# How to Run your PPACA Report

**TN** Department of
**Finance &**
**Administration**

# 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

# Navigating to the TN PPACA Report Page (Continued)

# 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)



**TN PPACA Tax Report**

Find an Existing Value | Add a New Value

Run Control ID PPACA

Add

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



Make sure the "Year" is 2022
Then select "Run"

# Selecting the Format for Your TN PPACA Report



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 | | 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 | 2021 | 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**