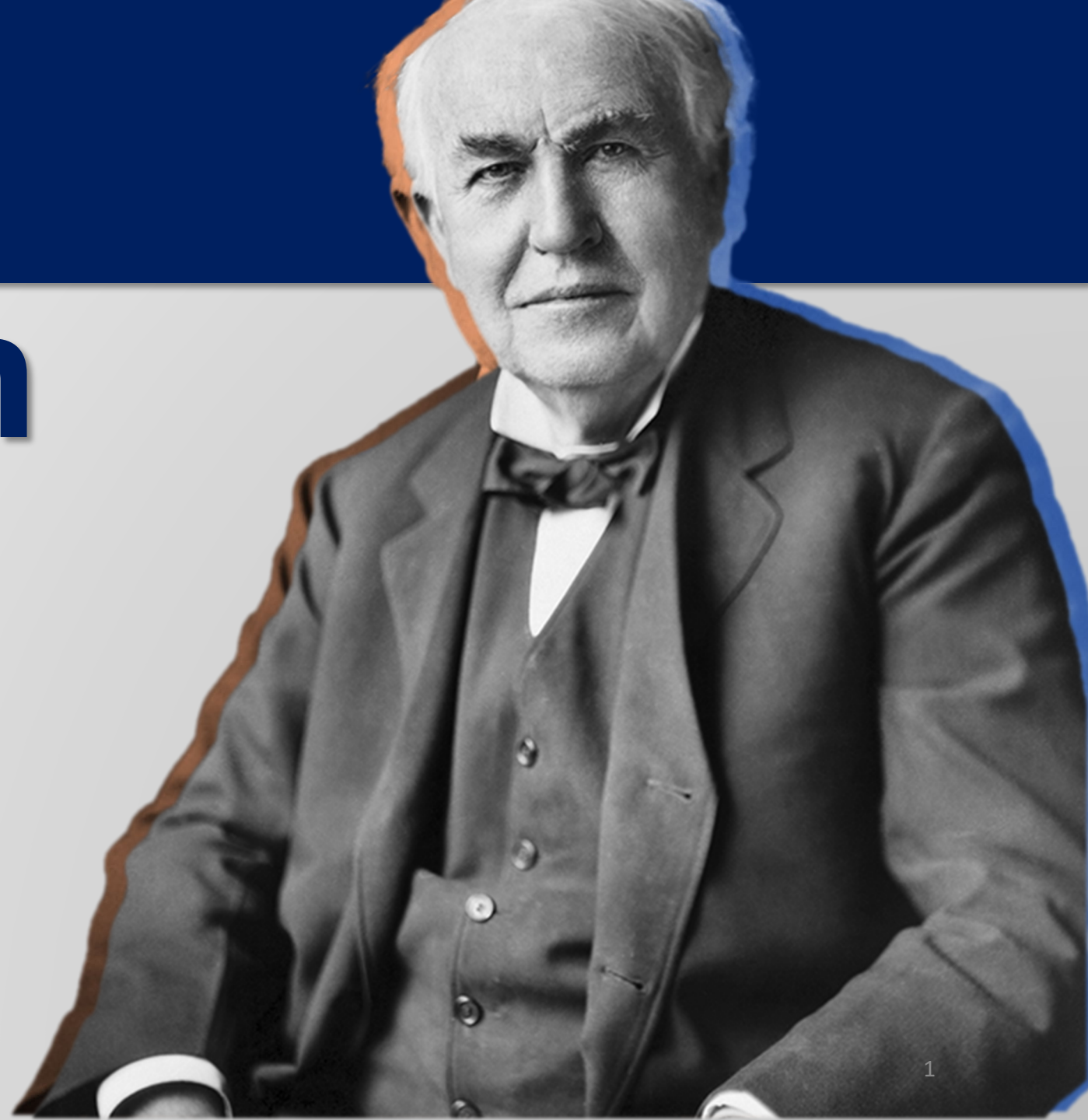


'How to' in Edison

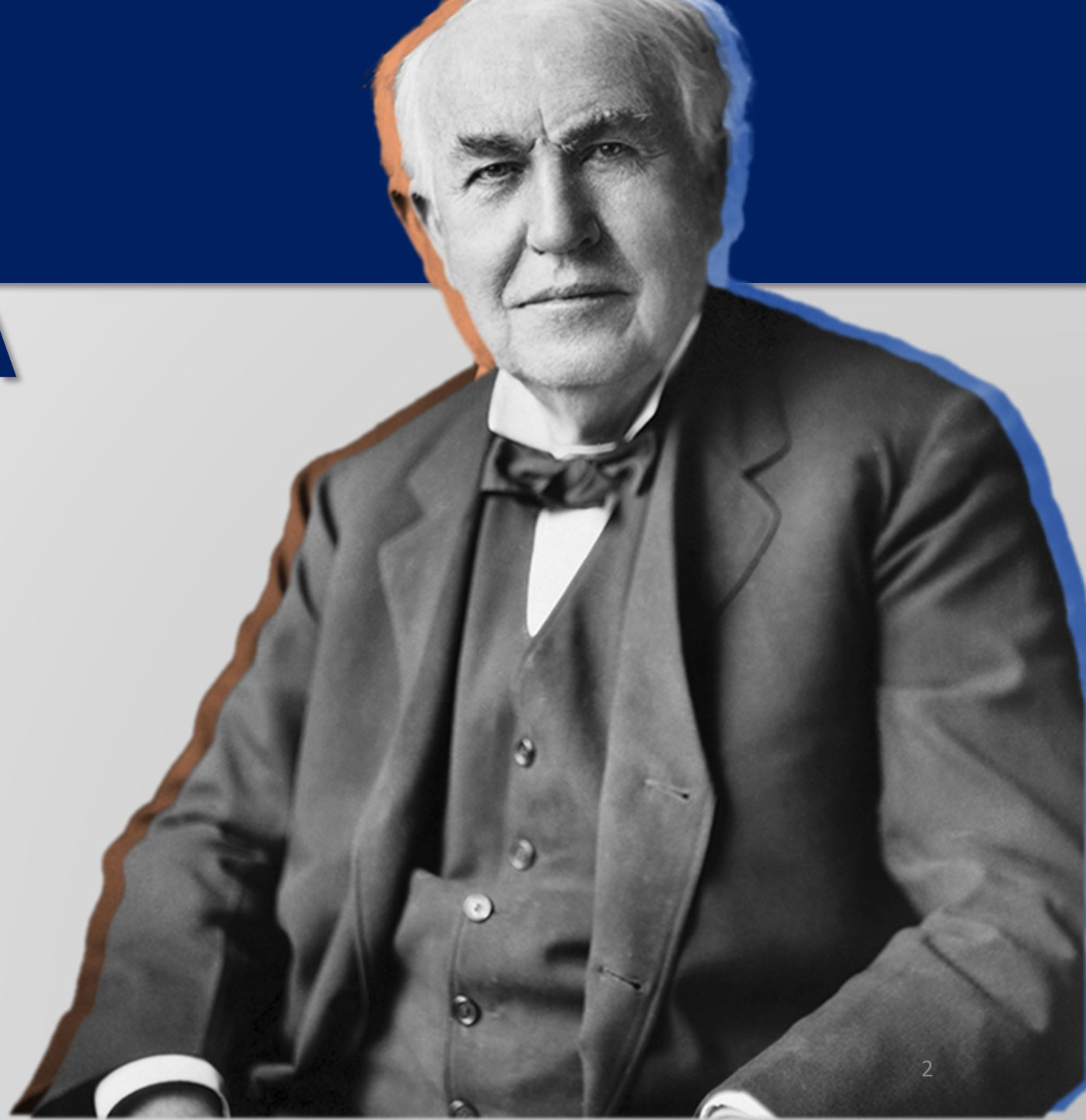
