



Affordable Care Act (ACA) for Employees Holding an Hourly Appointment

Lookback period: If an employee works an average of 30 hours or more during the lookback period, s/he must be offered medical coverage.

Admin period: Employee Services will determine eligibility and notify individuals who are eligible to enroll in medical coverage.

Stability period: This period must be as long as the lookback period and is the length of time the individual may carry medical coverage as long as s/he is still an active employee.

Existing Employees

2014												2015												2016												2017					
May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
Lookback period (5/1/2014 - 4/30/2015) Is the employee averaging 30 hours per week during this time?												Admin period eligibility and enrollment		Stability period (7/1/2015 - 6/30/2016) If employee averaged 30+ hours per week in the lookback period, employer medical coverage must be offered for this entire 12-month period																											
												Lookback period (5/1/2015 - 4/30/2016) Is the employee averaging 30 hours per week during this time?												Admin period eligibility and enrollment		Stability period (7/1/2016 - 6/30/2017) If employee averaged 30+ hours per week in the lookback period, employer medical coverage must be offered for this entire 12-month period															

New Employees (process run monthly) - Example is a hire date of August 2014

2014												2015												2016												2017					
May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
												Lookback period (8/1/2014 - 7/31/2015) Is the employee averaging 30 hours per week during this time?						Admin period eligibility and enrollment		Stability period (10/1/2015 - 9/30/2016) If employee averaged 30+ hours per week in the lookback period, employer medical coverage must be offered for this entire 12-month period						If employee averaged 30+ hours per week in the standard lookback period, medical coverage would continue through this period															
												Lookback period (5/1/2015 - 4/30/2016) Is the employee averaging 30 hours per week during this time?												Admin period eligibility and enrollment		Stability period (7/1/2016 - 6/30/2017) If employee averaged 30+ hours per week in the lookback period, employer medical coverage must be offered for this entire 12-month period															