Affordable Care Act (ACA)/Health Care Reform Department Toolkit

Benefit Eligibility Rules for ACA

**Immediate Eligibility** - Temporary and Fixed Term employees hired at 75% or more and for at least 3 months.
- Eligibility will be automatic.
- Coverage begins the first of the month following date of hire.
- Eligibility continues as long as there is no change in status.

**Variable Hour Eligibility** – Employees who work at least 30 hours/week or more during either an initial or standard measurement period.
- Coverage begins the first of the month after the end of the measurement period.
- Eligibility continues for 12 months and is evaluated every calendar year.

Checklist

- Review **ACA Time Report** regularly. The ACA Time Report should be launched and reviewed on Friday paydates for the pay period that is being paid.
- Review **ACA FAQs** regularly for updates to eligibility rules and processes.
- Terminate employees who are not currently working or once their project has been completed.
  - No refunds if retroactive employment changes are made.
  - Health Fee levied based on employee status as of last day of month.
- Before hiring **Project Pay**, please review **Project Pay** policy

Considerations:
- If applicable, pay the employee hourly.
- Once the employee completes a project you may want to terminate the employee.
- Breaks in Service, where there is a status change to zero hours of service for at least four consecutive weeks and less than 26 weeks, may affect eligibility.
- Hours will be estimated by dividing the total pay by an average estimated hourly rate for the employee type. Average rates may be updated annually each January. Current rates:
  - $10 per hour for student employees
  - $14 per hour for support staff
  - $50 per hour for faculty/academic staff
- Make sure employees activate their **MSU NetID**. Human Resources uses msu.edu email account to send messages regarding enrollment.
- Monitor **Graduate Assistant’s** eligibility.
  - If Graduate Assistants meet eligibility they will be offered both ACA coverage and Graduate Assistant coverage.
  - Departments will not be charged for mandated coverage as long as the Graduate Assistant is covered as part of their Assistantship. At the conclusion of the Assistantship, mandated coverage may be offered for the remainder of the stability period if applicable and there is an on-going employment relationship.