PARTNERS
FOR HEALTH



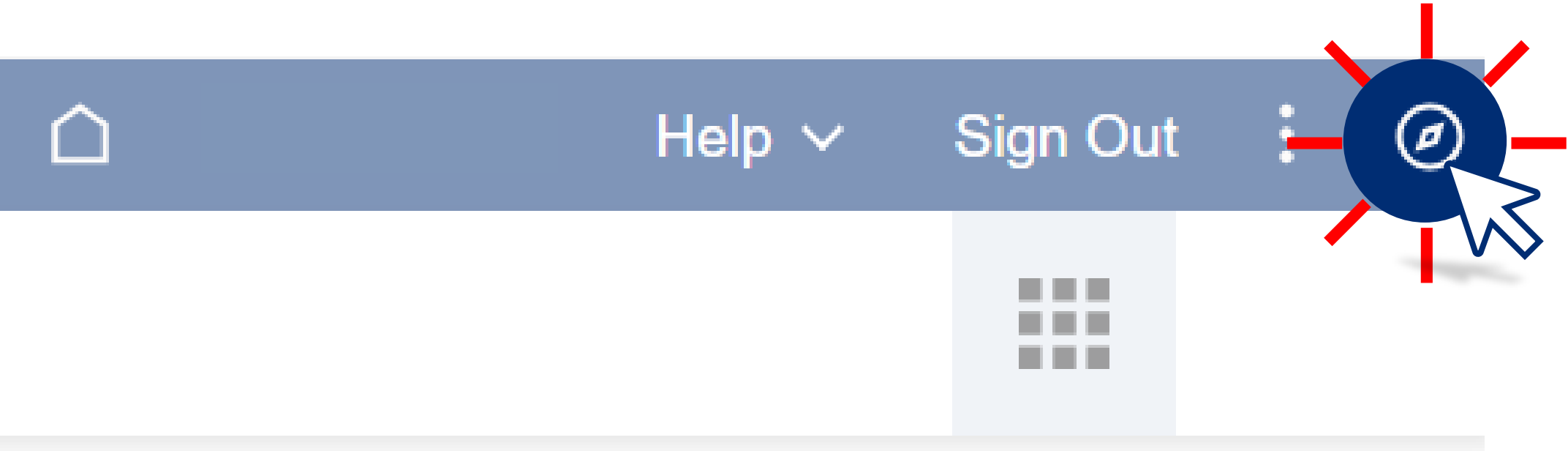
'How to'

