

ACA Data Entry Certification Overview

This Job Aid provides instructions on how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the number of employees and provides an opportunity to update tax data (such as the address). Contact the Office of Health Benefits (OHB) with any questions on how the Agency should use this page at ohb@dhrm.virginia.gov.

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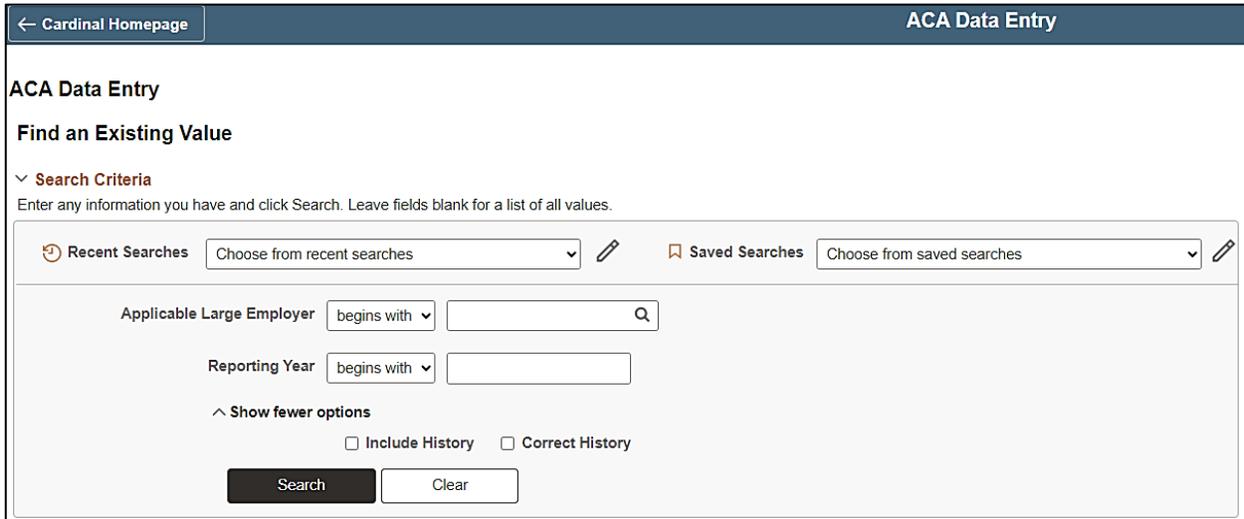
Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

ACA Data Entry

Step	Action
1.	Navigate to the ACA Data Entry page using the following path: NavBar > Menu > Benefits > Employer Information > ACA Data Entry

The **ACA Data Entry Search** page displays.




For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.

2.	Enter/select the applicable Agency in the Applicable Large Employer field and/or enter the applicable Reporting Year in the Reporting Year field.
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Applicable Large Employer

