

CPBI Agency ACA Meeting



You Have Joined the CPBI Agency ACA Meeting

The Meeting Has Not Begun

We Are Waiting For Everyone to Join and Will Begin the Meeting Shortly

Please MUTE Your Cell or Desk Phone

Remember if Your Phone is Not Muted, Everyone on the Webex Can Hear Your Conversations and What You Are Doing

STATE OF MD – DBM EBD 2017 CPBI AGENCY

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REPORTING

Purpose of Today's Meeting



- No Repeal of Federal ACA Reporting Requirements
 - Need to Begin Collecting Employee and Hours Data
 - 2017 Data Collection Process Will be Different than Last Year
 - We Are Going to Review What You Need to Do This Year

Today's Agenda



- ✓ 2017 Reporting Process and Deadlines
- ✓ 2017 Measurement Period Reporting
- ✓ Agency Excel Template
- ✓ Agency Excel Template Sections and Data Fields
- ✓ Sending and Receiving Your Agency's File
- ✓ Questions

2017 Reporting Process



- DBM EBD Will Generate Measurement Period Reporting
- DBM EBD Will Generate 1095-C Forms for All Agencies
 - New Process to Collect Employee and Hours Data This Year
 - Instead of Pulling Data From CPB, You Will Supply Employee Work Hours Data in an Excel Template File
- DBM EBD Will Submit Data to the IRS

2017 Federal Reporting Deadlines



- 1095-C Forms Must be Post-Marked by 1/31/18
 - **DBM EBD Must Submit Print File to 3rd-Party Printer by 1/6/18**
- 1094/1095 Files Must be Submitted Electronically to IRS by 2/28/18
- Federal Government May Assess Fines for 2017 Reporting
 - Employee Data Must be Accurate and Received Timely
 - Your Agency Will Pay Fines Related to Your Agency

2017 Measurement Period Reporting



- State Measurement Period is:
 - October 15, 2016 – October 14, 2017
- **After Receiving October 2016 Hours** DBM EBD Will Generate a Measurement Period Report
- Report Will Identify Employees w/Actual Hours that Warrant Offer of Health Coverage in a *CY 2018 Special Limited Open Enrollment*

Agency Excel Template



- **After This Meeting You Will Receive Your Agency Template**
 - Template Has Employees Active on 12/31/16 as Starting Point
 - Templates Pre-Populated With Oct-Dec 2016 Employee Hours Data
- **Your File Needs to Include Employees ACTIVE at Any Point in 2017**
 - Include All Employees Paid Thru CPB Except for Students
 - Don't Include Employees Paid Directly by a Federal Grant (ie. Americorp)

Agency Excel Template Sections



- Template is Organized in Sections
 - **Employee Name** <<< Provide Name on Social Security Card
 - **Employee Address** <<< Make Sure Updated at Year-End
 - **Employee Miscellaneous**
 - If SSN Begins with Zero, Enter with Apostrophe (')
 - Example: '012345678
 - If Employee is Rehired, Add a Second Row
 - **2017 Employee Monthly Data**
 - Pre-Populated Based on Employees Active on 12/31/16

Agency Excel Template Sections --- 2017 Employee Monthly Data



■ Employee Status

- ACTIVE
- TERMINATED <<< Enter as Status in 1st Month After Termination Date
- ON LEAVE OF ABSENCE

■ Employee Type

- REGULAR
- CONTRACTUAL
- TEMPORARY
- 1099 WORKER
- BOARD MEMBER
- COMMISSIONER

} Most likely you WILL NOT USE

Agency Excel Template Sections --- 2017 Employee Monthly Data



■ Actual Hours

- Track Hours Based on **WHEN WORKED** Not When Paid
 - Example: Pay Period Runs from 1/22/17 - 2/4/17

January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				

Pay Period Crosses the Month:
Count 7 Days (56 Hours) Towards January
Count 3 Days (24 Hours) Towards February

- Need to Know if Employee Works 130+ Hours in Month
- If Less Than 130; Need Actual Work Hours
- If Employee Was ACTIVE and Did Not Work in Month, Enter 0

