

Instructions and scenarios for completing the ACA Employee Eligibility page in SEMA4

December 2017

INTRODUCTION

Example of the page

State Of Minnesota Home | Worklist | Add

All Search Advanced Search

ACA Employee Eligibility

TestforeIm,Newhiretest L Employee **Employee ID** 01173796 **Date** 09/05/2015 **Primary Empl Record** 0

ACA Common ID State of Minnesota **Spec Elig** MF12 **State** 12/12-Full ER Contrbtn **Ben Status** Active

ACA Control Group Executive Branch Control Grp **ACA Department** G10MN Mn Management & Budget

Eligibility Information

Find | View All First 1 of 1 Last

*Effective Date 10/10/2015	Effective Sequence 0
*ACA Eligibility Status Always Eligible	<input type="checkbox"/> Non-Assessment Period
Average Service Hours 0.000	Work Period Weekly
Calculation Method Initial Look Back	Measurement Period 52.00
Measurement Begin Date 10/01/2015	Measurement End Date 09/30/2016
Administration Begin Date 10/01/2016	Administration End Date 10/31/2016
Stability Begin Date 11/01/2016	Stability End Date 10/31/2017

ACA Calculation Hours

Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	0			0.00

Total Eligibility Hours 0.00

Last Update User ID PIHR1870 **Updated on** 10/13/2015 12:00:00AM

Purpose of this page

It is through this page that the ACA Reports (the 1095-C and the 1094-C) are generated. This page is key to telling the IRS when an employee was offered coverage, should not have been offered coverage, or was in a waiting period. These reports also tell the IRS if the state is in compliance with the ESR requirements and should or should not receive a penalty. It is critical that this page be accurately completed for every employee, even those who are not full-time.

When this page must be completed

This page is sometime completed automatically by SEMA4 and at other times it is a manual process completed by the agency.

- Manual population – Agencies:
 - At the time of appointment
 - Change in Employment Status (insurance eligibility level changes)
 - Correction made in Job Data (effective date and special eligibility code)
- Automatic population – SEMA4:
 - End of the Initial Measurement and Administration Period
 - End of the Standard Measurement and Administration Period (approximately each December)

Sections that must be completed

Only the Eligibility Information section must be completed by the agency. The fields in the other parts of the page will be automatically populated by the system.

When an agency is completing a page these fields must be completed:

1. Effective date
2. ACA Eligibility Status
3. Non-Assessment Period (and section that pops when the box is checked) if applicable

All other sections either are either automatically populated or are optional. The purpose of the remaining fields in the Employee Eligibility section is to document the employee's place in the Look Back. It is highly recommended that all fields in the Eligibility Information section be populated.

Background information

Overview of the Look Back

Under ESR, employee insurance benefits must be offered to full-time employees (those that are anticipated to work on average 30 or more hours per week). The Look Back is important because it determines who is full-time and when the employer contribution level (an employee's coverage level) can be changed. This is a high level overview, for details see [Look Back Method Procedure](#).

At appointment determine status as a Full-time employee:

Make a good faith determine if the employee is insurance eligible based on the applicable labor agreement, compensation plan, or ESR (ACA). Under ESR all employees are one of four categories:

1. **Full-time:** anticipated to work on average 30 or more hours per week for more than 90 days (12 weeks). (0.75 FTE or more.)
2. **Part-time:** anticipated to work on average less than 30 hours per week for any length of time. (Less than 0.75 FTE.)
3. **Seasonal Basis Employee:** appointed to work a "season" for any number of hours per week but for no more than six months. "Season" is defined as period that begins each calendar year in approximately the same part of the year, such as summer or winter.
4. **Variable:** at the time of appointment the employer cannot reasonably determine how many hours per week the employee will provide.

Under ESR all full-time employees must be offered coverage. Part-time, Seasonal Basis, and Variable employees receive insurance coverage provided in the applicable labor agreement or compensation plan. See the [Insurance Eligibility at Appointment procedure](#) or the applicable labor agreement or comp plan.

NOTE: At the time of appointment the employer makes a good faith determination as to how many hours the employee will provide and therefore the employee's status as a Full-time, Part-time, Seasonal Basis, or Variable employee (see the above definitions).

After the employee completes the Initial Measurement Period her status as a Full-time or Part-time employee is determined by measuring (or better based on the applicable labor agreement or compensation plan). Therefore, after the Initial Measurement Period, for ESR purposes, an employee is only Full-time or Part-time. After a Measurement Period the employer knows how many hours is provided so the employee cannot be Variable. A Seasonal Basis employee (by definition) can only work 6 months or less and so will never complete an Initial Measurement Period because it is one year period. If a Seasonal Basis employee is anticipate to work more than six months he will be either a Part-time or Full-time for insurance purposes.

All employees are measured in at least one of two different Look Backs:

- **Initial Look Back:** Measures the hours for all New Hires.
 - A New Hire is an individual who has not provided an hour of service within the Control Group in the last 13 weeks (or 26 weeks for educational institutions).
 - A new Initial Look Back begins each month, there are 12 running at all times.

- **Standard Look Back:** Measures Ongoing employees.
 - An Ongoing Employee is any employee who is working in the Control Group on the first day of the Standard Measurement Period.
 - A new Standard Look Back begins each October, the specific date is tied payroll periods.

Both Look Backs have three phases:

1. **Measurement Period:** The employee’s hours of service are tracked. Its one year long.
2. **Administrative Period:** The employer adds up the hours an employer provided and offers or withdraws coverage accordingly. Initial Admin period is one month, the Standard Admin period length is from late Oct to December 31st.
3. **Stability Period:** The employee will retain the level of coverage earned during the associated Measurement Period regardless of the number of hours the employee provides during the Stability Period as long as the employee remains active in the Control Group or until they experience a Change in Employment Status. Its one year long.

To determine where in the Look Back an employee must be placed:

- **A New Hire is placed an Initial Look Back.**
 - A new Hire is placed first in a one year Initial Measurement Period, then a one month Initial Administration Period followed by a one year Initial Stability period.
 - The Initial Measurement Period begins on the first day of the first full month following the day a New Hire provides an hour of service.
 - Example: a New Hire provides the first hour of service on September 15, 2014 then the Initial Measurement Period will begin on October 1, 2014:

Initial Measurement Period 10.1.14 – 9.30.15	Admin Oct 15	Initial Stability Period 11.1.15 – 10.31.16
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- **A Continuing Employee continues their place in the Look Back** (regardless if it is the Initial or Standard Look Back).
- **An Ongoing Employee** is always measured in the Standard Look Back.

Transition from Initial Look Back to the Standard Look Back:

- In addition to being measured in the Initial Look Back, a new hire will be measured in the first Standard Measurement Period that begins after their Initial Measurement Period begins.
 - Example: an employee appointed on September 15, 2014 will be measured in the:
 - Initial Measurement Period that begins on October 1, 2014; and

Standard Measurement Period 10.22.14 – 10.20.15	Admin Period	Standard Stability Period 1.1.16 – 12.31.16
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- The employee will continue at the level of employer contribution assigned to them at the time of appointment until the employee has been measured for a full Initial Measurement Period; and then will receive the level of employer contribution earned in the:
 - Initial Measurement Period throughout the associated Initial Stability Period.
 - Standard Measurement Period throughout the associated Standard Stability Period.
 - The employee will begin the Standard Stability Period even if the Initial Stability Period is not finished.
 - If the Initial Stability ends before the Standard Stability Period begins, the employee continue the level of coverage earned in the Initial Stability Period.

NOTE: Appendix B includes a column entitled “IMP coverage level continues until this date, then SMP level begins.” This is the date the employee will move out of the coverage associated with the Initial Look Back and begin the coverage level associated with the Standard Look Back. On this date the employee will have completed a full Standard Measurement Period and the associated Standard Administrative Period.

Both the Insurance Eligibility at Appointment procedure and the Look Back Procedure can be found here: <https://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp>.

Changing an Employee’s Insurance Eligibility

This is a high level overview. For details see the [Eligibility at Appointment Procedure](#) and the [Change in Employment Status chart](#).

Identifying a Change in Employment Status:

Once a full-time employee has the full employer contribution level coverage, that coverage level may only be changed when there is a Change in Employment status. A Change in Employment status is:

- A change that causes the average hours per week the employee provides to move between at/above and below on average 30 hours per week.
 - An employee moving temporarily between at/above to below on average 30 hours per week is not necessarily a Change in Employment Status. For example, a:
 - Student worker works 15 hour per week during the academic year and 40 hours per week during the summer. This employee is a part-time employee because the employee will work approximately 1080 hour in a year. Moving between 15 and 40 hours is temporary in this example and so does not cause a change in coverage level.
 - Full-time employee has worked in an agency for 10 years and then accepts a 20 hour per week appointment within the same agency. This change is permanent and so the employee does have a Change in Employment Status. This is a qualified life event and the employee will be able to drop coverage.
- A change that extends the length of a full-time appointment from less than 90 days (12 weeks) to more than 90 days (more than 12 weeks).

- An employee who works less than 90 days (12 weeks) is not insurance eligible.

