

**TLC ACA Data Entry Certification Overview**

This Job Aid provides instructions on how to complete the Affordable Care Act (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 TLC Group at the Office of Health Benefits (OHB) with any questions on how your Locality should use this page at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov).

Before completing the ACA Data Entry and Certification, we recommend you run the ACA Reconciliation Report. This report lists individual health benefit information for Localities to validate prior to ACA reporting, containing a line for each participant and dependent with coverage in the calendar year. Instructions for running this report can be found in the Job Aid titled **TLC Running the ACA Reconciliation Report** and can be found on the Cardinal website in **Job Aids** under **Learning** or on the [Locality Users](#) page.

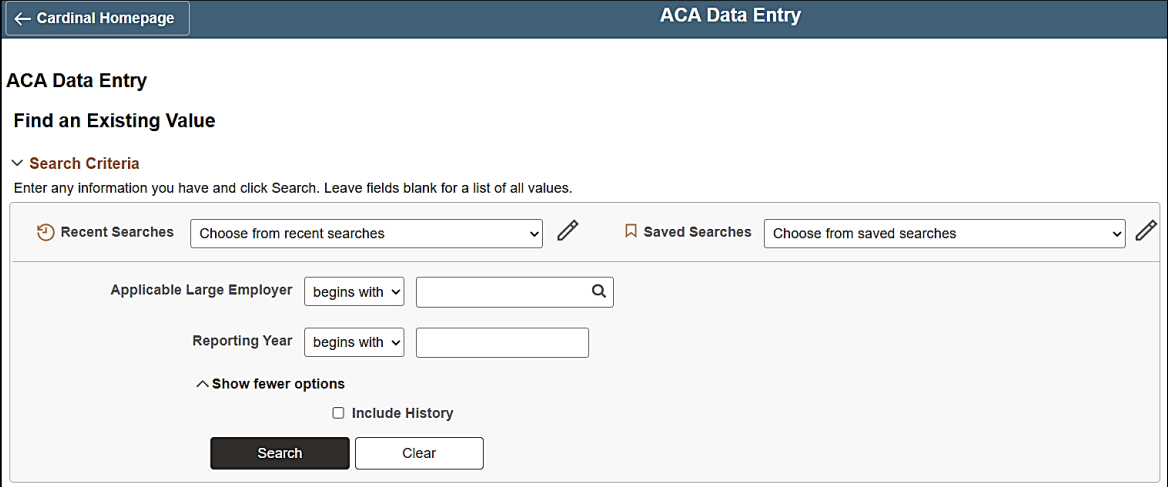

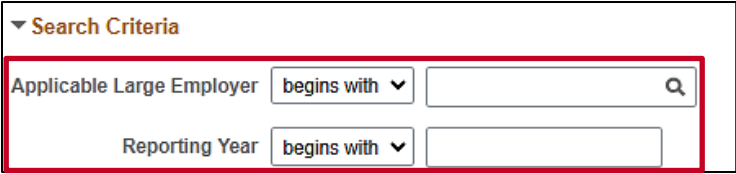


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**Revision History**


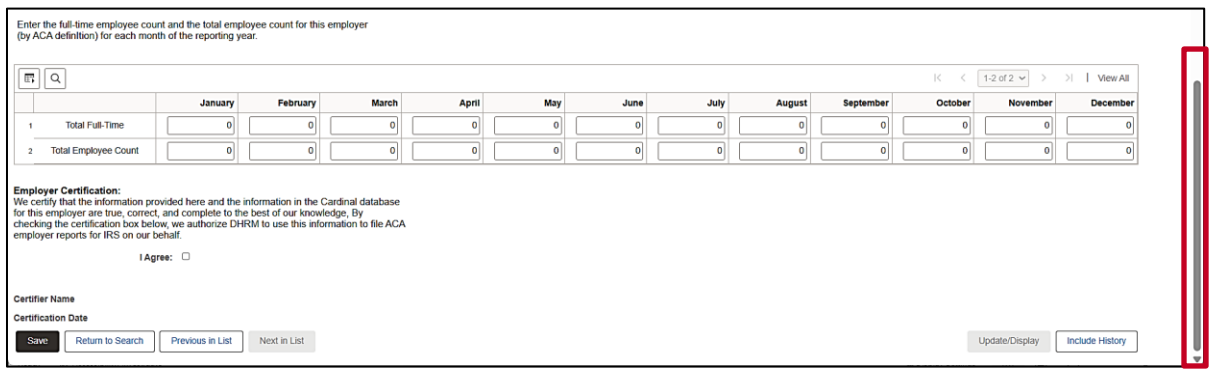
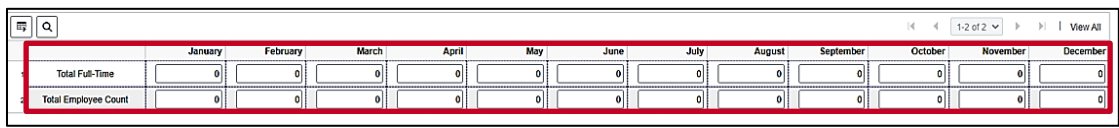