Agency Excel Template Sections --- 2017 Employee Monthly Data



- Was the Employee Offered Health Coverage?
 - OFFERED **SUBSIDIZED** HEALTH COVERAGE
 - OFFERED **NON-SUBSIDIZED** HEALTH COVERAGE
 - IN WAITING PERIOD <<< **Do Not Use**
 - NO COVERAGE OFFERED

Agency Excel Template File Data Tracking



- Employees in Files are Sorted in Employee Last Name + First Name Order
- **Insert New Rows for Any Employee Not Listed**
 - Complete all Columns Using the Existing Data as a Guide
- **Some Fields Have Drop Down Lists of Valid Values:**
 - Employee Status
 - Employee Type
 - Was the Employee Offered Health Coverage?

Agency Excel Template Examples



- **Let's Look at a Sample Agency Excel File**
 - Order of Employees in File
 - SSN That Begins with a Zero (0)
 - Field Drop Down Lists
 - Termination
 - Rehire
 - Copying Data to New Month

Agency Excel Template File Data Tracking



- If an Employee Terminates and is Rehired:
 - Leave the Original Employee Row Intact
 - Add a New Row for the Rehire; Show the Rehire Date as the Hire Date on this Row
 - *Example:*

	Legal Last Name	MI	Legal First Name	Mailing Address 1	ing Addr	City	Country (if not USA)	State	Zip	Agency Code	OF 12/31/16	Status AS OF 12/31/17	Hire Date	Termination Date	SSN
ORIGINAL →	WEITERS		MATTHEW	123 GARDEN PATCH WAY	APT 1	BALTIMORE		MD	21201	9XXXXX	ACTIVE	TERMINATED	02/12/10	04/16/17	123456789
REHIRE →	WEITERS		MATTHEW	123 GARDEN PATCH WAY	APT 1	BALTIMORE		MD	21201	9XXXXX		ACTIVE	09/15/17		123456789

Agency Excel Template File Data Tracking



- Show **Employee Status = Terminated ONLY in the 1st Month AFTER the Termination Date**
 - Show the Last Month Worked with **Employee Status = Active**
 - Example:

Legal Last Name	MI	Legal First Name	Mailing Address 1	ing Addr	City	Country (if not USA)	State	Zip	Agency Code	OF 12/31/16	Status AS OF 12/31/17	Hire Date	Termination Date	SSN
CHEN		WEI-YEN	900 PASTURE PINE LANE		ARNOLD		MD	21012	9XXXXX	ACTIVE	TERMINATED	09/02/12	12/22/16	123456789

Month of DECEMBER 2016				Month of JANUARY 2017			
Employee Status	Employee Type	Actual Hrs	Was the Employee Offered Health Coverage?	Employee Status	Employee Type	Actual Hrs	Was the Employee Offered Health Coverage?
ACTIVE	REGULAR	140	OFFERED SUBSIDIZED COVERAGE	TERMINATED			

- Use Excel Features and Copy/Paste Data Where it Makes Sense to Save Keying Time

Schedule for Submitting Agency Data



- We Will Periodically Collect Your Agency File and Audit for Issues
 - Please Note These Dates on Your Calendars

TASK	BY/DUE DATE
Compile January – June 2017 Data	Email to Kelly by COB on Friday September 1st
Compile July –August 2017 Data	Email to Kelly by COB on Friday September 15th
Compile September 2017 Data	Email to Kelly by COB on Friday October 6th
Compile October – November 2017 Data	Email to Kelly by COB on Friday December 1st
Compile December 2017 Data	Email to Kelly by COB on Tuesday January 2 nd *

* Your Agency will have the option to either 1) submit December actual hours; 2) submit estimated December hours; or 3) have the EBD team clone your November hours to December. If you opt for having the EBD team clone your November hours, you will still be responsible for submitting any new hires, rehires or terminations.

Sending & Receiving Excel Template



- The Excel File Contains PII Data and **MUST REMAIN PASSWORD PROTECTED**
- **DO NOT MODIFY/CHANGE** the Filename
- The File Password Remains the Same as Last Year
 - **%2015\$Leaves**
- Never Email the Password Protected File and the Password in the Same Email

Questions



- What Questions Do You Have?