

## VT Health Care Assessment Instructions

### Call in, Fax, eSheet, Autopay Clients:

The last month of each quarter the VT Healthcare Employee Listing (B2110) will print with your first payroll of the month. This report will indicate how your company is currently setup with regards to Healthcare Coverage. Please make sure that this flag is correct. YES, means that the company offers to pay a portion of the employees insurance. If the flag is set to NO, than ALL employees' hours are automatically included in the Healthcare Assessment REGARDLESS of what their individual status level is. IF this flag is incorrect, you must immediately notify your CSR!

This report will list all employees who were active during the current quarter. Please review their Healthcare Status to ensure that it is correct. In addition to identifying the correct Healthcare Coverage, it is also important to provide us with the employees' date of birth so that those individuals under the age of 18 can be properly excluded from the calculation.

After you have reviewed and noted any necessary changes, please sign the last page and send back to PayData. The system defaults to No ER Paid/Not Eligible, so if you do not assign the correct Healthcare coverage, those employees will be included in the calculation and you may overpay the assessment. We must receive this back prior to processing your last payroll of the quarter or your Vermont quarterly unemployment return may be incorrect.

### The Three options are:

#### **No ER Paid Ins / Not Eligible =**

- Your Company does not offer to pay for any portion of the employees' health insurance or
- The employee is not eligible to participate in your plan.

#### **Eligible / Covered =**

- Employee is covered under your company paid insurance or was covered for any period within the quarter.
- Employee is eligible to participate in your company paid insurance but opts out and has coverage elsewhere. Make sure to obtain a Declaration of Coverage for these employees.
- Employee either works less than 30 hours a week, or is seasonal and works 20 or less weeks annually and has coverage elsewhere from a source other than VHAP or Medicaid. You must review these employees each quarter to ensure that they can still be classified as Part Time or that the Seasonal employees have not worked more than 20 weeks annually. Make sure to obtain a Declaration of Coverage for these employees.

#### **Eligible / Not Covered =**

- Employee is eligible to participate in your company paid insurance but opts out and is not covered elsewhere. Make sure to obtain a Declaration of Coverage for these employees.

### Salary or Non-Hourly Employees

Non-Hourly employees being paid under Code Type EA (Salary) will automatically be assumed to have worked 40 hours for a weekly payroll, 80 for a biweekly etc. If you have salary employees who routinely work less than the pay frequency norm, you should consider memo posting hours in payroll. Please contact us if you would like more information on this option.

For more information or assistance in determining if your employees should be included in the assessment review the VT DOL flowchart on the back of this sheet or go to:

<http://labor.vermont.gov/InfoCenter/FrequentlyAskedQuestions/EmployerHealthCareReportingFAQ/tabid/1165/Default.aspx>