

## Affordable Care Act (ACA) for Employees Holding an Hourly Appointment

**Lookback period:** If an employee works an average of 30 hours or more during the lookback period, s/he must be offered medical coverage. **Admin period:** Employee Services will determine eligibility and notify individuals who are eligible to enroll in medical coverage.

**Stability period:** This period must be as long as the lookback period and is the length of time the individual may carry medical coverage as long as s/he is still an active employee.

## **Existing Employees**

2014			2015							2016									2017						
May June July Aug Sept Oct Nov Dec	Jan Feb	Mar Apı	May Jun	Jul	Aug	Sep	Oct	Nov De	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr I	May Jun
Lookback period (5/1/2014 - 4/30/2015)			Admin Stability period (7/1/2					1/201	/2015 - 6/30/2016)																
Is the employee averaging 30 hours per week during this		eligibility If employee averaged 30+ ho						ours	ours per week in the lookback																
time?	week uui	ilig tilis	and	р	period, employer medical coverage must be offered for this								nis												
umer	enrollmen	ent entire 12-month period																							
	Lookback period (5/1/2015 - 4/3					30/20	Admin period							Sta	bility	perio	d (7/1	L/201	16 - 6/	30/20	17)				
								eligibility					If e	emplo	yee	avera	ged 3	30+ hc	ours	per w	eek in t	the lo	okback		
			Is the em	Is the employee averaging 30 hours per wee					ek du	ek during this time? and					per	iod, e	emplo	yer m	nedic	al cov	erag	e mus	t be of	fered	for this
								enrollment					entire 12-m						onth period						

## New Employees (process run monthly) - Example is a hire date of August 2014

2014			2015			20:	L6		2017						
May June July Aug	g Sept Oct Nov Dec	Jan Feb Mar Apr	May Jun Jul	Aug Sep	Oct Nov Dec	Jan Feb Ma	r Apr	May Jun	Jul Aug	Sep Oct Nov De	c Jan Feb Mar Apr May Jun				
Lookback period (8/1/2014 - 7/31/2015)				O15) Admin period Stab				015 - 9/30/20	016)	If employee	If employee averaged 30+ hours per week in				
						averaged 30+	hours	per week in	ck the stand	the standard lookback period, medical					
Is t	Is the employee averaging 30 hours per week during this time?				during this time? and period, emplo				fered for th	his coverage wo	coverage would continue through this period				
						entire 12-	month								
		okback period (5/1/2015 - 4/30/2016)				Admin		Stability paried (7/1/2016 6/20/2017)							
			LOOI	краск репоц	(5/1/2015 - 4/3	00/2016)		period	Stability period (7/1/2016 - 6/30/2017)						
								eligibility	If emplo	yee averaged 30+	hours per week in the lookback				
			Is the employee	e averaging 3	0 hours per we	ek during this t	ime?	and	period, e	mployer medical co	overage must be offered for this				
								enrollment		entire 12-	entire 12-month period				