

# ACA Applicable Large Employer Worksheet 2024 Calendar Year

**Total Number of Full-Time Employees for Calendar Year**

An employee is full-time if they average 30 hours of service per week for a calendar month or at least 130 hours per month.

**Total Number of Employees Enrolled on the First Day of the Plan Year for Each of the Following Plans**Major Medical Dental Vision Group Term Life STD **Total Number of Full-Time Equivalents for Calendar Year**

Part-time employees (those who average less than 30 hours per week) count on a pro-rata basis, and their hours are combined to create "full-time employee equivalents." This is done by adding up the hours of all less-than-full-time (30 hours) employees for a calendar month and dividing the total by 120. All hours worked by the full-time equivalent employee are considered for this calculation, including any overtime.

**Employee Per Pay Contribution for Single Coverage of Lowest Cost Plan****Employee Monthly Contribution****Employee Annual Contribution****Which Affordability Safe Harbor is Being Used?**

Form W-2 Safe Harbor

Rate of Pay Safe Harbor

Federal Poverty Line Safe Harbor

### Which method is being used for the purpose of tracking employees under the ACA?

The play or pay final regulations require that employers use one of two methods to track hours and determine status as full-time or part-time: the monthly measurement method or the look-back measurement method.

☐ Monthly Measurement Method

☐ Look-Back Measurement Period Method\*

*\*If using the measurement and look-back method, please complete the following.*

☐ Standard Measurement Period

☐ Standard Administrative Period

☐ Standard Stability Period

☐ Initial Measurement Period

☐ Initial Administrative Period

☐ Initial Stability Period

☐ Date the Standard Measurement Period Ends

Are all employees being tracked under the same method or are any employees not being tracked?

☐ Same Method

☐ Different Method

☐ All Employees Are Tracked

☐ Employees Are Excluded

### Entity Responsible for ACA Reporting

☐ Payroll Vendor

☐ Alera Group's ACA Reporting Service

☐ Third-Party Reporting Service  
(Please indicate which one.)

☐ Handled Internally by Employer's Payroll or HR Department. If handled internally, is the employer set up for electronic returns?  
Yes      No

# Your Contact

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