

Affordable Care Act / Health Care Reform NOTIFICATION FORM

Under the Affordable Care Act (ACA), also referred to as Health Care Reform, the definition of Full-time Equivalent (FTE) includes variable hour employees who are paid an average of 130 hours/month (30 hours week). The mandate for Employer health insurance coverage is not based on hours actually worked, but rather, hours paid. Examples include paid vacation leave, sick leave, jury duty pay, etc. This new definition has been termed the “30-hour rule”.

The 30-hour rule includes two groupings of employees as follows:

Immediately Eligible. Beginning January 1, 2015, if MSU expects a non-benefit-eligible employee to be paid an average of 30 hours per week for at least 90 days, at the time of being newly hired or appointed, the employee will become immediately eligible for mandated insurance and must be offered the opportunity to enroll in the MSU designed health plan, effective the first of the following month of the hire date. ***If the employee at any point within the first year of hire is expected to be paid 30 hours per week or more for 90 days or longer due to a change in assignment or status, he/she will also be immediately eligible for coverage.** This scenario also includes those employees who are rehired at MSU with a ¹break in service greater than 26 weeks. Types of employees becoming immediately eligible include fixed-term faculty/academic staff appointed less than 9 months and temps. For On-Call employees and students please complete the ‘Notification FORM’.

Not Immediately Eligible. Non-benefit-eligible employees, who have worked for the university for at least one year without a break greater than 26 weeks and are transferring into a position where they are reasonably expected to work an average of 30 hours per week, will not be given immediate eligibility. Immediate eligibility only applies to the employee during their first year of employment after new hire or rehire.

Complete this form if upon hire the employee will be immediately eligible.

EMPLOYEE NAME		PERNR (PERSONNEL ASSIGNMENT)
EMPLOYEE GROUP	<input type="checkbox"/> STUDENT <input type="checkbox"/> PROJECT PAY <input type="checkbox"/> ON-CALL	HIRE DATE
PRINT NAME & PHONE # OF PERSON PREPARING THIS FORM		

SEND COMPLETED FORM TO: **HUMAN RESOURCES (HR)**
ATTN: Compensation and Benefits
1407 S. Harrison
East Lansing, MI 48823

¹ A break in service is defined as a period during which the employee is not credited with any hours of service and whose status is withdrawn.

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REVIEWED BY HUMAN RESOURCES:	DATE: