5.5
10700	Employee Name	OR0200245	04/30/14	RG	REGULAR PAY	176
10700	Employee Name	OR0200245	04/30/14	VA	VACATION LV	4
10700	Employee Name	OR0200245	05/31/14	HO	REGULAR PAY	1
10700	Employee Name	OR0200245	04/30/14	RG	REGULAR PAY	176
10700	Employee Name	OR0200245	05/31/14	RG	REGULAR PAY	152
10700	Employee Name	OR0200245	05/31/14	HO	REGULAR PAY	5.5
10700	Employee Name	OR0200245	05/31/14	SL	REGULAR PAY	5.5
10700	Employee Name	OR0200245	05/31/14	RG	REGULAR PAY	152
10700	Employee Name	OR0200245	05/31/14	VA	SOCIAL SEC LV	10.5
10700	Employee Name	OR0200245	05/31/14	SL	SOCIAL SEC LV	5.5
10700	Employee Name	OR0200245	06/30/14	RG	REGULAR PAY	144
10700	Employee Name	OR0200245	06/30/14	VA	VACATION LV	10.5
10700	Employee Name	OR0200245	06/30/14	VA	REGULAR PAY	24
10700	Employee Name	OR0200245	06/30/14	RG	REGULAR PAY	144
10700	Employee Name	OR0200245	07/31/14	HO	HOLIDAY LVE	8
10700	Employee Name	OR0200245	07/31/14	RG	REGULAR PAY	160
10700	Employee Name	OR0200245	07/31/14	SL	REGULAR PAY	8
10700	Employee Name	OR0200245	07/31/14	RG	REGULAR PAY	160
10700	Employee Name	OR0200245	07/31/14	VA	SOCIAL SEC LV	134
10700	Employee Name	OR0200245	07/31/14	SL	REGULAR PAY	8
10700	Employee Name	OR0200245	08/31/14	RG	REGULAR PAY	134
10700	Employee Name	OR0200245	08/31/14	VA	VACATION LV	6
10700	Employee Name	OR0200245	08/31/14	SL	SOCIAL SEC LV	6
10700	Employee Name	OR0200245	08/31/14	VA	VACATION LV	24

- Query - PCA Hotn
- Employee Name
- Employee Nun
- Pay Period End
- Pay Type Code
- Pay Type Desa

AgencyNum Employee Name Employee Num Pay Period End Pay Type Code Pay Type Descr Number Of Units

Hyperion Interactive Reporting Studio - [ACA Hours - Repository-Final.bay]

File Edit View Insert Format Pivot Tools Window Help

Andale WT 10

Pivot - ACA Hours Data Layout Sort

Sections

- Dashboard
- Query - ACA Hours
- Results - ACA Hours
- Pivot - ACA Hours**

Elements

- Results - ACA Hours (
 - Agency Num
 - Employee Name
 - Employee Num
 - Pay Period End
 - Pay Type Code
 - Pay Type Descr
 - Number Of Units

Pay Period End	11/30/13	12/31/13	01/31/14	02/28/14	03/31/14	04/30/14	05/31/14	06/30/14	07/31/14	08/31/14	09/30/14	Total
Employee Name	ACA Hours											
Employee 1	168.00	176.00	184.00	160.00	168.00	176.00	176.00	168.00	184.00	168.00	176.00	1,904.00
Employee 2	168.00	176.00	184.00	160.00	168.00	176.00	176.00	168.00	184.00	168.00	176.00	1,904.00

Row Labels: Employee Name

Column Labels: Pay Period End

Facts: ACA Hours

88 rows used 12x2



DAS

DEPARTMENT OF
ADMINISTRATIVE
SERVICES
CHIEF FINANCIAL OFFICE - SARS

Financial Systems Security
Datamart Standard View Access Request Form
- SFMA and OSPA Tables

The authorized Agency Security Officer (ASO) must complete and submit this form for each user requesting access to the SFMA and OSPA standard Datamart views. For other Datamart access, please contact: PPDB Security at group_ppdb@das.state.or.us or PICS Security at orbits_help@das.state.or.us for assistance.

SFMA Datamart access is granted with all requests, even if only OSPA Datamart is desired. This form must be submitted electronically by the ASO who signs and dates the request using the 'Submit by E-mail' button provided. No scanned forms are accepted.