NOTE: A Change in Employment Status in which an employee moves between Control Groups is treated as a new hire.

Changing the coverage level during the Initial Measurement Period or a Stability Period:

The ESR regulations specifically limits changes to an employee's status as a full-time employee (which means removing the full employer contribution level coverage) during the Initial Measurement Period and during any Stability Period. [This document](#) provides information Change in Employment Status. This document provides detailed information on how to [determine eligibility](#). In brief:

- During the Stability Period an employee retains the level of coverage earned in the Measurement Period unless:
 - Ceases to be employed in any agency within the Control Group.
 - The employee no longer provides an hour or service within the Control Group (on an unpaid leave other than FMLA, is not scheduled to work for months at a time, etc.).
 - Experiences a Change in Employment status.
- During a Stability Period an employee may gain coverage if:
 - Moves from Part-Time to Full-Time (anticipated to average 30 or more hours per week) (This is a Change in Employment Status).
 - Earns coverage during a Quarterly Look Back required under a labor agreement.
- An agency may provide a greater level of coverage than the employee earned during the Measurement Period. The coverage level may be reduced from the greater level as long as it is not lower than that earned in the Measurement Period.
 - *Example:* Employee was measured to be Part-Time and is in a Stability Period. After completing a Quarterly Look Back review agency found the employee to be Full-Time. Agency may increase the employee's coverage to the full employer contribution.
 - *Example:* Employee was measured to be Full-Time and is in a Stability Period. After completing a Quarterly Look Back Review agency found the employee to be Part-Time. Agency may NOT reduce the employee's coverage level at this time.

Special Eligibility Codes

Series “D” for Seasonal Basis Employees	
Seasonal – Full employer contribution	DSF
Seasonal – Partial employer contribution	DSP
Seasonal – No employer contribution	DSN
Seasonal – Ineligible	DX
Seasonal – Full employer contribution, position is not eligible under contract, may waive coverage	DWF
Series “M” for NOT Seasonal Basis Employees	
State 9/12 – Full employer contribution	MF9
State 12/12 – Full employer contribution	MF12
State 9/12 – Partial employer contribution	MP9
State 12/12 – Partial employer contribution	MP12
State 9/12 – No employer contribution	MN9
State 12/12 – No employer contribution	MN12
State - Ineligible	MX
State 9/12– Full employer contribution, position is not eligible under contract, may waive coverage	AW9
State 12/12– Full employer contribution, position is not eligible under contract, may waive coverage	AW12
Series “C” for Mn State Employees	
MnSCU 9/12 – Full employer contribution	CF9
MnSCU 12/12 – Full employer contribution	CF12
MnSCU 9/12 – Partial employer contribution	CP9
MnSCU 12/12 – Partial employer contribution	CP12
MnSCU 9/12 – No employer contribution	CN9
MnSCU 12/12 No employer contribution	CN12
MnSCU - Ineligible	CX
MnSCU 9/12– Full employer contribution, position is not eligible under contract, may waive coverage	AW9
MnSCU 12/12– Full employer contribution, position is not eligible under contract, may waive coverage	AW12

COMPLETING THE PAGE

Access the page

Benefits Program Participation page in Job Data. Click on “ACA Eligibility Details.”

The screenshot shows the 'Benefits Program Participation' page for employee Testforelm, Newhiretest L (Empl ID 01173796). The page is divided into several sections:

- Benefit Status:** Benefit Record Number 0, Effective Date 09/05/2015, Effective Sequence 0, Action Hire, HR Status Active, Payroll Status Active, Reason Competitive Open Appt, Job Indicator Primary Job.
- Benefits System:** Benefits Administration, Annual Benefits Base Rate 50000.000 USD.
- Benefits Administration Eligibility:** BAS Group ID, Salary Authority MAP, Retirement Code AA, Benefits STATE, Spec Elig MF12, Barg Unit 214, SEGIP, Suppl Ret.
- Benefit Program Participation:** Effective Date 08/30/2015, Currency Code USD, Benefit Program DFT.

FIELDS

Only fields in the Eligibility Information section must be completed and so only those fields are detailed here.

Effective Date (Required field)

This is the date of the event – this could be job status change or effective date of the coverage, often there will be a gap for both. Examples include:

- Date the appointment begins
- Date the coverage takes effect
- Date a Measurement Period begins
- Date a Stability Period begins
- Date the Change in Employment Status occurred (date the new appointment begins)

Effective Sequence

Leave blank.

ACA Eligibility Status

(Required field)

Special Eligibility Code	ACA Eligibility Status
MF12, MF9, CF12, CF9, DSF	Always Eligible
AW12, AW9, DWF	Eligible
MP12, MP9, MN12, MN9, CP12, CP9, CN12, CN9, DSP, DSN	Ineligible
MX, CX, DX	To be determined

Enter the ACA Eligibility Status that correlates with the assigned Special Eligibility Code.

The ACA Eligibility Status is a title set in SEMA4 and relates to ACA reporting for ESR compliance.

- **Always Eligible:** Includes any employee who is full-time employee who is always eligible for benefits. For state purposes, this means eligible for the full employer contribution under the contract.
- **Eligible:** An employee whose average hours are equal to or above the minimum hours per week so that the employee is considered benefits full-time. For state purposes, this employee is eligible for the full employer contribution under ESR but not under the applicable labor agreement or compensation plan.
- **Ineligible:** An employee whose hours are on average less than 30 hour per week and the employer has no requirement to offer coverage under ESR. For state purposes, these employees are scheduled to work 20 or more hours per week and so are eligible for the partial employer contribution under the applicable labor agreement or compensation plan.
- **To be determined:** Unable to determine whether the employee is benefits part-time or full-time. The status of these are under review for determination under ACA eligibly status. For state purposes these employees are not eligible for insurance coverage.

Non-Assessment Period

(Required field when applicable)

Non-Assessment Period. A Non-Assessment Period refers to a period during which an employer will not be subject to a penalty for not offering coverage to an employee who works full-time. A Non-Assessment Period will only offer relief from potential penalties if the employee is offered health coverage by the first day of the first month following the end of the non-assessment period. There are two non-assessment periods:

1. **Waiting Period.** If the employee is reasonably expected to be a full-time employee at the time of appointment coverage must be offered by the end of the waiting period:
 - 35-day waiting period most employees.
 - 12 week (90-day) waiting period is for a temporary employee who is anticipated to work 30 or more hours per week for 12 weeks or less. If the appointment is extended coverage must be offered on or before the 90th calendar day.

Appendix A provides information on how to calculate waiting periods.

Use this for a New Hire or a Rehire who has not provided an hour of service within the past 13/26 weeks and who at the time of appointment is anticipated to be full time (on average 30 or more hours per week). Also use when an existing employee is appointed to a benefits eligible position but has not completed the 35-day waiting period.

2. **Initial Measurement Period and Associated Administrative Period.** Set the non-assessment period to begin on the first day of appointment and extend for the length of the Initial Measurement Period and associated administrative period when the employee is a:

- **Variable hour employee** (at the time of appointment it is not known how many hours the employee will work)
- **Seasonal basis employee** (6 months or less) or
- **Part-time employee** (at the time of appointment anticipated to work on average less than 30 hours per week)

At the end of the Initial administrative period the hours the employee worked will be tallied to determine if the employee is full-time (and coverage must be offered) or part-time and any offer of coverage will be as required under the applicable labor agreement or compensation plan. The employee will not be in a non-assessment period during the Stability Period.

Use this for a New Hire or Rehire who has not provided an hour of service within the past 13/26 weeks and at appointment is anticipated to be a variable hour, seasonal basis, or part-time employee.

Note:

- A New Hire or Rehire anticipated to be full-time will be included in the Initial Look Back but will NOT be in the Initial Non-Assessment period. The purpose of the non-assessment period is provide the employer time to determine if an employee is full-time. When we know an employee is full-time no determination period is necessary. Where appropriate, the full-time New Hire or Rehire may be in the waiting period non-assessment period.
- A variable hour, seasonal basis or part-time employee were declared not-full-time at the time of appointment. Their status as a full-time employee must be determined through the Initial Measurement Period. Therefore, these employees must be included in the initial admin non-assessment period. They may receive a partial employer contribution and may be subject to a waiting period. However, a waiting period non-assessment period is not necessary because the employee will be in the other non-assessment period.

Average Service Hours

Leave blank. This will be filled in automatically when the Measurement Period ends.

Work Period

Weekly.

Calculation Method

Select either:

- Initial Look Back. If the employee has:
 - Not provided an hour of service within the Control Group within the last 13 weeks, or 26 weeks for an educational institution; or
 - Provided an hour of service within the Control Group within the past 13/26 weeks but is currently in the Initial Look Back.
- Standard Look Back. If the employee has:
 - Provided an hour of service within the Control Group within the past 13 week, or 26 weeks for an educational institution.

Note: It is likely the employee will continue his/her place in the current Standard Look Back.

Measurement Period

52 weeks.

Look Back Dates

This section describes how to calculate the dates.

You may prefer to use *The Look Back Start and End Date Identification Chart*, included as Appendix B. That document details the dates for each possible calendar date of hire.