begins with ▼

Q

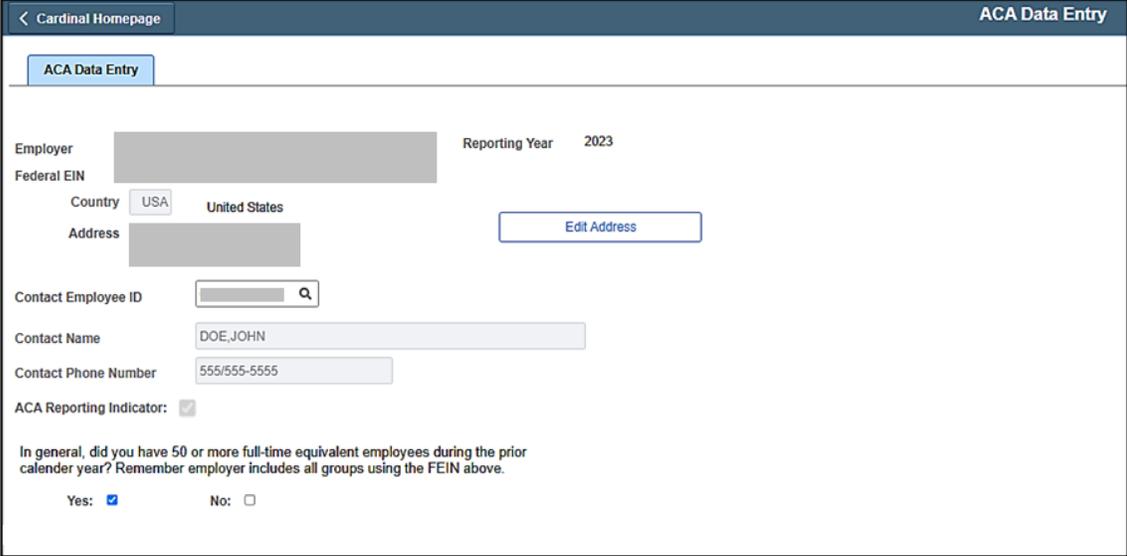
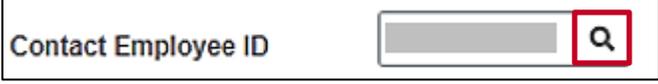
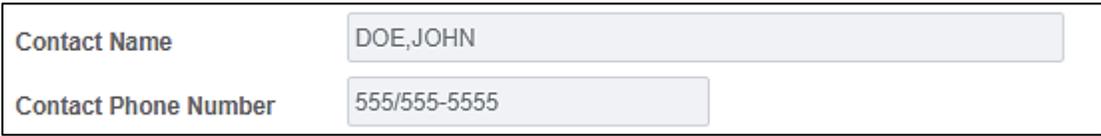
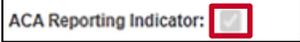
Reporting Year

begins with ▼

3.	Click the Search button.
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Search

Clear

Step	Action
	<p>The ACA Data Entry page displays.</p> 
	<p>OHB runs a clone process to create a shell for each new Reporting Year for each Agency.</p>
4.	<p>Update the Agency address information using the Edit Address button as needed.</p> 
5.	<p>Update the Agency Contact by clicking the Contact Employee ID Look Up icon as needed.</p> 
	<p>The Contact Name and Contact Phone Number fields are read-only and will populate based on the Contact Employee ID entered/selected.</p> 
6.	<p>Review the ACA Reporting Indicator checkbox option. This is set for the Agency by OHB and cannot be changed.</p> 

Step	Action																																							
6.	<p>Answer the "...50 or more full-time equivalent employees..." question by clicking the Yes or No checkbox option (Yes checkbox option is selected by default).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>In general, did you have 50 or more full-time equivalent employees during the prior calender year? Remember employer includes all groups using the FEIN above.</p> <p style="text-align: center;"> Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> </p> </div>																																							
7.	<p>Scroll down on the page as needed.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Enter the full-time employee count and the total employee count for this employer (by ACA definition) for each month of the reporting year.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> </tr> </thead> <tbody> <tr> <td>Total Full-Time</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Total Employee Count</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> <p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p> <p style="text-align: center;">I Agree: <input type="checkbox"/></p> <p>Certifier Name Certification Date</p> <p style="text-align: center;"> Save Return to Search Previous in List Next in List Add Update/Display Include History </p> </div>		January	February	March	April	May	June	July	August	September	October	November	December	Total Full-Time	<input type="text" value="0"/>	Total Employee Count	<input type="text" value="0"/>																						
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8.	<p>Complete the Total Full-Time and Total Employee Count fields for each Month by entering in the applicable numeric value.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> </tr> </thead> <tbody> <tr> <td>Total Full-Time</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Total Employee Count</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> </div>		January	February	March	April	May	June	July	August	September	October	November	December	Total Full-Time	<input type="text" value="0"/>	Total Employee Count	<input type="text" value="0"/>																						
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9.	<p>Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the I Agree checkbox option.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p> <p style="text-align: center; border: 1px solid red; padding: 5px;">I Agree: <input type="checkbox"/></p> </div>																																							
10.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"> Save Return to Search Previous in List Next in List </p> </div>																																							

Step	Action
	<p>The Certifier Name and Certification Date fields will auto-populate with the certifier's information.</p> <div data-bbox="310 415 920 632" style="border: 1px solid black; padding: 5px;"><p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p><p style="text-align: center;">I Agree: <input checked="" type="checkbox"/></p><p>Certifier Name <input type="text"/></p><p>Certification Date 2023-12-20</p></div>