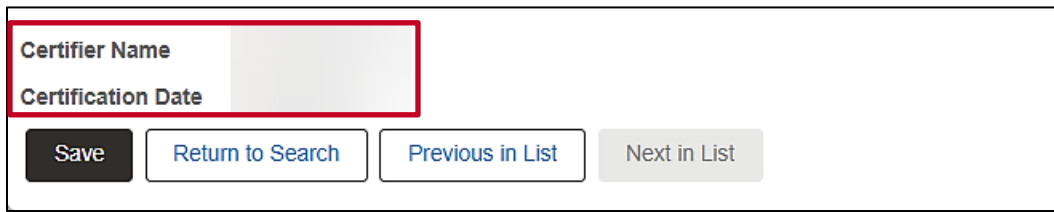
Revision Date	Summary of Changes
4/13/2026	Baseline.

**TLC ACA Data Entry**

Step	Action
1.	Navigate to the <b>ACA Data Entry</b> page using the following path: <b>Menu &gt; Benefits &gt; Employer Information &gt; ACA Data Entry</b>
<p>The <b>ACA Data Entry Find an Existing Value Search</b> page displays.</p> 	
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>
2.	<p>Enter/select your Locality's Department in the <b>Applicable Large Employer</b> field and enter the applicable Reporting Year in the <b>Reporting Year</b> field.</p> 
	<p>To find your Locality's Department code, see the Job Aid titled <b>TLC Cardinal Locality – Company and Department Codes</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b> or on the <a href="#">Locality Users</a> page.</p>
3.	<p>Click the <b>Search</b> button.</p> 

Step	Action
	<p>The ACA Data Entry page displays.</p> <div data-bbox="256 375 1377 1251" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; background-color: #2c4e64; color: white; padding: 5px;"> <span>← Cardinal Homepage</span> <span>ACA Data Entry</span> </div> <hr/> <p><b>ACA Data Entry</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>Employer <span style="background-color: #ccc; padding: 2px 10px;">[REDACTED]</span></p> <p>Federal EIN <span style="background-color: #ccc; padding: 2px 10px;">[REDACTED]</span></p> <p>Country <span style="border: 1px solid #ccc; padding: 2px 5px;">USA</span> United States</p> <p>Address 1111 E MAIN ST STE 1920 RICHMOND, VA 23219</p> </div> <div style="width: 35%; text-align: right;"> <p>Reporting Year 2025</p> <p style="margin-top: 20px;"><a href="#" style="border: 1px solid #ccc; padding: 5px 15px; color: #2c4e64; text-decoration: none;">Edit Address</a></p> </div> </div> <div style="margin-top: 20px;"> <p>Contact Employee ID <span style="border: 1px solid #ccc; padding: 2px 10px;">[REDACTED]</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.8em;">Q</span></p> <p>Contact Name <span style="border: 1px solid #ccc; padding: 2px 10px;">DOE,JOHN</span></p> <p>Contact Phone Number <span style="border: 1px solid #ccc; padding: 2px 10px;">555/555-5555</span></p> <p>ACA Reporting Indicator: <input checked="" type="checkbox"/></p> <p style="font-size: 0.8em; margin-top: 10px;">In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.</p> <p style="margin-top: 5px;">Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></p> <p>Safe Harbor Code Requested: <input type="checkbox"/></p> </div> </div>
	<p>The data displayed is a copy of the previous year's information.</p>
<p>4.</p>	<p>Click the <b>Edit Address</b> button to update the address information as needed.</p> <div data-bbox="263 1449 1409 1575" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 60%;"> <p>Country <span style="border: 1px solid #ccc; padding: 2px 5px;">USA</span> United States</p> <p>Address <span style="background-color: #ccc; padding: 2px 10px;">[REDACTED]</span></p> </div> <div style="width: 35%; text-align: right;"> <p style="margin-top: 20px;"><span style="border: 2px solid red; padding: 5px 15px; color: #2c4e64; text-decoration: none;">Edit Address</span></p> </div> </div> </div>
<p>5.</p>	<p>Click the <b>Contact Employee ID Look up</b> icon to update your Locality's Contact as needed.</p> <div data-bbox="263 1663 922 1747" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Contact Employee ID <span style="border: 1px solid #ccc; padding: 2px 10px;">[REDACTED]</span> <span style="border: 1px solid red; padding: 2px 5px; font-size: 0.8em;">Q</span></p> </div>