- **Initial Look Back:**
 - **Initial Measurement Period begin date:** if the employee began on the:
 - 1st day of the month count the first day of that month as the start of the Initial Measurement Period
 - 2nd through 31st day of the month then begin on the 1st day of the following month
 - **Initial Measurement Period end date:** 12 full calendar months (52 weeks) after the Measurement Begin Date.
 - **Initial Administration Period:** One full calendar month beginning immediately after the Measurement End Date.
 - **Initial Stability Period begin and end dates:** 12 full calendar months (52 weeks) beginning immediately after the Administration End Date.
 - Examples of the Initial Look Back dates:
 - Start date of February 1, 2015:
 - Initial Measurement Period = February 1, 2015 through January 31, 2016
 - Initial Admin Period = February 1-29, 2016
 - Initial Stability Period = March 1, 2016 through February 28, 2017
 - Start date of April 21, 2015:
 - Initial Measurement Period = May 1, 2015 through April 30, 2016
 - Initial Admin Period = May 1-31, 2016
 - Initial Stability Period = June 1, 2016 – May 31, 2017
- **Standard Look Back:**

- **Standard Measurement Period** will always begin in late October, the exact date will depend on payroll period dates.
- **Standard Administration Period** will always begin the day after the Standard Measurement Period ends and end on December 31.
- **Standard Stability Period** will always be January 1 through December 31.

SEMA4 DATA ENTRY SCENARIOS

This section provides scenarios, or templates, of most situations that will be encountered. All definitions are those used under ESR. In particular note that full-time means the employee is scheduled to work on average 30 or more hours per week. More information about ESR and other definitions can be found at the [ESR page \(http://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp\)](http://mn.gov/mmb/segip/humanresources/insurance-eligibility.jsp).

New Hires/Rehires Scenarios - Index

This index is a quick way to identify your pattern. See the actual scenario for instructions.

New Hire or Rehire

Employees who are first hired, or have not provided an hour of service, within the Control Group, during the immediate past 13/26 weeks are treated as a New Hire for insurance purposes. These employees will have a 35-day waiting period and will have the level of coverage associated with the position.

Scenario 1: New Hire or Rehire who has not provided an hour of service within the same Control Group within the past 13/26 weeks.

- Full-time eligible under the applicable Labor Agreement or Compensation Plan. (Special Eligibility Code of MF12, MF9, CF12, CF9 or DSF).

Scenario 2: New Hire or Rehire who has not provided an hour of service within the same Control Group within past 13/26 weeks.

- Full-time eligible under Employer Shared Responsibility (ESR) only (and not under the applicable labor agreement or compensation plan). (Special Eligibility Code of AW12, AW9, DWF).

Scenario 3: New Hire or Rehire who has not provided an hour of service within the same Control Group during the past 13/26 weeks.

- Part-time eligible under Labor Agreement or Compensation Plan. (Special Eligibility Code of MP12, MP9, CP12, CP9, DSP.)

Scenario 4: New Hire or Rehire who has not provided an hour of service within the same Control Group within the past 13/26 weeks.

- Benefit ineligible under both Contract and Employer Shared Responsibility (Special Eligibility Code of MX, CX, DX.)

Rehires within of 13/26 weeks in the same Control Group

Employees who separate or retire with a full contribution and return to employment within 13/26 weeks in the same Control Group are eligible for coverage immediately upon their rehire. The 35-day waiting period

is not imposed. These employees should continue to maintain a full contribution through the end of the current Stability Period either under contract or under ESR.

Scenario 5: Rehire within of 13/26 weeks of last providing an hour of service within the same Control Group with no eligibility change upon the rehire.

Scenario 6: Rehire who has provided an hour of service within the same Control Group in the past 13/26 weeks and who has an eligibility change upon the rehire.

Part-time, seasonal or variable-hour to full-time

Employees who have eligibility changes from part-time, seasonal or variable hour employee to a full-time employee will need an additional row inserted on the ACA Eligibility Page to reflect the effective date and new ACA Eligibility Status.

Scenario 7: Employee moves from a position eligible for a partial contribution to a position eligible for a full contribution under the contract. The employee is currently in a stability period and being measured under the Standard Measurement Period.

Scenario 8: Employee moves from a position eligible as a seasonal under ESR only to a full contribution under contract. The employee is currently in a Stability Period and being measured under the Standard Measurement Period.

Scenario 9: Employee moves from a position ineligible for benefits to a position that is eligible for the full contribution under contract. The employee is currently in an Initial Look Back.

Full-time to part-time, seasonal or variable hour

Scenario 10: Employee moves from a position eligible for a full contribution to a position eligible for a partial contribution under contract. The employee is currently in a Stability Period and being measured under a Standard Measurement Period.

- MF12, MF9, CF12, CF9, AW12, AW9, DSF to DSP, DSN, MP12, MP9, MN9, MN12, MX, CP12, CP9, CN9, CN12, CX.

Scenario 11: Employee moves from a position eligible for a full contribution to a position eligible for coverage under ESR only. The employee is currently in an Initial Look Back and is being measured in an Initial Measurement Period.

- MF12, MF9, CF12, CF9, AW12, AW9, DSF to DSP, DSN, MP12, MP9, MN9, MN12, MX, CP12, CP9, CN9, CN12, CX.

SEMA4 DATA ENTRY SCENARIOS

Updating ACA Eligibility when a Change in Employment Status occurs:

Agency users are responsible for updating the ACA Eligibility Status when changes to benefits eligibility occur throughout the year. The following types of status changes need to be updated manually:

- New Hires
- Rehires occurring when the employee has not provided an hour of service within the past 13/26 weeks
- Rehires occurring when the employee has provided an hour of service within the past 13/26 weeks
- Part-time, seasonal or variable-hour employee who becomes a full-time employee
- Full-time employee who becomes a part-time, seasonal or variable hour employee
- Corrections must be made to the ACA Eligibility page when a correction is made in Job Data that impacts the effective date or ACA eligibility for an existing employee.
- A new row(s) must be inserted on the ACA Eligibility Page to account for benefit eligibility changes

New Hires/Rehires

Scenario 1: New Hire or Rehire who has not provided an hour of service within the same Control Group within the past 13 or 26 weeks for education institutions. Full-time eligible under the applicable Labor Agreement or Compensation Plan. (Special Eligibility of MF12, MF9, CF12, CF9 or DSF).

Two rows will be added for new hires eligible for a full contribution under contract

Field Name	Field Value (Row 1)	Field Value (Row 2)
effective date	Hire date	36 th day of employment
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Always Eligible	Always Eligible
non-assessment period	Check the box indicating non-assessment period	Uncheck the box indicating non-assessment period ended
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Initial Look Back	Initial Look Back
Measurement Period	52	52
measurement begin date	Leave blank	1 st day of month following hire date
measurement end date	Leave blank	Last day of month of Initial Measurement Period (1 full year)
administration begin date	Leave blank	1 st day of month following measurement end date
administration end date	Leave blank	Last day of month
stability begin date	Leave blank	1 st day of month following Administration end date
stability end date	Leave blank	Last day of month of Stability Period (1 full year)
non-assessment reason	Wait Period - Hire	n/a
non-assessment end date	35th day of employment	n/a

Example New Hire Scenario 1: Employee is appointed effective 9/30/2015 with a full contribution under contract and a Special Eligibility Code of MF12.

Row 1

State Of Minnesota Job Data Search Advanced Search

ACA Employee Eligibility

Contract,ACA Full Time Hire Employee Employee ID 01173829 Date 09/30/2015 Primary Empl Record 0
 ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbtn Ben Status Active
 ACA Control Group Executive Branch Control Grp ACA Department G10MN Mn Management & Budget

Eligibility Information Find | View All First 2 of 2 Last

*Effective Date 09/30/2015 Effective Sequence 0
 *ACA Eligibility Status Always Eligible Non-Assessment Period
 Average Service Hours 0.000 Work Period Weekly
 Calculation Method Initial Look Back Measurement Period 52.00
 Measurement Begin Date Measurement End Date
 Administration Begin Date Administration End Date
 Stability Begin Date Stability End Date

Limited Non-Assessment Information

Non-Assessment Reason Wait Period - Hire Non-Assessment End Date 11/03/2015

ACA Calculation Hours Personalize | Find First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00
 Last Update User ID Updated on 11/03/2015 11:23:25AM

Row 2

ACA Employee Eligibility

Contract,ACA Full Time Hire Employee Employee ID 01173829 Date 09/30/2015 Primary Empl Record 0
 ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbtn Ben Status Active
 ACA Control Group Executive Branch Control Grp ACA Department G10MN Mn Management & Budget

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 11/04/2015 Effective Sequence 0
 *ACA Eligibility Status Always Eligible Non-Assessment Period
 Average Service Hours 0.000 Work Period Weekly
 Calculation Method Initial Look Back Measurement Period 52.00
 Measurement Begin Date 10/01/2015 Measurement End Date 09/30/2016
 Administration Begin Date 10/01/2016 Administration End Date 10/31/2016
 Stability Begin Date 11/01/2016 Stability End Date 10/31/2017

ACA Calculation Hours Personalize | Find First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00
 Last Update User ID Updated on 11/03/2015 11:23:25AM

OK Cancel Apply

Scenario 2: New Hire or Rehire who has not provided an hour of service within the same Control Group within past 13 or 26 weeks for education institutions. Full-time eligible under Employer Shared Responsibility (ESR) only (and not under the applicable labor agreement or compensation plan).

