



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

September 9, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-12

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: LaGov HCM Entries Required for Affordable Care Act (ACA) Reporting

The Office of State Uniform Payroll (OSUP) provided ACA training for all LaGov HCM Paid Agency Human Resource (HR) Directors and Agency Benefit Coordinators (ABCs) in August. This training provided information on the Employer Shared Responsibility Provisions and reporting requirements of the Affordable Care Act. It is important that agencies now use the information learned during training to complete entries in LaGov HCM to prepare for ACA reporting in January 2016.

Agencies should begin with the "To-Do List" that was presented in training at the end of the presentation. This "To-Do List" can be accessed on the OSUP Affordable Care Act webpage: <http://www.doa.la.gov/Pages/osup/ACA.aspx>.

In order to allow time for review, corrections, and testing of the data, agencies must complete all 2015 and 2016 IT9004 (ACA Reporting) entries by October 31, 2015. **Reminder:** An IT9004 record(s) must be created for every employee who worked at any point during the 2015 calendar year. IT9004 records must also be created for employees who work in 2016 and subsequent years. Use the [IT9004 Employee Scenario](#) matrix to assist with determining the appropriate entry codes.

Agencies must also review all employees who were hired as non ACA full-time during pay period 22 2014 and later. These employees should be put into an initial measurement period and have their hours counted at the appropriate time to determine if they should be offered health coverage. **Note:** For those hired in pay period 22 2014 who are determined to be eligible for health coverage, the date of eligibility is 9/28/15. These employees must be reviewed very soon and appropriate action must be taken. As stressed during training, it is imperative that appropriate documentation be maintained for eligibility calculations and waivers of coverage.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-12

September 9, 2015

Page 2

Questions related to the entries that must be made in LaGov HCM or the Affordable Care Act Employer Shared Responsibility Provisions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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