run your PPACA Report

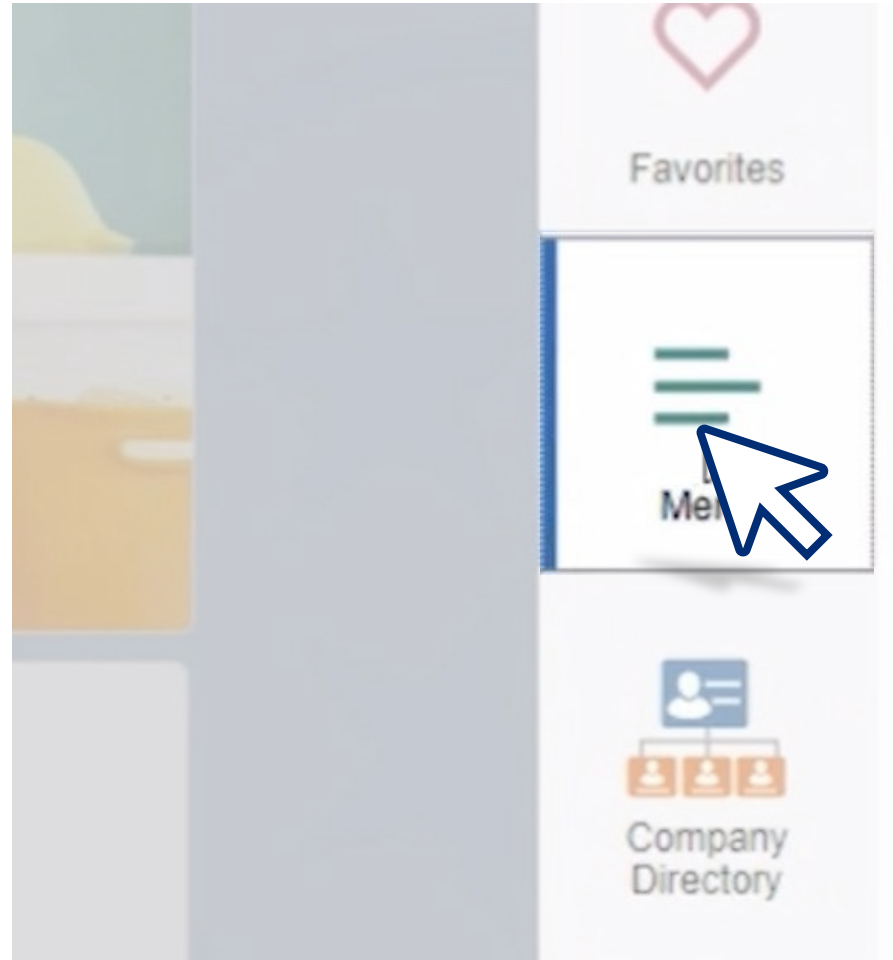
PARTNERS
FOR HEALTH



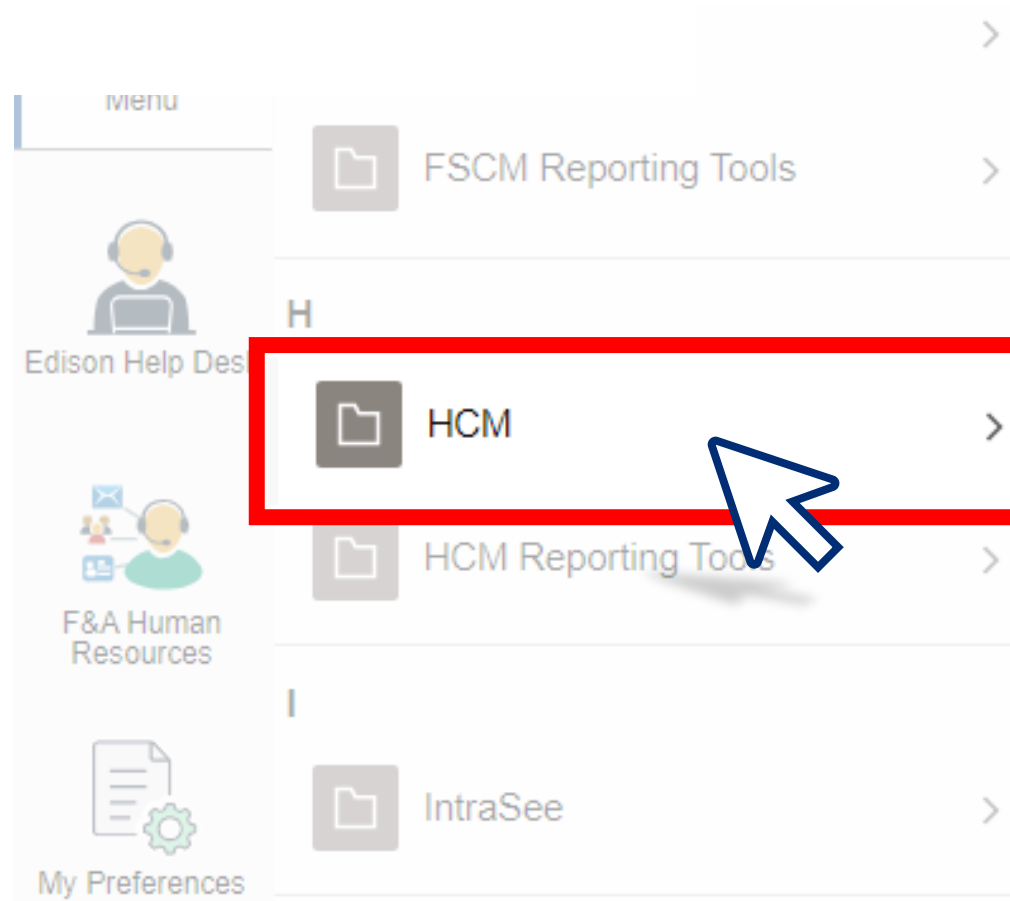
