Health Insurance Status - HRS3860

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> This page is used to track and record the employer's health insurance offer dates and the employee's response to each offer. This data is used to ensure that the employer is in compliance with the Affordable Care Act (ACA) by offering health coverage to all applicable employees.

Retrieve and add health insurance offer data:

Field	Description
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. **Note**: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record.

❑ Click **+Add** to add a row.

Offer Date	Type or select the date the employee was offered health insurance in the MMDDYYYY format.
Action Status	Select one of the following options to record the employee's response to the health insurance offer. **Accept** - accepted the health insurance offer **Reject** - rejected the health insurance offer

Click **Save** to save the changes.

Other functions and features:

Retrieve	Retrieve data. The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the Health Insurance Status report.
	Review the report using the following buttons:
	Click First to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click 🔴 to save and print the report in PDF format.
	Click 🟢 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
🗑	Delete a row.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
	Click **Save**.