(Special Eligibility Code of AW12, AW9, DWF).

Two rows will be added for new hires eligible for a full contribution under ESR Only.

Field Name	Field Value (Row 1)	Field Value (Row 2)
effective date	Hire date	36 th day of employment
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Eligible	Eligible
non-assessment period	Check the box indicating non-assessment period	Uncheck the box indicating non-assessment period ended
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Initial Look Back	Initial Look Back
Measurement Period	52	52
measurement begin date	Leave blank	1 st day of month following hire date
measurement end date	Leave blank	Last day of month of Initial Measurement Period (1 full year)
administration begin date	Leave blank	1 st day of month following measurement end date
administration end date	Leave blank	Last day of month
stability begin date	Leave blank	1 st day of month following Administration end date
stability end date	Leave blank	Last day of month of Stability Period (1 full year)
non-assessment reason	Wait Period - Hire	n/a
non-assessment end date	35th day of employment	n/a

Example New Hire Scenario 2: This employee is hired effective 9/30/2015 with a full contribution under Employer Share Responsibility only and a Special Eligibility Code of AW9.

Row 1

State Of Minnesota Job Data Search Advanced Search Last Search Results

ACA Employee Eligibility

ESR Only, New Hire Full Time Employee Employee ID 01173822 Date 09/30/2015 Primary Empl Record 0
 ACA Common ID State of Minnesota Spec Elig AW9 ACA Elig 9/12 Full waive opt Ben Status Active
 ACA Control Group MnSCU Control Grp ACA Department E2677 MnSCU Century Lakewood CC

Eligibility Information Find | View All First 2 of 2 Last

*Effective Date 09/30/2015 Effective Sequence 0
 *ACA Eligibility Status Eligible Non-Assessment Period
 Average Service Hours 0.000 Work Period Weekly
 Calculation Method Initial Look Back Measurement Period 52.00
 Measurement Begin Date Measurement End Date
 Administration Begin Date Administration End Date
 Stability Begin Date Stability End Date

Limited Non-Assessment Information

Non-Assessment Reason Wait Period - Hire Non-Assessment End Date 11/03/2015

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00
 Last Update User ID Updated on 11/03/2015 11:33:09AM

OK Cancel Apply

Row 2

ACA Employee Eligibility

ESR Only, New Hire Full Time Employee Employee ID 01173822 Date 09/30/2015 Primary Empl Record 0
 ACA Common ID State of Minnesota Spec Elig AW9 ACA Elig 9/12 Full waive opt Ben Status Active
 ACA Control Group MnSCU Control Grp ACA Department E2677 MnSCU Century Lakewood CC

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 11/04/2015 Effective Sequence 0
 *ACA Eligibility Status Eligible Non-Assessment Period
 Average Service Hours 0.000 Work Period Weekly
 Calculation Method Initial Look Back Measurement Period 52.00
 Measurement Begin Date 10/01/2015 Measurement End Date 09/30/2016
 Administration Begin Date 10/01/2016 Administration End Date 10/31/2016
 Stability Begin Date 11/01/2016 Stability End Date 10/31/2017

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00
 Last Update User ID Updated on 11/03/2015 11:33:09AM

OK Cancel Apply

Scenario 3: New Hire or Rehire who has not provided an hour of service within the same Control Group during the past 13 or 26 weeks for an educational institution. Part-time eligible under Labor Agreement or Compensation Plan. (Special Eligibility Code of MP12, MP9, CP12, CP9, DSP.)

Only one will be added for new hires eligible for a partial contribution under contract

Field Name	Field Value (Row 1)
effective date	Hire date
effective sequence	Leave as default value of 0
ACA eligibility status	Ineligible
non-assessment period	Check the box indicating non-assessment period
average service hours	Leave with default value of 0.00
work period	Weekly
calculation method	Initial Look Back
Measurement Period	52
measurement begin date	1st day of month following hire date
measurement end date	Last day of month of Initial Measurement Period (1 full year)
administration begin date	1st day of month following measurement end date
administration end date	Last day of administration month
stability begin date	1st day of month following Administration end date
stability end date	Last day of month of Stability Period (1 full year)
non-assessment reason	Initial Period - Hire
non-assessment end date	Administration End Date

Example New Hire Scenario 3: This employee is hired effective 9/30/2015 with a partial contribution and a special eligibility Code of MP12

Eligibility Information Find | View All | First 1 of 1 Last

*Effective Date: 09/30/2015 Effective Sequence: 0

*ACA Eligibility Status: Ineligible Non-Assessment Period

Average Service Hours: 0.000 Work Period: Weekly

Calculation Method: Initial Look Back Measurement Period: 52.00

Measurement Begin Date: 10/01/2015 Measurement End Date: 09/30/2016

Administration Begin Date: 10/01/2016 Administration End Date: 10/31/2016

Stability Begin Date: 11/01/2016 Stability End Date: 10/31/2017

Limited Non-Assessment Information

Non-Assessment Reason: Initial Period - Hire Non-Assessment End Date: 10/31/2016

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours: 0.00

Last Update User ID: Updated on 01/20/2016 8:53:30AM

Scenario 4: New Hire or Rehire who has not provided an hour of service within the same Control Group within the past 13 or 26 weeks for educational institutions. Benefit ineligible under both Contract and Employer Shared Responsibility (Special Eligibility Code of MX, CX, DX.)

Only one row will be added for new hires not eligible for benefits under contract or ESR

Field Name	Field Value (Row 1)
effective date	Hire date
effective sequence	Leave as default value of 0
ACA eligibility status	To be determined
non-assessment period	Check the box indicating non-assessment period
average service hours	Leave with default value of 0.00
work period	Weekly
calculation method	Initial Look Back
Measurement Period	52
measurement begin date	1st day of month following hire date
measurement end date	Last day of month of Initial Measurement Period (1 full year)
administration begin date	1st day of month following measurement end date
administration end date	Last day of administration month
stability begin date	1st day of month following Administration end date
stability end date	Last day of month of Stability Period (1 full year)
non-assessment reason	Initial Period - Hire
non-assessment end date	Administration End Date

Example New Hire Scenario 4: This employee is hired effective 9/30/2015 with no employer contribution and a Special Eligibility Code of MX

State Of Minnesota

Job Data Search Advanced Search Last Search Results

ACA Employee Eligibility

Contract or ESR, Benefit Ineligible New Hire Employee Ineligible New Hire

Employee ID 01173737 Date 07/29/2015 Primary Empl Record 0

ACA Common ID State of Minnesota Spec Elig MX State Ineligible Ben Status Active

ACA Control Group Executive Branch Control Grp ACA Department T79MN Transportation Dept

Eligibility Information Find | View All First 1 of 1 Last

Effective Date 07/29/2015 Effective Sequence 0

*ACA Eligibility Status To be determined Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52 00

Measurement Begin Date 08/01/2015 Measurement End Date 07/31/2016

Administration Begin Date 08/01/2016 Administration End Date 08/31/2016

Stability Begin Date 09/01/2016 Stability End Date 08/31/2017

Limited Non-Assessment Information

Non-Assessment Reason Initial Period - Hire Non-Assessment End Date 08/31/2016

ACA Calculation Hours Personalize | Find 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00

Last Update User ID PIHR1870 Updated on 10/22/2015 12:00:00AM

Rehires within of 13 or 26 weeks in the same Control Group

Employees who separate or retire with a full contribution and return to employment within 13 or 26 weeks in the same Control Group are eligible for coverage immediately upon their rehire. The 35-day waiting period is not imposed. These employees should continue to maintain a full contribution through the end of the current Stability Period either under contract or under ESR.

Scenario 5: Rehire within of 13 or 26 weeks of last providing an hour of service within the same Control Group with no eligibility change upon the rehire. In this case a new row will not be needed as the employee remains eligible and in their same place in the Look Back and Stability Period continues as if they never left (it is the same as if they were in there previous appointment).

Example Scenario 5: The employee was separated on 7/25/2015 and rehired on 9/30/2015. This rehire occurs within the same Control Group and within 13 weeks of last providing an hour of service. The employee maintains eligibility for full contribution under the contract and maintains the same place in the Look Back and Stability Period. A new row is not needed on the ACA Eligibility page in this case.

The Special Eligibility Code on the Separation row reflects MF12 and is eligible under contract for a full contribution.