From the Edison homepage click the navigation icon at the top, right-hand side of the page.



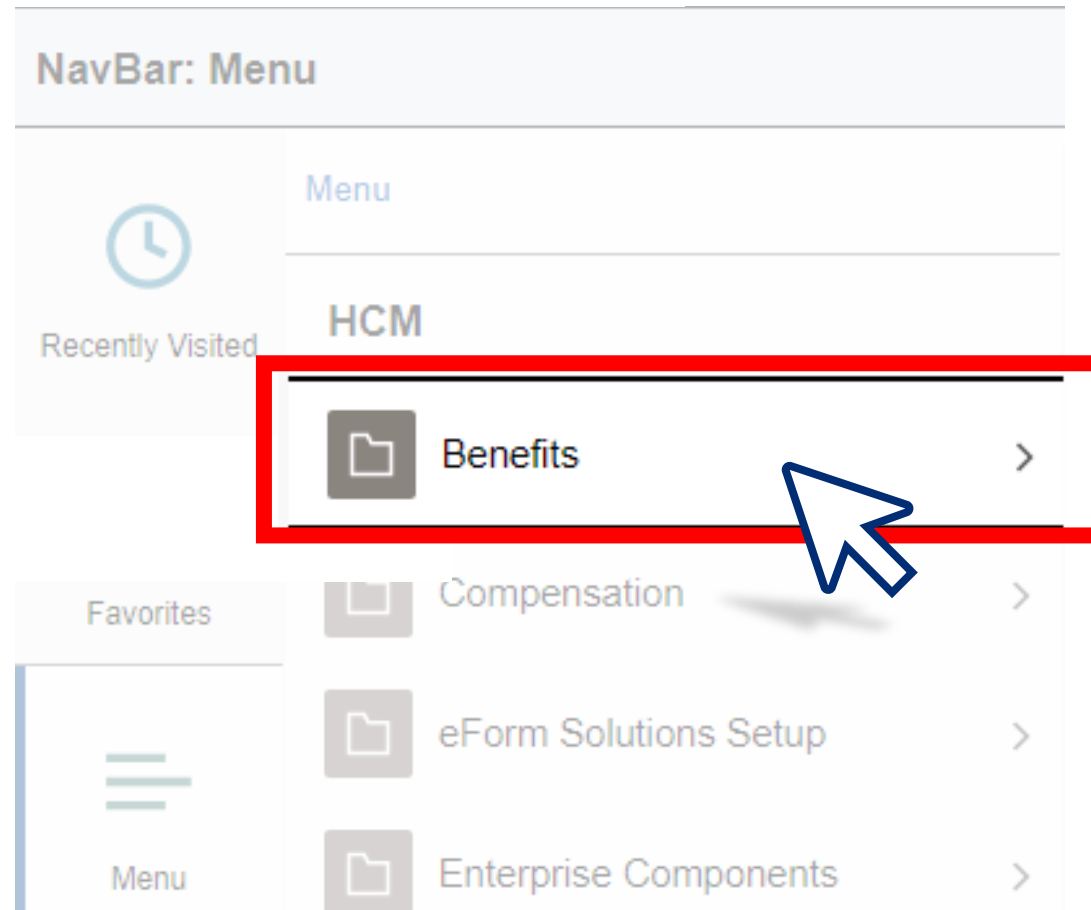
Click on "Menu."



