

## AFFORDABLE CARE ACT

### Variable-Hour Employee Process

- Payroll receives A&M System-generated reports once a month of hours worked by variable-hour employees.
- Payroll reviews the reports.
- Payroll disperses the reports to departments by email each month, listing employees who may, at that point, be eligible for health insurance/basic life (and ONLY health insurance/basic life) after the measurement period.
- Payroll sends email to departments in August, specifying any employees who meet the criteria to be offered health insurance, based on the measurement period that just ended in July.
- After the final report is received in early August, the Benefits office sends notification letter via email to employees who are eligible for health insurance, based on the measurement period that just ended in July. The email will include instructions on how to enroll. Unit contact does NOT put these employees in iBenefits. They will have to complete paper forms.
- If an employee enrolls in health insurance during the 60 day enrollment period, the Benefits office will notify the department, so the department is aware that they will be responsible for funding the full-time state contribution for the employee's health insurance. Newly-eligible and enrolled employees have a waiting period for the state contribution period (1<sup>st</sup> of the month following 60 days after eligibility). For example: Eligible for health coverage on September 1st. Eligible for SGIP on November 1st.