Benefit Program Participation

Mayfield, Sue
Employee

Empl ID 01172571
Empl Record 0

Benefit Status Find First 3 of 4 Last

Benefit Record Number	0		Go To Row	
Effective Date	07/25/2015			
Effective Sequence	0	Action	Separation	
HR Status	Inactive	Reason	Resignation	
Payroll Status	Separated	Job Indicator	Primary Job	

Benefits System: Benefits Administration

Annual Benefits Base Rate: USD

Benefits Employee Status: Separated w/o ER Contribution

[ACA Eligibility Details](#)

Benefits Administration Eligibility

BAS Group ID	Spec Elig	MF12	State 12/12-Full ER Contribtn
Salary Authority	MAP	MN Assoc of Professional Empl	Barg Unit
Retirement Code	AA	MSRS Genl Employee Rmtm Plan	SEGP
Benefits	STATE	STATE	Suppl Ret

Benefit Program Participation Find | View All First 1 of 1 Last

Effective Date	06/03/2015	Currency Code	USD
Benefit Program	MNF	State of MN Full ER Contribtn	

Job Data
Employment Data
Benefits Program Participation

The Special Eligibility on the Rehire/RHC row reflects MF12 and is eligible for a full contribution under contract.

Benefit Program Participation

Mayfield, Sue Employee Empl ID 01172571
Empl Record 0

Benefit Status ? Find First 1 of 4 Last

Benefit Record Number 0 **Go To Row**

Effective Date 09/30/2015

Effective Sequence 1 Action Data Change

HR Status Active Reason Rehire-Continued Employment

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 45000.000 USD [ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbn

Salary Authority MAP MN Assoc of Professional Empl Barg Unit 214 MN Assoc of Professional Empl Elig Fld 8

Retirement Code AA MSRS Genl Employee Rtmt Plan SEGP

Benefits STATE STATE Suppl Ret

Benefit Program Participation ? Find | View All First 1 of 1 Last

Effective Date 06/03/2015 Currency Code USD

Benefit Program MNF State of MN Full ER Contrbn

Job Data Employment Data Benefits Program Participation

A new row is not necessary in this case as the employee maintains eligibility for full contribution under the contract and maintains their place in the Look Back.

State Of Minnesota Job Data Search Advanced Search Last Search Results

ACA Employee Eligibility

Rehire, Test ESR 1 Employee Employee ID 01172571 Date 09/30/2015 Primary Empl Record 0

ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbn Ben Status Active

ACA Control Group Executive Branch Control Grp ACA Department T79MN Transportation Dept

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 07/08/2015 Effective Sequence 0

*ACA Eligibility Status Always Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52.00

Measurement Begin Date 07/01/2015 Measurement End Date 06/30/2016

Administration Begin Date 07/01/2016 Administration End Date 07/31/2016

Stability Begin Date 08/01/2016 Stability End Date 07/31/2017

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	0			0.00

Total Eligibility Hours 0.00

Last Update User ID PIHR1870 Updated on 11/19/2015 12:00:00AM

Scenario 6: Rehire who has provided an hour of service within the same Control Group in the past 13 weeks or 26 weeks for an education institution and who has an eligibility change upon the rehire. Here, a new row is needed to reflect the change in ACA Eligibility Status, even though although the employee will retain their same place in the Look Back and the Stability Period continues as if they never left (it is the same as if they were in there previous appointment).

Example Scenario 6: The employee was separated on 7/25/2015 and rehired on 9/30/2015. This rehire occurs within the same Control Group and did provide an hour of service within the past 13 weeks. The employee’s eligibility changes from full under the contract (MF12) to full under ESR only (AW12). The employee maintains their place in the Look Back and Stability Period. A new row is needed on the ACA Eligibility page in this case. The new row will reflect the Effective Date and the new ACA Eligibility for the rehire.

Field Name	Existing Row	Additional Row
effective date	7/8/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Eligible	Always Eligible
non-assessment period	Box is unchecked	Box remains unchecked
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Initial Look Back	Initial Look Back
Measurement Period	52	52
measurement begin date	07/01/2015	07/01/2015
measurement end date	06/30/2016	06/30/2016
administration begin date	07/01/2016	07/01/2016
administration end date	07/31/2016	07/31/2016
stability begin date	08/01/2016	08/01/2016
stability end date	08/30/2016	08/30/2016

The Special Eligibility on the Separation row reflects MF12 and is eligible under contract for a full contribution.

Benefit Program Participation

Mayfield, Sue Employee Empl ID 01172571 Empl Record 0

Benefit Status Find First 3 of 4 Last

Benefit Record Number 0 Go To Row

Effective Date 07/25/2015

Effective Sequence 0 Action Separation

HR Status Inactive Reason Resignation

Payroll Status Separated Job Indicator Primary Job

Benefits System Benefits Administration Benefits Employee Status Separated w/o ER Contribution

Annual Benefits Base Rate 45000.000 USD ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contribn

Salary Authority MAP MN Assoc of Professional Empl Barg Unit 214 MN Assoc of Professional Empl Elig Fld 8

Retirement Code AA MSRS Genl Employee Rtmnt Plan SEGIP

Benefits STATE STATE Suppl Ret

Benefit Program Participation Find | View All First 1 of 1 Last

Effective Date 06/03/2015 Currency Code USD

Benefit Program MNF State of MN Full ER Contribn

Job Data Employment Data Benefits Program Participation

The Special Eligibility on the Rehire/RHC row reflects AW12 and is eligible for a full contribution under ESR only.

Benefit Program Participation

Mayfield, Sue Employee Empl ID 01172571 Empl Record 0

Benefit Status Find First 1 of 4 Last

Benefit Record Number 0 Go To Row

Effective Date 09/30/2015

Effective Sequence 1 Action Data Change

HR Status Active Reason Rehire-Continued Employment

Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 45000.000 USD ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig AW12 ACA Eligible Full ER waive opt

Salary Authority MAP MN Assoc of Professional Empl Barg Unit 214 MN Assoc of Professional Empl Elig Fld 8

Retirement Code AA MSRS Genl Employee Rtmnt Plan SEGIP

Benefits STATE STATE Suppl Ret

Benefit Program Participation Find | View All First 1 of 1 Last

Effective Date 06/03/2015 Currency Code USD

Benefit Program MNF State of MN Full ER Contribn

Job Data Employment Data Benefits Program Participation

The ACA Eligibility Status is Always Eligible on the existing ACA Employee Eligibility page, because the employee was eligible for a full contribution under contract as an MF12 in the previous appointment.

ACA Employee Eligibility

Rehire, Test ESR 1 Employee Employee ID 01172571 Date 09/30/2015 Primary Empl Record 0

ACA Comm on ID State of Minnesota Spec Elig AW12 ACA Eligible Full ER waive opt Ben Status Active

ACA Control Group Executive Branch Control Grp ACA Department T79MN Transportation Dept

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 07/08/2015 Effective Sequence 0

*ACA Eligibility Status Always Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52.00

Measurement Begin Date 07/01/2015 Measurement End Date 06/30/2016

Administration Begin Date 07/01/2016 Administration End Date 07/31/2016

Stability Begin Date 08/01/2016 Stability End Date 07/31/2017

ACA Calculation Hours Personalize | Find First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00

Last Update User ID PIHR1870 Updated on 11/19/2015 12:00:00AM

A new row needs to be inserted with an effective date of 9/30/2015 and the ACA Eligibility Status changed to Eligible because the employee is now eligible for a full contribution under ESR only as an AW12.

ACA Employee Eligibility

Rehire, Test ESR 1 Employee Employee ID 01172571 Date 09/30/2015 Primary Empl Record 0

ACA Comm on ID State of Minnesota Spec Elig AW12 ACA Eligible Full ER waive opt Ben Status Active

ACA Control Group Executive Branch Control Grp ACA Department T79MN Transportation Dept

Eligibility Information Find | View All First 1 of 3 Last

*Effective Date 09/30/2015 Effective Sequence 0

*ACA Eligibility Status Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52.00

Measurement Begin Date 07/01/2015 Measurement End Date 06/30/2016

Administration Begin Date 07/01/2016 Administration End Date 07/31/2016

Stability Begin Date 08/01/2016 Stability End Date 07/31/2017

ACA Calculation Hours Personalize | Find First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00

Last Update User ID PD9324U Updated on 11/23/2015 2:26:58PM

Part-time, seasonal, or variable hour to full-time

Employees who have eligibility changes from part-time, seasonal or variable hour employee to a full-time employee will need an additional row inserted on the ACA Eligibility Page to reflect the effective date and new ACA Eligibility Status.

Scenario 7: Employee moves from a position eligible for a partial contribution to a position eligible for a full contribution under the contract. The employee is currently in a Stability Period and being measured under the Standard Measurement Period. A row must be added, but only the Effective Date and ACA Eligibility Status should be updated. All other fields must remain unchanged.

Example Scenario 7: The employee was previously eligible for a partial contribution under contract as MP12 and has moved to a position. The employee’s eligibility changes from partial under the contract (MP12) to full under contract (MF12). The employee maintains their place in the Look Back and Stability Periods. A new row is needed on the ACA Eligibility page in this case. The new row should reflect the Effective Date and the new ACA Eligibility for the date of the change.

Field Name	Existing Row	Additional Row
effective date	01/01/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Ineligible	Always Eligible
non-assessment period	Box is unchecked	Box remains unchecked
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Standard Look Back	Standard Look Back
Measurement Period	52	52
measurement begin date	10/23/2013	10/23/2013
measurement end date	10/21/2014	10/21/2014
administration begin date	10/22/2014	10/22/2014
administration end date	12/31/2014	12/31/2014
stability begin date	01/01/2015	01/01/2015
stability end date	12/31/2015	12/31/2015

The Special Eligibility on the previous job row reflects MP12 and is eligible under contract for a partial contribution.

