

The full-time employee determination is one of the most important tasks for an employer because of the Affordable Care Act. **Here's why:**



Full-time employee (FT) is defined as averaging **30 hours/week** or **130 hours/month**.

- Full-time equivalents, determined by dividing total hours worked by non-full-time employees by 120 hours per month, are included in the count for ACA purposes



Employers must closely track the hours of employees whose hours vary or engage in seasonal work, utilizing a monthly look-back measurement period.



The 90-day waiting period limitation applies to those FTs in an eligible class.



The key issue for employers is whether they will be considered an applicable large employer (ALE) who employs an average of at least 50 full-time equivalents (FTEs) per month during the preceding calendar year. ALEs are potentially subject to two penalties:

1. A no-coverage penalty for failing to offer FT minimum essential coverage under a medical plan.
2. An inadequate coverage penalty for failing to offer coverage that is both affordable and offers minimum value.

You can be ready - iSolved will produce and file 1094 and 1095 B&C forms.

Payroll

manage W-2 reporting

manage Medicare tax

manage applicable large employer status each year

manage multiple FEINs within a controlled group to determine status

manage employee count to alert employers who employ 50 or more full-time equivalents (FTE) during the preceding calendar year.

manage FT count to limit exposure to penalty

manage hours of service for FT status

variable hours employees (part-time, temporary, seasonal) can be tracked on a payroll basis during the look-back period

manage affordability for eligible plans (non-HIPAA excepted benefits) based upon the lowest cost option/single contribution and one of the safe harbor options (regardless of whether the employee is enrolled in that plan or not)

FSA

manage regulatory caps on FSA

amend plan documents

Compliance

print and file 1094 & 1095 forms

manage COBRA eligible plans for W-2 reporting purposes

manage employer/employee tax modifications due to the ACA

manage a wellness calculator

offer ACA mailings such as SBC, Exchange, etc.

Human Resources

manage ACA employee classifications

manage data needed to respond to or appeal an IRS invoice regarding a subsidy

Time & Attendance

variable hours employees (part-time, temporary, seasonal) can be tracked on a daily basis and employer alerted when close to 120 hour/month threshold

manage (as often as an employer needs) hours of service within a look-back period

Employers should be compiling and analyzing data now to determine coverage and affordability.

Call us for an iSolved Demo - get ready to make your work life better.

Benefits Admin

manage benefits eligibility date and enrollment deadline (90th day) for employee classes eligible for benefits that are non-HIPAA excepted benefits

manage open enrollment once employee attains FT status

send alert to employee to begin enrollment process

consider FT eligible for stability period regardless of hours of service during this time

manage affordability for eligible plans (non-HIPAA excepted benefits) based upon the lowest cost option/single contribution and one of the safe harbor options (regardless of whether the employee is enrolled in that plan or not)

manage affordability as a planning tool for renewal and for new hires

capture all contribution data for W-2 reportable coverage including EAPs, Wellness and HRAs that may not have an active contribution but do for COBRA and that could allow them to be included on the W-2

OTC prohibition

HRA SBC creation

PCOR Fee support for HRAs

