

STATE OF MD – DBM EBD 2017 SATELLITE AGENCY

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REPORTING

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2017 Reporting Process & Deadlines



- DBM EBD Will Generate 1095-C Forms for All Satellite Agencies
- 1095-C Forms Must be Post-Marked by 1/31/18
 - DBM EBD Must Submit Print File to 3rd-Party Printer by 1/8/18
- 1094/1095 Files Must be Submitted to IRS by 2/28/18
- Federal Government May Assess Fines for 2017 Reporting
 - Agency EIN Information Must be Accurate
 - Agency Subsidy Information Must be Accurate
 - Employee Data Must be Accurate and Received Timely
 - Your Agency Responsible for Fines Related to Your Agency

2017 Measurement Period Reporting



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

Agency vs. DBM Responsibilities



DUTY	WHO IS RESPONSIBLE?
Submit agency primary contact information to EBD	Your Agency – Completed
Track employee data by month	Your Agency
Manage your agencies compliance to ACA regulations and deadlines	Your Agency
Submit monthly data to EBD	Your Agency
Submit health coverage subsidy rules to EBD	Your Agency
Submit agency EIN information or changes in EIN information to EBD	Your Agency
Generate and Distribute 1095 Forms to Employees	DBM EBD
Support Employee Questions on 1095 Form(s)	Your Agency
Submit Required 1095 Form Corrections to EBD	Your Agency
Generate and Distribute 1095 Form Corrections & Reissuances to Employees	DBM EBD
Generate 1094 Form and Submit ACA Data to the IRS	DBM EBD

Agency Excel Template



- EBD Will Provide Your Agency w/an Excel Template to Capture Employee Demographic and Hours Data
 - Template is Completed w/Employees Active on 12/31/16
 - *Exception: Mosaic Center File is Not Seeded w/Employees*
- Final Agency Files Must Include Every Employee Who Was ACTIVE at Any Point Between October 2016 – December 2017
 - *Don't Exclude ANY Employees from Your File*

Agency Excel Template Sections



- Excel Template is Organized in Sections
 - **Employee Name** <<< Provide Name on Social Security Card
 - **Employee Address** <<< Make Sure Updated at Year-End
 - **Employee SSN**
 - If SSN Begins with Zero, Enter with Apostrophe (') in Excel to Retain the Beginning Zero
 - Example: '012345678
 - **2016 Employee Monthly Data**
 - Pre-Populated Based on Final 2016 Submission Data

Agency Excel Template Sections --- 2017 Employee Monthly Data



■ Employee Status

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

■ Employee Type

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

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
 - *Should Only be Used if your Agency has a Waiting Period*
 - 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 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 Lisa by COB on Friday August 18th
Compile July –August 2017 Data	Email to Lisa by COB on Friday September 15th
Compile September 2017 Data	Email to Lisa by COB on Friday October 6th
Compile October – November 2017 Data	Email to Lisa by COB on Friday December 1st
Compile December 2017 Data	Email to Lisa 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