Benefit Program Participation

ESR,Part to Full Test Empl ID 01151175
Employee Empl Record 0

Benefit Status Find First 2 of 9 Last
Go To Row

Benefit Record Number 0
Effective Date 01/28/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Position Change
Reason Position Change-Other
Job Indicator Primary Job

Benefits System Benefits Administration
Annual Benefits Base Rate 50000.000 USD
Benefits Employee Status Active
ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig MP12 State 12/12-Part ER Contrbtn
Salary Authority PDB Public Defense-Biweekly Attny Barg Unit 300 Public Defense - Asst Attorney Elig Fld 8
Retirement Code AA MSRS Genl Employee Rmtm Plan SEGP
Benefits STATE STATE Suppl Ret

Benefit Program Participation Find View All First 1 of 2 Last
Effective Date 08/14/2013 Currency Code USD
Benefit Program MNP State of MN < Full ER Contrib

Job Data Employment Data Benefits Program Participation

The Special Eligibility on the current job row reflects MF12 and is eligible under contract for a full contribution.

Benefit Program Participation

ESR,Part to Full Test Empl ID 01151175
Employee Empl Record 0

Benefit Status Find First 1 of 9 Last
Go To Row

Benefit Record Number 0
Effective Date 09/30/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Position Change
Reason Position Change-Other
Job Indicator Primary Job

Benefits System Benefits Administration
Annual Benefits Base Rate 50000.000 USD
Benefits Employee Status Active
ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbtn
Salary Authority PDB Public Defense-Biweekly Attny Barg Unit 300 Public Defense - Asst Attorney Elig Fld 8
Retirement Code AA MSRS Genl Employee Rmtm Plan SEGP
Benefits STATE STATE Suppl Ret

Benefit Program Participation Find View All First 1 of 2 Last
Effective Date 08/14/2013 Currency Code USD
Benefit Program MNP State of MN < Full ER Contrib

Job Data Employment Data Benefits Program Participation

The ACA Eligibility Status is Ineligible with an effective date of 1/1/2015 on the existing ACA Employee Eligibility page, because the employee was eligible for a partial contribution under contract as an MP12 and was measured in the Standard Measurement Period.

ACA Employee Eligibility

ESR,Part to Full Test Employee Employee ID 01151175 Date 09/30/2015 Primary Empl Record 0

ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbn Ben Status Active

ACA Control Group Judicial Branch Control Grp ACA Department J52MN Public Defense Board

Eligibility Information Find | View All First 1 of 1 Last

*Effective Date 01/01/2015 Effective Sequence 0

*ACA Eligibility Status Ineligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Standard Look Back Measurement Period 52.00

Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014

Administration Begin Date 10/22/2014 Administration End Date 12/31/2014

Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours Personalize | Find First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	J52MN	J52D03A	Third Judicial District PT	0.00

Total Eligibility Hours 0.00

Last Update User ID PIHR1870 Updated on 11/19/2015 12:00:00AM

A new row needs to be inserted with an effective date of 9/30/2015 and the ACA Eligibility Status changed to Always Eligible because the employee is now eligible for a full contribution under contract as an MF12.

ACA Employee Eligibility

ESR,Part to Full Test Employee Employee ID 01151175 Date 09/30/2015 Primary Empl Record 0

ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbn Ben Status Active

ACA Control Group Judicial Branch Control Grp ACA Department J52MN Public Defense Board

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 09/30/2015 Effective Sequence 0

*ACA Eligibility Status Always Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Standard Look Back Measurement Period 52.00

Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014

Administration Begin Date 10/22/2014 Administration End Date 12/31/2014

Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours Personalize | Find First 1 of 2 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	J52MN	J52D03A	Third Judicial District PT	0.00

Total Eligibility Hours 0.00

Last Update User ID PD9324U Updated on 11/23/2015 2:47:41PM

Scenario 8: Employee moves from a position eligible as a seasonal under ESR only to a full contribution under contract. The employee is currently in a Stability Period and being measured under the Standard Measurement Period. A row must be added, but only the Effective Date and ACA Eligibility Status should be updated. All other fields must remain unchanged.

Example Scenario 8: The employee was previously eligible for a full contribution under ESR only as a DAF. The employee’s eligibility changes from full under ESR only (DAF) to full under contract (MF12). The employee maintains their place in the Look Back and Stability Periods. A new row is needed on the ACA Eligibility page in this case. The new row should reflect the Effective Date and the new ACA Eligibility for the date of the change.

Field Name	Existing Row	Additional Row
effective date	01/01/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Eligible	Always Eligible
non-assessment period	Box is unchecked	Box is unchecked
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Standard Look Back	Standard Look Back
Measurement Period	52	52
measurement begin date	10/23/2013	10/23/2013
measurement end date	10/21/2014	10/21/2014
administration begin date	10/22/2014	10/22/2014
administration end date	12/31/2014	12/31/2014
stability begin date	01/01/2015	01/01/2015
stability end date	12/31/2015	12/31/2015

The Special Eligibility on the previous job row reflects DAF and is eligible under ESR only for a full contribution.

Benefit Program Participation

ESR,Partial Seasonal Variable To full test Empl ID 01151175
 Employee Empl Record 0

Benefit Status Find First 2 of 9 Last

Benefit Record Number 0 Go To Row

Effective Date 01/28/2015

Effective Sequence 0 Action Position Change

HR Status Active Reason Position Change-Other

Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 50000.000 USD ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig DAF Seasonal-ACA Full ER

Salary Authority PDB Public Defense-Biweekly Attrny Barg Unit 300 Public Defense - Asst Attorney Elig Fld 8

Retirement Code AA MSRS Genl Employee Rtm Plan SEGP

Benefits STATE STATE Suppl Ret

The Special Eligibility on the previous job row reflects DAF and is eligible under ESR only for a full contribution.

Benefit Program Participation

ESR,Partial Seasonal Variable To full test Empl ID 01151175
 Employee Empl Record 0

Benefit Status Find First 1 of 9 Last

Benefit Record Number 0 Go To Row

Effective Date 09/30/2015

Effective Sequence 0 Action Position Change

HR Status Active Reason Position Change-Other

Payroll Status Active Job Indicator Primary Job

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 50000.000 USD ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbtn

Salary Authority PDB Public Defense-Biweekly Attrny Barg Unit 300 Public Defense - Asst Attorney Elig Fld 8

Retirement Code AA MSRS Genl Employee Rtm Plan SEGP

Benefits STATE STATE Suppl Ret

The ACA Eligibility Status is Eligible with an effective date of 1/1/2015 on the existing ACA Employee Eligibility page, because the employee was eligible for a full contribution under ESR and was measured in the Standard Measurement Period.

ACA Employee Eligibility

ESR, Partial Seasonal Variable Employee Employee ID 01151175 Date 09/30/2015 Primary Empl Record 0
To full test

ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbtn Ben Status Active
ACA Control Group Judicial Branch Control Grp ACA Department J52MN Public Defense Board

Eligibility Information Find | View All First 2 of 2 Last

*Effective Date 01/01/2015 Effective Sequence 0
*ACA Eligibility Status Eligible Non-Assessment Period
Average Service Hours 0.000 Work Period Weekly
Calculation Method Standard Look Back Measurement Period 52.00
Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014
Administration Begin Date 10/22/2014 Administration End Date 12/31/2014
Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	J52MN	J52D03A	Third Judicial District PT	0.00

Total Eligibility Hours 0.00
Last Update User ID PD9324U Updated on 11/23/2015 2:55:46PM

A new row needs to be inserted with an effective date of 9/30/2015 and the ACA Eligibility Status changed to Always Eligible because the employee is now eligible for a full contribution under contract as an MF12.

ACA Employee Eligibility

ESR, Partial Seasonal Variable Employee Employee ID 01151175 Date 09/30/2015 Primary Empl Record 0
To full test

ACA Common ID State of Minnesota Spec Elig MF12 State 12/12-Full ER Contrbtn Ben Status Active
ACA Control Group Judicial Branch Control Grp ACA Department J52MN Public Defense Board

Eligibility Information Find | View All First 1 of 2 Last

*Effective Date 09/30/2015 Effective Sequence 0
*ACA Eligibility Status Always Eligible Non-Assessment Period
Average Service Hours 0.000 Work Period Weekly
Calculation Method Standard Look Back Measurement Period 52.00
Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014
Administration Begin Date 10/22/2014 Administration End Date 12/31/2014
Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	J52MN	J52D03A	Third Judicial District PT	0.00

Total Eligibility Hours 0.00
Last Update User ID PD9324U Updated on 11/23/2015 2:55:46PM

Scenario 9: Employee moves from a position ineligible for benefits to a position that is eligible for the full contribution under contract. The employee is currently in an Initial Look Back. A row must be added, but only the Effective Date, ACA Eligibility Status and Non-Assessment Period must be updated. All other fields must remain unchanged.

