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**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the report. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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