

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

March 20, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-36

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act Infotype 9004 Entry for 2024

This is to advise all LaGov HCM Paid agency personnel of the availability of Infotype 9004, ACA Reporting, for agencies to resume entry of calendar year 2024 data.

Employees determined to be eligible for health coverage were offered coverage during the 2023 Office of Group Benefits Annual Enrollment period. Employees enrolled in health coverage for the 2023 plan year who continued their enrollment for the 2024 plan year should not need any changes to Infotype 9004 as long as an end date of 12/31/9999 was used. Employees who waived coverage for the 2023 plan year and continued to waive coverage for the 2024 plan year require a new Infotype 9004 for the 2024 calendar year reflecting a waiver of coverage.

**LEO Enrollment:** During annual enrollment, employees were given the option to make their 2024 health coverage selection via LEO. If the employee waived coverage for 2024 via LEO, a new IT9004 waived record was automatically created for 2024. If the employee enrolled in health coverage via LEO, a new IT9004 enrolled record was automatically created, if one did not already exist, for 2024.

**Reminder:** An Infotype 9004 record(s) is required for every employee who worked at any point during the 2024 calendar year. Use the [Infotype 9004 Employee Scenarios](#) matrix to assist with determining the appropriate entry codes.

In addition, agencies should be measuring hours of service for those employees not considered ACA full-time during the appropriate measurement period using the ACA Dates Calculator (ZP250) in LaGov HCM or the [measurement period chart](#) that can be found on the Office of State Uniform Payroll ACA webpage. Agencies should also be sure to consider all hours worked across all LaGov HCM Paid agencies when counting hours for WAE employees. Agencies will have to work together to determine these employees' eligibility for insurance and ensure the employee is offered insurance where appropriate.

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**CAUTION:** Changes made to a prior year Infotype 9004 record may require a corrected Form 1095-C which must be sent to the IRS and the employee. Agencies must contact the Benefits and Financial Administration Unit prior to changing a prior year Infotype 9004 record.

Please review the HR ACA Contact on the ZP200, Agency Contacts, in LaGov HCM and update if needed. Information will be sent to this contact throughout the year regarding ACA entries. Agencies should review all information that is available on the OSUP ACA webpage found at: <https://www.doa.la.gov/doa/osup/state-agencies/aca-agencies/>.

Direct questions regarding Infotype 9004 entry guidelines to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or by phone at (225):

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