

**ACA Data Entry Certification Overview**

The purpose of this Job Aid is to walk through how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the number of employees and provides an opportunity to update tax data, like address. Contact OHB with any questions on how your agency/locality should use this page: [ohb@dhrm.virginia.gov](mailto:ohb@dhrm.virginia.gov).

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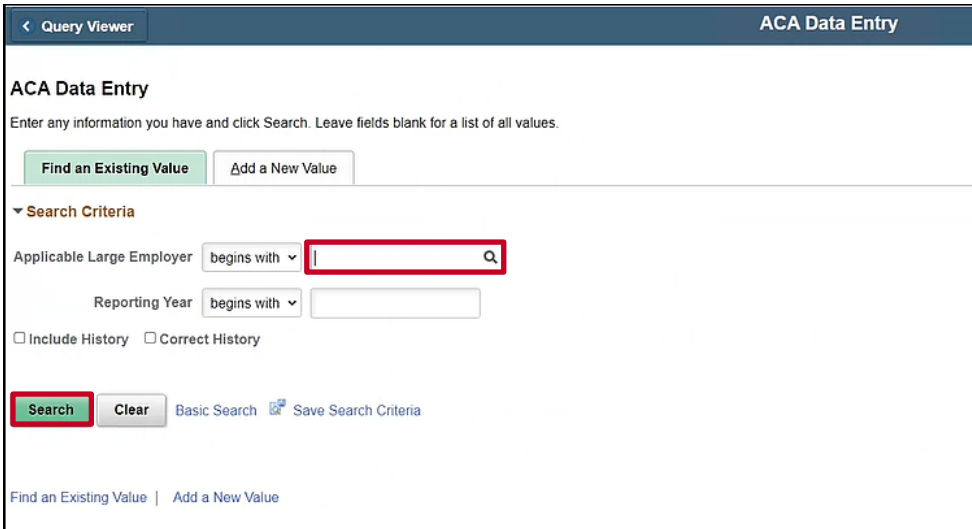
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## ACA Data Entry

1. Navigate to the ACA Data Entry page using the following path:

**Benefits > Employer Information > ACA Data Entry.**

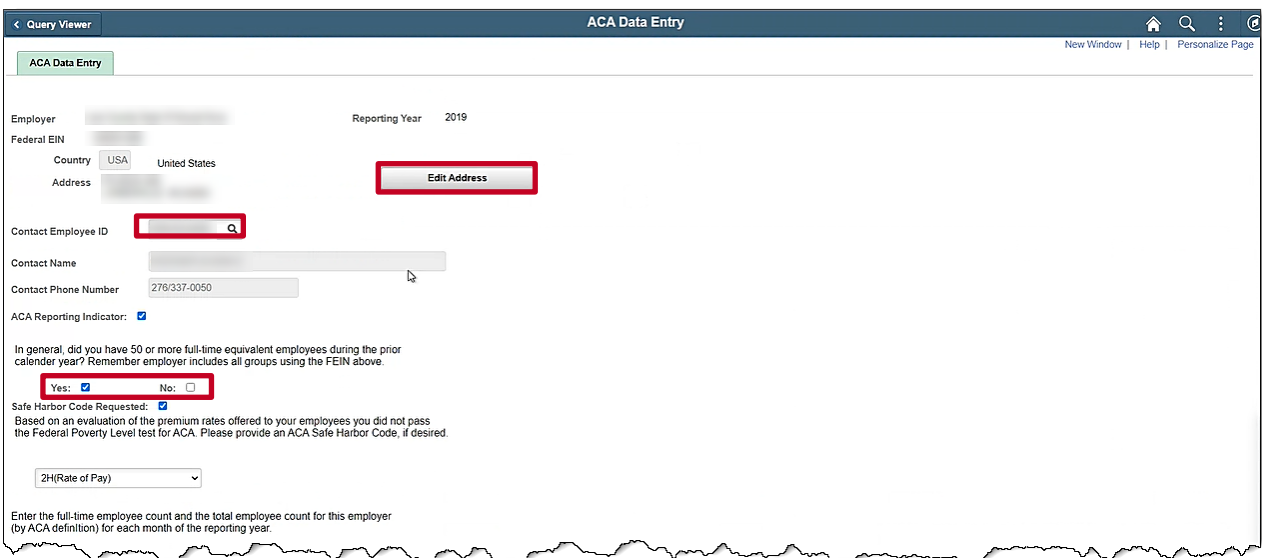
The **ACA Data Entry** search page displays.



2. Enter the **Applicable Large Employer** or the **Reporting Year** in the search box.

3. Click the **Search** button.

The **ACA Data Entry** page displays.



**Note:** OHB will run a clone process to create a shell for the new year for each agency.

4. Click on the **Edit Address** button if Address needs to be updated.

5. Click on the magnifying glass next to **Contact Employee ID** if contact needs to be updated.

6. Check **Yes** or **No** under the question for 50 or more full-time employees.

ACA Reporting Indicator:

In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.

Yes:  No:

Safe Harbor Code Requested:

Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code, if desired.

2H(Rate of Pay) v

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2F(From W-2)

Enter 2H(Rate of Pay) as total employee count for this employer (by ACA definition) for each month of the reporting year.

		January	February	March	April	May	June	July	August	September
1	Total Full-Time									
2	Total Employee Count									

**Employer Certification:**  
 We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA

7. If the **Safe Harbor Code Requested** box is checked, click on the drop-down menu under that section.
8. Select either of the two options: **2F (From W-2)** or **2H (Rate of Pay)**.
9. Enter the total counts for **Total Full-Time** and **Total Employee Count**.

< Query Viewer
ACA Data Entry

**ACA Data Entry**

Employer: [Redacted] Reporting Year: 2019

Federal EIN: [Redacted]

Country: USA United States Edit Address

Address: [Redacted]

Contact Employee ID: [Redacted]

Contact Name: [Redacted]

Contact Phone Number: [Redacted]

ACA Reporting Indicator:

In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.

Yes:  Not:

Safe Harbor Code Requested:

Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code, if desired.

2H(Rate of Pay): [Dropdown]

Enter the full-time employee count and the total employee count for this employer (by ACA definition) for each month of the reporting year.

		January	February	March	April	May	June	July	August	September	October	November	December
1	Total Full-Time	50	50	50	50	50	49	49	49	49	49	49	49
2	Total Employee Count	51	51	51	51	51	50	50	50	50	50	50	50

**Employer Certification:**  
We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.

I Agree

Certifier Name: [Redacted]  
Certification Date: [Redacted]

Save
Return to Search

Add
Update/Display
Include History
Correct History

10. Once all the information is populated, check the **I Agree** box at the bottom of the page.
11. Click the **Save** button.

**Note:** When the **Save** button is clicked the **Certifier Name** and the **Certification Date** will populate.