Step	Action
	<p>The <b>Contact Name</b> and <b>Contact Phone Number</b> fields are read-only and will populate based on the Contact Employee ID entered/selected.</p> <div data-bbox="263 411 1365 541" style="border: 1px solid black; padding: 5px;"> <p>Contact Name <input type="text" value="DOE,JOHN"/></p> <p>Contact Phone Number <input type="text" value="555/555-5555"/></p> </div>
6.	<p>Review the <b>ACA Reporting Indicator</b> checkbox option. This is set for the TLC by OHB and cannot be changed.</p> <div data-bbox="263 663 565 709" style="border: 1px solid black; padding: 5px;"> <p>ACA Reporting Indicator: <input checked="" type="checkbox"/></p> </div>
7.	<p>Answer the "...did you have 50 or more full-time equivalent employees..." question by selecting the <b>Yes</b> or <b>No</b> checkbox option.</p> <div data-bbox="263 831 1247 982" style="border: 1px solid black; padding: 10px;"> <p>In general, did you have 50 or more full-time equivalent employees during the prior calendar year? Remember employer includes all groups using the FEIN above.</p> <p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></p> </div>
8.	<p>Review the <b>Safe Harbor Code Requested</b> checkbox option. This is set for the TLC by OHB and cannot be changed by the TLC. If it is not accurate, contact the TLC Group at OHB.</p> <p>If this checkbox option is selected, proceed with the next step. If this checkbox option is not selected, skip to <b>Step 14</b>.</p> <div data-bbox="263 1184 802 1234" style="border: 1px solid black; padding: 5px;"> <p>Safe Harbor Code Requested: <input type="checkbox"/></p> </div>
<p>If the <b>Safe Harbor Code Requested</b> checkbox option is selected, the <b>Safe Harbor Code</b> field displays.</p> <div data-bbox="282 1323 1354 1570" style="border: 1px solid black; padding: 10px;"> <p>Safe Harbor Code Requested: <input checked="" type="checkbox"/></p> <p>Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code.</p> <div data-bbox="363 1507 766 1554" style="border: 1px solid black; padding: 5px;"> <p>Blank on 1095-C <span style="float: right;">▼</span></p> </div> </div>	
9.	<p>Click the <b>Safe Harbor Code</b> dropdown button and select the applicable list item.</p> <div data-bbox="263 1659 737 1890" style="border: 1px solid black; padding: 5px;"> <p>Blank on 1095-C <span style="float: right;">▼</span></p> <hr/> <p>2F(From W-2)</p> <p>2H(Rate of Pay)</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Blank on 1095-C</p> </div>

Step	Action
	<p>TLC recommends following the IRS-published <a href="#">Q&amp;A on Employer Shared Responsibility Provisions Under the ACA</a> for guidance on which safe harbor option to choose for your Locality.</p>
10.	<p>Scroll down the page as needed using the <b>Scroll Bar</b> on the right hand side of the page.</p> 
11.	<p>Complete the <b>Total Full-Time</b> and <b>Total Employee Count</b> fields for each Month by entering in the applicable numeric value.</p> <p><b>Total Employee Count</b> includes Full-Time, Part-Time, and Hourly Employees. Do not include Retirees.</p> 
12.	<p>Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the <b>I Agree</b> checkbox option.</p> <div data-bbox="259 1323 1201 1533" style="border: 1px solid black; padding: 5px;"> <p><b>Employer Certification:</b> 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;"><b>I Agree:</b> <input checked="" type="checkbox"/></p> </div>
	<p>When the <b>I Agree</b> checkbox option is selected, the <b>Certifier Name</b> and <b>Certification Date</b> fields will auto-populate with the certifier's information.</p> 

Step	Action
13.	Click the <b>Save</b> button. 