

ACA Temp Coverage Eligibility Review

FAQs (will be updated continuously)

1	Question:	If an employee is on LWOP while on a Paid Leave Oregon or short/long term disability claim, would those unpaid hours contribute to ACA eligibility even if FMLA or OFLA is NOT applicable to the LWOP?
	Answer:	Yes, leave without pay does not have to be tied to FMLA or OFLA in order to count toward eligibility.
2	Question:	Is the HR Partner going to be the one to complete these ACA tasks or payroll?
	Answer:	HR Partner or Payroll Partner <i>(NOTE: You may reach out to the hiring manager to find out if the temporary employee is expected to work at least 30 hours per week. Ultimately, the HR and Payroll Partners are responsible for overseeing this process is completed in a timely manner)</i>
3	Question:	What if HR does the form, and payroll does the PEBB stuff?
	Answer:	The process can be done the same way you have been doing it. This is just a new step and you can decide who does it. It will just require good communication between HR and payroll.
4	Question:	If HR completes the form, will payroll be able to see it in Workday? Or will HR need to get payroll a copy somehow? So, we can then do PEBB/notices accordingly.
	Answer:	It will show up in both HR and payroll partner tasks. Once whoever you decide needs to do that step completes it, the task will disappear from everyone's inbox.
5	Question:	Payroll currently process all things ACA for temp employees, HR does not, how am I going to fill out the form if it is part of the hire process?
	Answer:	The questionnaire will go to both HR Partner and Payroll Partner, so at your agency you just need to communicate for HR not to complete the questionnaire if it lies in the payroll shop for processing.
6	Question:	Will we be able to edit the questionnaire after it has been completed?
	Answer:	No, as it's part of the <i>Hire, Change Job, and Edit Position</i> business processes. Questionnaires can only be completed as part of a business process; they can't be completed Ad Hoc.

ACA Temp Coverage Eligibility Review

FAQs *(will be updated continuously)*

		If for any reason, there's a need to resubmit the ACA Questionnaire, a separate copy will need to be completed and uploaded to the employee's <i>Worker Documents</i> section in Workday.
7	Question:	If HR completes the questionnaire, do they also have to upload the PEBB info or can payroll do that?
	Answer:	Agencies will need to establish practice and communication between HR and Payroll
8	Question:	If an agency offer letter erroneously states that coverage begins on the first day of the fourth calendar month, but the employee is actually eligible on hire, does the employee have the option to decline coverage until then?
	Answer:	No, although the employee may decline the coverage, they would only be able to sign up for coverage mid-year if they have a qualified status change (QSC).