

**State of Louisiana – Office of State Uniform Payroll  
Affordable Care Act (ACA)  
Newly Hired Employee Offer of Coverage Worksheet**

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This worksheet is used to document the LaGov HCM Paid Agency's reasonable expectations regarding the "full-time" status of a newly hired/transferred employee. **A copy of this completed form should be maintained in the employee's file.**

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1. Personnel Area Number/Name \_\_\_\_\_
2. Employee Name \_\_\_\_\_
3. Personnel Number \_\_\_\_\_
4. Date of Hire \_\_\_\_\_
5. Expected Length of Employment \_\_\_\_\_
6. Did the newly hired/transferred employee work for any LaGov HCM paid agency in the last 12 months?
  - YES – Proceed to 7
  - NO – Proceed to 9
7. Was the newly hired/transferred employee in a standard or initial measurement period at any agency?
  - YES – Proceed to 9
  - NO – Proceed to 8

*If you are unsure, contact the prior employing agency or execute the ACA report (ZP136).*

8. Is the newly hired/transferred employee in a current stability or initial stability period at any agency?
  - YES – Employee continues to be eligible for health coverage. Make appropriate entries in LaGov HCM.
  - NO – Proceed to 9

*NOTE: A break in service only ends the stability period if it was: (1) at least a 13 week break in service, OR (2) a break in service of at least four (4) weeks but longer than the prior period of employment.*

9. Does the agency expect the newly hired/transferred employee to work at least 30 hours per week at the time of hire/transfer?
  - YES – The offer of health coverage must be made in accordance with OGB guidelines. **Enter applicable information in eEnrollment/LaGov HCM. Document the offer (GB-01) and keep copy for file.**

- NO – Proceed to 10

*IMPORTANT: The offer of coverage **must** be documented and filed in the employee's file.*

10. Is the newly hired/transferred employee replacing a full-time (at least 30 hours) position?  
Example: the employee is filling in for a permanent position while the employee holding the position is out on leave.
- YES – The offer of health coverage must be made in accordance with OGB guidelines. **Enter applicable information in eEnrollment/LaGov HCM. Document the offer (GB-01) and keep a copy for employee's file.**
  - NO – Proceed to 11

*IMPORTANT: The offer of coverage **must** be documented and filed in the employee's file.*

11. Is the newly hired/transferred employee a variable hour employee? A variable hour employee is defined as an employee whom the agency cannot reasonably determine based on the facts and circumstances upon the date of hire whether the new hire will work on average at least 30 hours per week.

Example: The employee will work 35 hours one week, 27 hours the next week, and 25 hours the following week.

- YES – The agency will measure the employee over the 24 pay period initial measurement (look-back) period. Enter applicable information in eEnrollment/LaGov HCM. Utilize the ACA report (ZP136) periodically to track hours worked. This report must be run at the end of the IMP to determine if employee meets the ACA definition of full-time.
- NO – Employee is considered a part-time employee (works less than 30 hours per week) and is not eligible for health coverage. Utilize the ACA report (ZP136) periodically to track hours worked. This report must be run at the end of the IMP to determine if employee meets the ACA definition of full-time.

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Form Completed by (Print Name)

Title

Date

**Definitions:**

**Full Time** – The employee is expected to work at least an average of 30 or more hours per week.

**Part Time** – The employee is expected to work less than an average of 30 hours per week.

**Variable** – It cannot be determined at the date of hire if the employee will work an average of 30 hours per week.