Field Name	Existing Row	Additional Row
effective date	7/29/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	To be determined	Always Eligible
non-assessment period	Box is checked	Box is unchecked
average service hours	Leave with default value of 0.00	Leave with default value of 0.00
work period	Weekly	Weekly
calculation method	Initial Look Back	Initial Look Back
Measurement Period	52	52
measurement begin date	8/1/2015	8/1/2015
measurement end date	7/31/2016	7/31/2016
administration begin date	8/01/2016	8/01/2016
administration end date	8/31/2016	8/31/2016
stability begin date	9/1/2016	9/1/2016
stability end date	8/31/2017	8/31/2017
non-assessment reason	Initial Period - Hire	No longer needed (field unavailable)
non-assessment end date	8/31/2016	No longer needed (field unavailable)

Full-time to part-time, seasonal, or variable hour

Scenario 10: Employee moves from a position eligible for a full contribution to a position eligible for a partial contribution under contract. In this case the employee must remain eligible with a full contribution under ESR for the remainder of the Stability Period. The employee is currently in a Stability Period and being measured under the Standard Measurement Period. A row must be added, but only the Effective Date and ACA Eligibility Status should be updated. All other fields must remain unchanged.

Example Scenario 10: The employee was active and eligible for a full contribution under contract. They were measured in the Standard Measurement Period. The employee’s eligibility changes from full under the contract (MF12) to full under ESR only (AW12). The employee maintains their place in the Look Back and Stability Periods. A new row is needed on the ACA Eligibility page in this case. The new row should reflect the Effective Date and the new ACA Eligibility for the date the change occurs.

Field Name	Existing Row	Additional Row
effective date	01/01/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Always Eligible	Eligible
non-assessment period	Box is unchecked	Box is unchecked
average service hours	Value based on Standard measurement	Value based on Standard measurement
work period	Weekly	Weekly
calculation method	Standard Look Back	Standard Look Back
Measurement Period	52	52
measurement begin date	10/23/2013	10/23/2013
measurement end date	10/21/2014	10/21/2014
administration begin date	10/22/2014	10/22/2014
administration end date	12/31/2014	12/31/2014
stability begin date	01/01/2015	01/01/2015
stability end date	12/31/2015	12/31/2015

The Special Eligibility on the previous job row reflects MF9 and is eligible under contract for a full contribution.

Benefit Program Participation

Testfor,ACA Employee Empl ID 00945749
Empl Record 0

Benefit Status ? Find First 2 of 12 Last

Benefit Record Number 0 [Go To Row](#)

Effective Date 07/01/2014

Effective Sequence 0 Action Pay Rate Change

HR Status Active Reason Gnr1 Adjstmnt-Other Than COLA

Payroll Status Active Job Indicator Primary Job

History

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 80000.000 USD [ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID Spec Elig MF9 State 9/12-Full ER Contribtn

Salary Authority SRS Residential Schools Education Barg Unit 215 Residential Schools Education Elig Fld 8

Retirement Code AD Teachers Retirement Assn Coord SEGIP

Benefits STATE STATE Suppl Ret

Benefit Program Participation ? Find | View All First 1 of 3 Last

Effective Date 08/20/2012 Currency Code USD

Benefit Program MNF State of MN Full ER Contribtn

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

The Special Eligibility on the current job row reflects AW9 and is eligible under ESR only for a full contribution.

Benefit Program Participation

Testfor,ACA Employee Empl ID 00945749
Empl Record 0

Benefit Status ? Find First 1 of 12 Last

Benefit Record Number 0 [Go To Row](#)

Effective Date 09/01/2015

Effective Sequence 0 Action Data Change

HR Status Active Reason Benefits Job Change

Payroll Status Active Job Indicator Primary Job

Current

Benefits System Benefits Administration Benefits Employee Status Active

Annual Benefits Base Rate 80000.000 USD [ACA Eligibility Details](#)

Benefits Administration Eligibility ?

BAS Group ID Spec Elig AW9 ACA Elig 9/12 Full waive opt

Salary Authority SRS Residential Schools Education Barg Unit 215 Residential Schools Education Elig Fld 8

Retirement Code AD Teachers Retirement Assn Coord SEGIP

Benefits STATE STATE Suppl Ret

Benefit Program Participation ? Find | View All First 1 of 3 Last

Effective Date 08/20/2012 Currency Code USD

Benefit Program MNF State of MN Full ER Contribtn

[Job Data](#) [Employment Data](#) [Benefits Program Participation](#)

The ACA Eligibility Status is Always Eligible with an effective date of 1/1/2015 on the existing ACA Employee Eligibility page, because the employee was eligible for a full contribution under contract as an MF12 and was measured in the Standard Measurement Period.

ACA Employee Eligibility

Testfor,ACA Employee **Employee ID** 00945749 **Date** 09/01/2015 **Primary Empl Record** 0

ACA Common ID State of Minnesota **Spec Elig** AW9 **ACA Elig 9/12 Full waive opt** **Ben Status** Active

ACA Control Group Executive Branch Control Grp **ACA Department** E44MN Mn State Academies

Eligibility Information [Find](#) | [View All](#) First 2 of 2 Last

*Effective Date 01/01/2015 Effective Sequence 0

*ACA Eligibility Status Always Eligible Non-Assessment Period

Average Service Hours 33.029 Work Period Weekly

Calculation Method Standard Look Back Measurement Period 52.00

Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014

Administration Begin Date 10/22/2014 Administration End Date 12/31/2014

Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours [Personalize](#) | [Find](#) First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	E44MN	E441410	MSAB Teachers	1717.50

Total Eligibility Hours 1717.50

Last Update User ID PD9324U Updated on 12/08/2015 11:16:54AM

A new row needs to be inserted with an effective date of 9/01/2015 and the ACA Eligibility Status changed to Eligible because the employee is now eligible for a full contribution under ESR only as an AW9.

ACA Employee Eligibility

Testfor,ACA Employee **Employee ID** 00945749 **Date** 09/01/2015 **Primary Empl Record** 0

ACA Common ID State of Minnesota **Spec Elig** AW9 **ACA Elig 9/12 Full waive opt** **Ben Status** Active

ACA Control Group Executive Branch Control Grp **ACA Department** E44MN Mn State Academies

Eligibility Information [Find](#) | [View All](#) First 1 of 2 Last

*Effective Date 09/01/2015 Effective Sequence 0

*ACA Eligibility Status Eligible Non-Assessment Period

Average Service Hours 33.029 Work Period Weekly

Calculation Method Standard Look Back Measurement Period 52.00

Measurement Begin Date 10/23/2013 Measurement End Date 10/21/2014

Administration Begin Date 10/22/2014 Administration End Date 12/31/2014

Stability Begin Date 01/01/2015 Stability End Date 12/31/2015

ACA Calculation Hours [Personalize](#) | [Find](#) First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1	E44MN	E441410	MSAB Teachers	1717.50

Total Eligibility Hours 1717.50

Last Update User ID PD9324U Updated on 12/08/2015 11:18:13AM

Scenario 11: Employee moves from a position eligible for a full contribution to a position eligible for coverage under ESR only. In this case, the employee must remain eligible with a full contribution under ESR for the remainder of the Initial Measurement Period. The employee is currently in an Initial Look Back and is being measured in an Initial Measurement Period. A row must be added, but only the Effective Date and ACA Eligibility Status should be updated. All other fields must remain unchanged.

Field Name	Existing Row	Additional Row
effective date	10/10/2015	Effective date of change
effective sequence	Leave as default value of 0	Leave as default value of 0
ACA eligibility status	Always Eligible	Eligible
non-assessment period	Box is unchecked	Box is unchecked
average service hours	Value based on Standard measurement	Value based on Standard measurement
work period	Weekly	Weekly
calculation method	Standard Look Back	Standard Look Back
Measurement Period	52	52
measurement begin date	10/23/2013	10/23/2013
measurement end date	10/21/2014	10/21/2014
administration begin date	10/22/2014	10/22/2014
administration end date	12/31/2014	12/31/2014
stability begin date	01/01/2015	01/01/2015
stability end date	12/31/2015	12/31/2015

The Special Eligibility on the previous job row reflects MF12 and is eligible under contract for a full contribution.

Benefit Program Participation

Testforelm,Newhiretest L Empl ID 01173796
Employee Empl Record 0

Benefit Status Find First 2 of 2 Last
Go To Row

Benefit Record Number 0
Effective Date 09/05/2015
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Hire
Reason Competitive Open Appt
Job Indicator Primary Job

Current

Benefits System Benefits Administration
Annual Benefits Base Rate 50000.000 USD
Benefits Employee Status Active
ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig MF12 State 12/12-Full ER Contrbtn
Salary Authority MAP MN Assoc of Professional Empl Barg Unit 214 MN Assoc of Professional Empl Elig Fld 8
Retirement Code AA MSRS Genl Employee Rmt Plan SEGP
Benefits STATE STATE Suppl Ret

Benefit Program Participation Find View All First 1 of 1 Last
Effective Date 08/30/2015 Currency Code USD
Benefit Program DFT Default Benefit Program

Job Data Employment Data Benefits Program Participation

The Special Eligibility on the current job row reflects AW12 and is eligible under ESR only for a full contribution.

