

**ELECTRONIC MEMORANDUM**

TO: Human Resources Directors of State Agencies using SCEIS  
FROM: Samuel L. Wilkins  
DATE: July 10, 2014  
SUBJECT: Affordable Care Act Reporting

**From:** SCEIS AST  
**Sent:** Wednesday, July 09, 2014 2:59 PM  
**To:** SCEIS AST  
**Subject:** Affordable Care Act Reporting

**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)  
State Human Resources Division

**To:** HR Directors

**CC:** SCEIS Team, Sam Wilkins, Kelly Watkins

**Subject:** Affordable Care Act Reporting

**Attachments:** Affordable\_Care\_Act\_Analysis\_Worksheet\_Instructions.pdf  
Affordable\_Care\_Act\_Analysis\_Worksheet.xlsb

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Good Afternoon:

During last month's HR Advisory meeting, staff from the State Human Resources Division and the SCEIS Team discussed a new tool related to the Affordable Care Act (ACA). The tool is designed to help agencies monitor and manage information related to part-time FTE and temporary employees to determine how agencies have to comply with the ACA.

Attached is a guide ("Affordable Care Act Analysis Worksheet Instructions.pdf") on how to access the Affordable Care Act Analysis Worksheet, to allow agencies to begin using the Worksheet if they wish to monitor and manage 6 consecutive months of 2014. The "Affordable Care Act Analysis Worksheet.xlsb" is also attached.

If you have questions about accessing the Worksheet, please contact your HR consultant at 803-896-5300.

Thank you,  
The SCEIS Team and SHRD