



## How to Run your PPACA Report

# Patient Protection and Affordable Care Act (PPACA Report)

Running Your PPACA in Edison



# Navigate to the TN PPACA Report Page (PPACA Report)




## Select NavBar

- Select the NavBar
- Select Navigator Icon
- Select HCM
- Select Benefits
- Select Review Employee Benefits
- Select TN PPACA Tax Report



# Navigating to the TN PPACA Report Page (Continued)



← Benefits ↑

- Employee/Dependent Information >
- Review Employee Benefits >**
- Enroll In Benefits >
- Manage Automated Enrollment >
- Maintain Primary Jobs >
- Reports >
- Interface with Providers >
- Administer COBRA Benefits >
- Benefits Billing >



← Review Employee Bene... ↑

- Current Benefits Summary
- Benefits Summary USA
- Notification Letters
- Employee Profile Page
- Enter Mass Notes
- TN PPACA Tax Report >**



# Navigating to the TN PPACA Report Page (Continued)

**TN PPACA Tax Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

▼ **Search Criteria**

Search by: Run Control ID begins with

Case Sensitive

**Search** | [Advanced Search](#)

If you have an existing Run Control ID; Select the “Find an Existing Value” tab

- Enter your existing run control ID
- Select “Search”

# Navigating to the TN PPACA Report Page (Continued)

The screenshot displays the 'TN PPACA Tax Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red arrow pointing to it. Below the tabs is a text input field labeled 'Run Control ID' containing the text 'PPACA', also highlighted with a red arrow. Below the input field is an 'Add' button, highlighted with a red arrow. At the bottom of the interface, there is a footer with the text 'Find an Existing Value | Add a New Value'.

If you do not have an existing Run Control ID:

- Select the “Add a New Value” tab
- Enter PPACA in the “Run Control ID” field
- Select “Add”

# Running Your TN PPACA Report

The screenshot displays the 'PPACA Report' interface. At the top left, there is a tab labeled 'PPACA Report'. Below this, the text 'Run Control ID PPACA' is visible. To the right, there are two menu items: 'Report Manager' and 'Process Monitor'. A yellow button labeled 'Run' is highlighted with a red arrow pointing to it from the right. Below these elements is a section titled 'Report Request Parameters'. Inside this section, the text 'Year 2022' is displayed, also highlighted with a red arrow pointing to it from the right. At the bottom of the interface, there are four buttons: 'Save' (with a floppy disk icon), 'Notify' (with a bell icon), 'Add' (with a plus sign icon), and 'Update/Display' (with a document and pencil icon).

Make sure the “Year” is 2022  
Then select “Run”



# Selecting the Format for Your TN PPACA Report

**Process Scheduler Request**

User ID: user1201001      Run Control ID: PPACA

Server Name:       Run Date: 12/01/2022

Recurrence:       Run Time: 9:23:16AM

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN PPACA Tax Report	TN_HCM_4873	Application Engine	Web	TXT	Distribution

*(Note: The 'OK' button and the 'Format' dropdown menu are highlighted with red boxes in the original image.)*

Type should default to “Web”  
Select the Format that you would like the report to run

**Note: XLS will import to excel**

Select “OK”

# Reminders for TN PPACA Report

- The report does take a little time to run.
- The larger your agency is, the longer it takes to run.
- Your report can be found on the Home Page of Edison under “My Reports”.
- Your report will be listed as TN\_HCM\_4873.
- You can run the report for the current tax year now; however, it will only show from January to the last day of the month prior to you running the report.
- You can run the report for previous years.

# Retirees on PPACA Report

- The retirees are listed on the same PPACA report as employees.
- At least 1 ABC at each agency has been given security access to retiree records.
- The ABC given security access to retirees must be the ABC running the PPACA report for the retirees to be listed on the report.

# Example of PPACA Report

EMPLID	EMPLOYEE LAST NAME	EMPLOYEE FIRST NAME	EMPLOYEE BIRTHDATE	DEPENDENT LAST NAME	DEPENDENT FIRST NAME	RELATIONSHIP DESCRIPTION	DEPENDENT BIRTHDATE	DEPARTMENT ID	COVERAGE MONTH	COVERAGE YEAR	PLAN TYPE	COVERAGE STATUS	PLAN	COVERAGE CODE	EMPLOYEE CONTRIB AMT	EMPLOYER CONTRIB AMT
00987654	Solo	Han	4-Sep-52					9900540001	6	2021	Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	7		Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	8		Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	9		Medical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52					9900540001	10		Medical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	6		Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	7		Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	8		Medical	Elected	PPPV1M	C	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	9		Medical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***
00987654	Solo	Han	4-Sep-52	Solo	Leia	Spouse	2-Nov-52	9900540001	10		Medical	Elected	PPPV1M	E	***RETIREE***	***RETIREE***

- The department ID is different for retirees in the DEPARTMENT ID column.
- Both EMPLOYEE CONTRIB AMT and EMPLOYER CONTRIB AMT will show \*\*\*RETIREE\*\*\* in the column.
- The Head of Contract (retiree) will be listed as long as any dependents have coverage, even if Head of Contract is not covered.
- There are special Coverage Codes in retirement for dependent-only coverages:
  - E: spouse-only coverage
  - F: Two or more children only
  - I: One child only
  - K: Spouse+child(ren) only

# **For Questions Contact: Benefits Administration**



**800.253.9981 or 615.741.3590  
Monday – Friday, 8:00a - 4:30p CST or  
create a Zendesk Ticket**