Benefit Program Participation

Testforelm,Newhiretest L Empl ID 01173796
Employee Empl Record 0

Benefit Status Find First 1 of 1 Last
Go To Row

Benefit Record Number 0
Effective Date 02/01/2016
Effective Sequence 0
HR Status Active
Payroll Status Active
Action Data Change
Reason Benefits Job Change
Job Indicator Primary Job

Future

Benefits System Benefits Administration
Annual Benefits Base Rate 50000.000 USD
Benefits Employee Status Active
ACA Eligibility Details

Benefits Administration Eligibility

BAS Group ID Spec Elig AW12 ACA Eligible Full ER waive opt
Salary Authority MAP MN Assoc of Professional Empl Barg Unit 214 MN Assoc of Professional Empl Elig Fld 8
Retirement Code AA MSRS Genl Employee Rmt Plan SEGP
Benefits STATE STATE Suppl Ret

Benefit Program Participation Find View All First 1 of 1 Last
Effective Date 08/30/2015 Currency Code USD
Benefit Program DFT Default Benefit Program

Job Data Employment Data Benefits Program Participation

The ACA Eligibility Status is Always Eligible with an effective date of 10/10/2015 on the existing ACA Employee Eligibility page, because the employee was eligible for a full contribution under contract as an MF12 and is currently being measured under an Initial Measurement Period.

ACA Employee Eligibility

TestforeIm,Newhiretest L Employee **Employee ID** 01173796 **Date** 02/01/2016 **Primary Empl Record** 0

ACA Common ID State of Minnesota **Spec Elig** AW12 **ACA Eligible Full ER waive opt Ben Status** Active

ACA Control Group Executive Branch Control Grp **ACA Department** G10MN Mn Management & Budget

Eligibility Information Find | View All First 2 of 3 Last

*Effective Date 10/10/2015 Effective Sequence 0

*ACA Eligibility Status Always Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52.00

Measurement Begin Date 10/01/2015 Measurement End Date 09/30/2016

Administration Begin Date 10/01/2016 Administration End Date 10/31/2016

Stability Begin Date 11/01/2016 Stability End Date 10/31/2017

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00

Last Update User ID PD9324U Updated on 12/08/2015 11:09:25AM

A new row needs to be inserted with an effective date of 2/01/2016 and the ACA Eligibility Status changed to Eligible because the employee is now eligible for a full contribution under ESR only as an AW12.

ACA Employee Eligibility

TestforeIm,Newhiretest L Employee **Employee ID** 01173796 **Date** 02/01/2016 **Primary Empl Record** 0

ACA Common ID State of Minnesota **Spec Elig** AW12 **ACA Eligible Full ER waive opt Ben Status** Active

ACA Control Group Executive Branch Control Grp **ACA Department** G10MN Mn Management & Budget

Eligibility Information Find | View All First 1 of 3 Last

*Effective Date 02/01/2016 Effective Sequence 0

*ACA Eligibility Status Eligible Non-Assessment Period

Average Service Hours 0.000 Work Period Weekly

Calculation Method Initial Look Back Measurement Period 52.00

Measurement Begin Date 10/01/2015 Measurement End Date 09/30/2016

Administration Begin Date 10/01/2016 Administration End Date 10/31/2016

Stability Begin Date 11/01/2016 Stability End Date 10/31/2017

ACA Calculation Hours Personalize | Find | First 1 of 1 Last

Empl Record	Dept Set ID	Dept ID	Description	Total Hours
1				0.00

Total Eligibility Hours 0.00

Last Update User ID PD9324U Updated on 12/08/2015 11:09:25AM

Appendix A

Waiting Periods

- Calculating the 90-day waiting period
 - Count 12 consecutive weeks beginning with the first day of work; and then
 - Count 6 days which to reach 90 days (7 days x 12 weeks = 84 days + 6 days = 90 days).
 - Coverage must be offered by the 90ths day

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
28-Jan	29	30	31 Hired	1-Feb	2	3
4	5	6	7	8	9	10
1 st week						
11	12	13	14	15	16	17
2 nd week						
18	19	20	21	22	23	24
3 rd week						
25	26	27	28	29	1-Mar	2
4 th week						
3	4	5	6	7	8	9
5 th week						
10	11	12	13	14	15	16
6 th week						
17	18	19	20	21	22	23
7 th week						
24	25	26	27	28	29	30
8 th week						
31	1-Apr	2	3	4	5	6
9 th week						
7	8	9	10	11	12	13
10 th week						
14	15	16	17	18	19	20
11 th week						
21	22	23	24	25	26	27
12 th week 84 th day						
28	29	30	1-May	2	3	4
90 th day						

- Calculating the 35-day waiting period:
 - Count 5 consecutive weeks beginning with the first day of work.
 - The 36th day is the 5th week. Coverage begins on this date (7 days x 5 weeks = 35 days)

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
28-Jan	29	30	31 begin work	1-Feb	2	3
4 blank	5 blank	6 blank	7 1 st week	8 blank	9 blank	10 blank
11	12	13	14 2 nd week	15	16	17
18 blank	19 blank	20 blank	21 3 rd week	22 blank	23 blank	24 blank
25	26	27	28 4 th week	29	1-Mar	2
3 blank	4 blank	5 35 th day	6 5 th week	7 blank	8 blank	9 blank
blank	blank	blank	coverage begins	blank	blank	blank

Appendix B
Look Back Start and End Date Identification Chart

Position Start Date	Initial Look Back			Standard Look Back			IMP coverage level continues until this date, then SMP level coverage begins
	Measurement (IMP)	Admin (IAP)	Stability (ISP)	Measurement (SMP)	Admin (SAP)	Stability (SSP)	
01/01/18	1/1/18 - 12/31/18	Jan 2019	2/1/19 - 1/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Jan 2-31, 2018	2 /1/18 - 1/31/19	Feb 2019	3/1/19-2/28/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
02/01/18	2/1/18-1/31/19	Feb 2019	3/1/19-2/28/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Feb 2-28, 2018	3/1/18 - 2/28/19	March 2019	4/1/19 - 3/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
03/01/18	3/1/18- 2/28/19	March 2019	4/1/19 - 3/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
March 2-31, 2018	4/1/18 - 3/ 31/19	April 2019	5/1/19 - 4/30/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
04/01/18	4/1/18 - 3/31/19	April 2019	5/1/19 - 4/30/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
April 2-30, 2018	5/1/18 - 4/30/19	May 2019	6/1/19 - 5/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
05/01/18	5/1/18 - 4/30/19	May 2019	6/1/19 - 5/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
May 2-31, 2018	6/1/18 - 5/31/19	June 2019	7/1/19 - 6/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
06/01/18	6/1/18 - 5/31/19	June 2019	7/1/19 - 6/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
June 2-30, 2018	7/1/18 - 6/30/19	July 2019	8/1/19 - 7/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
07/01/18	7/1/18 - 6/30/19	July 2019	8/1/19 - 7/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
July 2-31, 2018	8/1/18 - 7/31/19	Aug 2019	9/1/19 - 11/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
08/01/18	8/1/18 - 7/31/19	Aug 2019	9/1/19 - 8/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Aug 2-31, 2018	9/1/18 - 8/31/19	Sept 2019	10/1/19 - 9/30/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
09/01/18	9/1/18 - 8/31/19	Sept 2019	10/1/19 - 9/30/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Sept 2-30, 2018	10/1/18 - 9/30/19	Oct 2019	11/1/19 - 10/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
10/01/18	10/1/18 - 9/30/19	Oct 2019	11/1/19 - 10/31/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Oct 2-17, 2018	11/1/18 - 10/31/19	Nov 2019	12/1/19 - 11/30/20	10/17/18 - 10/15/19	10/16 - 12/31/19	1/1 - 12/31/20	January 1, 2020
Oct 18-31, 2018	11/1/18 - 10/31/19	Nov 2019	12/1/19 - 11/30/20	10/16/19 - 10/13/20	10/14 - 12/31/20	1/1 - 12/31/21	January 1, 2021
11/01/18	11/1/18 - 10/31/19	Nov 2019	12/1/19 - 11/30/20	10/16/19 - 10/13/20	10/14 - 12/31/20	1/1 - 12/31/21	January 1, 2021
Nov 2-30, 2018	12/1/18 - 11/30/19	Dec 2019	1/1/20 - 12/31/20	10/16/19 - 10/13/20	10/14 - 12/31/20	1/1 - 12/31/21	January 1, 2021
12/01/18	12/1/18 - 11/30/19	Dec 2019	1/1/20 - 12/31/20	10/16/19 - 10/13/20	10/14 - 12/31/20	1/1 - 12/31/21	January 1, 2021
Dec 2-31, 2018	1/1/19 - 12/31/19	Jan 2020	2/1/20 - 1/31/21	10/16/19 - 10/13/20	10/14 - 12/31/20	1/1 - 12/31/21	January 1, 2021

* The Standard Measurement Period and Admin Period dates are based on payroll dates and will vary from year to year. IMP = Initial Measurement Period. SMP = Standard Measurement Period.