

**ACA GUIDE**  
Affordable Care Act 2015

Determining your  
full-time employees



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The 90-day waiting period limitation applies to those full-time employees (FT) in an eligible class.



**Full-time employee (FT)** is defined as averaging **30** hours/week or **130** hours/month.

- Full-time equivalents that average 120 hours/month are included in the count for ACA purposes.

The **full-time employee determination** is one of the most **important** tasks for an employer because of the **Affordable Care Act**. **Here's why:**



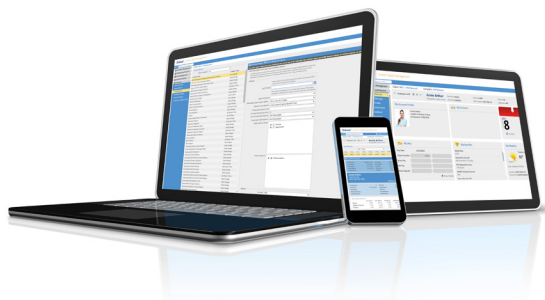
Employers must closely track the hours of employees whose hours vary or engage in seasonal work, utilizing a look-back measurement period.



The key issue for employers is whether they will be considered an applicable large employer who employs an average of at least 50 FTE during the preceding calendar year; this is delayed until 2016 for 50-99 FTEs.

Applicable large employers are potentially subject to two play or pay penalties in 2015:

1. A no-coverage penalty for failing to offer FT minimum essential coverage (MEC).
2. An inadequate coverage penalty for failing to make the MEC both affordable (9.5% of wages) and offer minimum value (policy pays 60% of the costs).



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**iSolved** will help employers manage their ACA compliance without requiring an upgrade or any additional charges.

## Payroll

manage W-2 reporting

manage Medicare tax

manage applicable large employer status each year

manage multiple FEINs within a controlled group to determine status

manage employee count to alert employers who employ 100 or more full-time equivalents (FTE) during the preceding calendar year; applicable large employers with 50-99 FTEs have an additional one-year delay until 2016

manage FT count to limit exposure to penalty

manage hours of service for FT status

variable hours employees (part-time, temporary, seasonal) can be tracked on a payroll basis during the look-back period

manage affordability for eligible plans (non-HIPAA excepted benefits) based upon the lowest cost option/single contribution and one of the safe harbor options (regardless of whether the employee is enrolled in that plan or not)



## Integrate to Time & Attendance

variable hours employees (part-time, temporary, seasonal) can be tracked on a daily basis and employer alerted when close to 120 hour/month threshold

manage (as often as an employer needs) hours of service within a look-back period



## Compliance

manage COBRA eligible plans for W-2 reporting purposes

manage employer/employee tax modifications due to the ACA

offer ACA mailings such as SBC, Exchange, etc.

automate Forms 1094 and 1095 B & C



## Benefits Admin

manage benefits eligibility date and enrollment deadline (90th day) for employee classes eligible for benefits that are non-HIPAA excepted benefits

manage open enrollment once employee attains FT status

send alert to employee to begin enrollment process

consider FT eligible for stability period regardless of hours of service during this time

manage affordability for eligible plans (non-HIPAA excepted benefits) based upon the lowest cost option/single contribution and one of the safe harbor options (regardless of whether the employee is enrolled in that plan or not)

manage affordability as a planning tool for renewal and for new hires

capture all contribution data for W-2 reportable coverage including EAPs, Wellness and HRAs that may not have an active contribution but do for COBRA and that could allow them to be included on the W-2

OTC prohibition

HRA SBC creation for HRA clients

PCOR Fee support for HRAs



## Human Resources

manage ACA employee classifications

manage data needed to respond to or appeal an IRS invoice regarding a subsidy



## FSA

manage regulatory caps on FSA

amend plan documents



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