Affordable Care Act (ACA) Measurement Flowchart

http://www.uni.edu/hrs/aca

Employee is a new employee.

Do you reasonably expect the employee to work at least 30 hrs of service per week or 130 hrs of service per month?

Yes

UNI must offer coverage no later than the first day of the third full calendar month of employment.

No or Unsure

Employee is either a part-time, seasonal, or variable hour employee. UNI does not have to offer coverage initially.

Did the employee have at least a 26 week break-in-service?

Yes

Track the employee’s hours of service over the next standard measurement period.

No

Did the employee experience a change in employment status to full-time?

Yes

Track the employee’s hours of service over the overlapping standard measurement period.

No

Did the employee have a break-in-service less than 4 consecutive weeks and was the break-in-service greater than the number of weeks the employee previously worked?

Yes

Employee's hours of service over the initial stability period.

No

Employee is treated as a continuing employee. The standard measurement period and standard stability period that applied to the employee before the break-in-service continues to apply.

UNI Standard Measurement Period:
Nov. 1 to Oct 31 of the next year

UNI Standard Stability Period:
Jan. 1 to Dec 31 of the same year

UNI Annual Review

If the employee worked 130 hours of service per month the employee is considered full-time for the following standard stability period, and UNI must offer coverage to avoid employer penalties.

UNI must offer coverage by no later than the first day of the second full calendar month following a change in employment status to full-time. OR
If earlier, the first day of the first month following the end of the initial measurement period plus any related administrative period if the employee average at least 30 hours of service per week for the initial measurement period.