All Datamart access is subject to the six-month review process as stated in OAM 10.70.00

User Information			
Employee Name: Last, First, MI (as shown in PPDB)	RACF ID:	Employee Number (ie. OR#####)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail	Agency Number: (5-digit)	Phone:	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Name			
<input type="text"/>			

Please indicate the standard view(s)	
SFMA Tables	
Yes	<input type="text"/>
OSPA Tables	Agency Group: (Request only if multiple agency view is required and your agency is part of the selected group.)
Agency only view	<input type="text"/>

Brief description of job duties requiring access (Ex. To review expenditures for manager's reports)
<input type="text"/>

Agency Security Officer Name		
Last	First	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit by E-mail Print Form

How do I get access to the Datamart?

- Software Needed: Hyperion System 11 IR Studio.
- Security Access Form: fill out and submit to DAS SARS security group at Security.SYSTEMS@oregon.gov, form can be found on DAS SARS webpage: http://www.oregon.gov/DAS/CFO/SARS/pages/systems_security.aspx

PEBB Coverage and Employer Shared Responsibility

[Http://www.oregon.gov/DAS/PEBB/Pages/index.aspx](http://www.oregon.gov/DAS/PEBB/Pages/index.aspx)

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PEBB Topics for Today

- ▶ **Nine PEBB OAR Summaries -Temporary**
- ▶ **Temporary Employee Benefits, Coverages, And Costs**
- ▶ **Enrollments And Terminations**

PEBB

Oregon Administrative Rules (OARs)

- PEBB OARs may be found at <https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=36>

Temporary Employee Benefits, Coverages, and Costs

- ▶ **Benefits.** Full time temporary employees receive the same offer of full time core benefits (medical, dental, basic life, vision) and optional benefits as permanent position benefit eligible *full time* employees. This includes Opting Out of medical coverage in lieu of case. Guarantee issue in optional plans applies. (Temporary and permanent Seasonal employees are not eligible for Short Term or Long Term Disability coverages)
- ▶ **Coverage.** Family members eligible for coverage and eligibility requirements are the same as for permanent position employees. (Spouse, Domestic Partner, children, etc..)
- ▶ **Premium.** Employee premium contribution share for core benefits is dependent on the agency and collective bargaining agreement - the same as for permanent position employees. Optional benefit premiums are the employee's responsibility.

Enrollments and Terminations

ENROLLMENTS

- ▶ **Processing enrollments for January 1, 2015** effective date for active temporary employees monitored between November 1, 2013 and October 31, 2014 is being done by PEBB staff.

NOTE: Some of these employees will be in a stability period, however most will be under the 80 hours paid regular each month for benefits in the following month.

- ▶ **Processing future enrollments** for benefit eligible temporary employees will be done by paper form submitted to the individual's agency. Temporary employees will not be able access the PEBB electronic system for enrollment. They will complete PEBB's regular enrollment forms (flexible spending enrollment forms are sent to PEBB to process).

Enrollments and Terminations, cont.

- ▶ **Processing** full time temporary employee forms should be completed by agencies in the 3rd month of employment for benefits to be effective the first of the fourth month.

TERMINATIONS:

- ▶ Regardless of an employee's employment type, if the employee has benefits they must be terminated in PEBB's electronic system. PEBB's system is the official enrollment/premium due record. When coverage is not terminated in the PEBB system, your agency is billed and must pay for the coverage regardless of the employee's employment status.

In general, coverage cannot be rescinded (retro actively terminated). Federal regulations regard rescission as an adverse benefit determination and in most cases is not allowed.

Enrollments and Terminations, cont.

PEBB's OARs provide a mechanism for agencies to develop and implement a retro termination process for an employee whose payment is more than 30 days late.

The agency process must be applied consistently for all non- payments in order to avoid the interpretation as rescission.

- **Reminder:** Termination of an employee's coverage or a family member's coverage requires a COBRA eligibility notice to be sent to the to the last address of record.

Resources

- ▶ CHRO.policy@oregon.gov
- ▶ Call the [CHRO Policy Team](#)
- ▶ [PEBB OARs](#)
- ▶ Policy 50.070.01
- ▶ ACA Toolkit