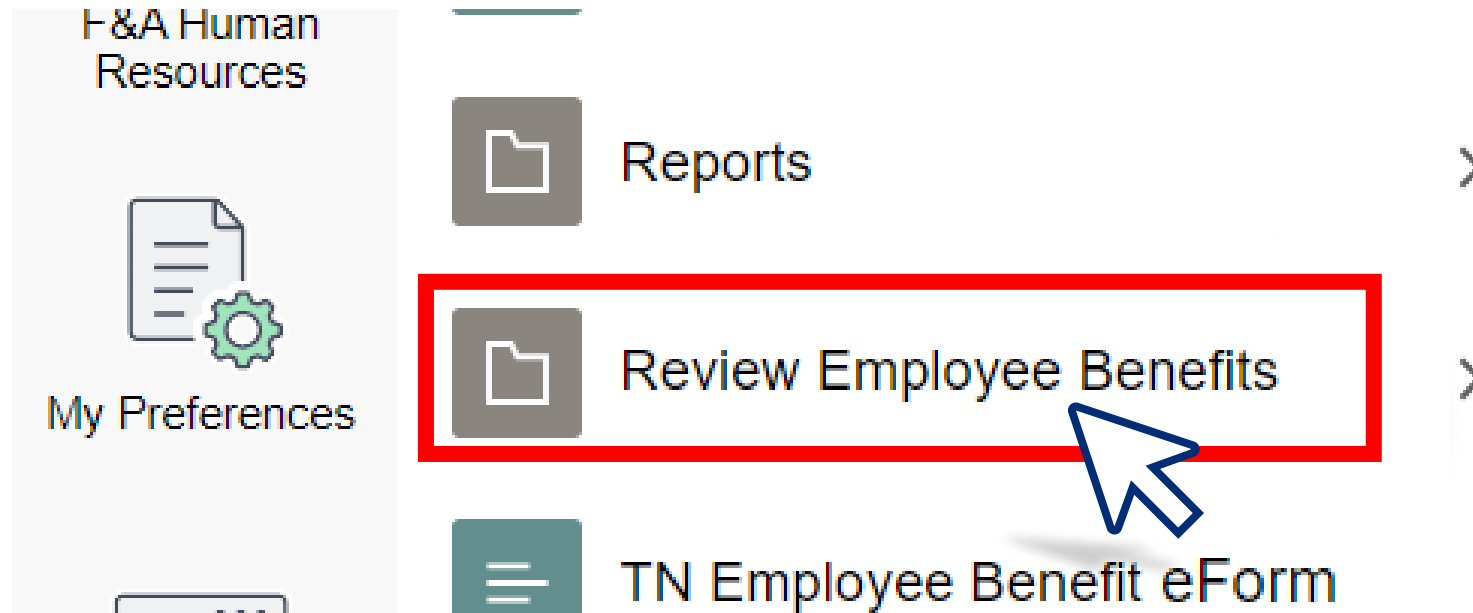
Click on "HCM."



Click on "Benefits."



Click on “Review Employee Benefits.”



Click on "TN PPACA Tax Report."



Notification Letters



Review Employee Statements



TN PPACA Tax Report



If you have an existing Run Control ID; Enter your existing run control ID. Select "Search."

If you do not have an existing Run Control ID: Select the "Add a New Value." Enter PPACA in the "Run Control ID" field. Select "Add."

Find an Existing Value

Search Criteria

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

Recent Searches

Choose from recent searches



Saved Searches

Choose from saved searches



Run Control ID

begins with

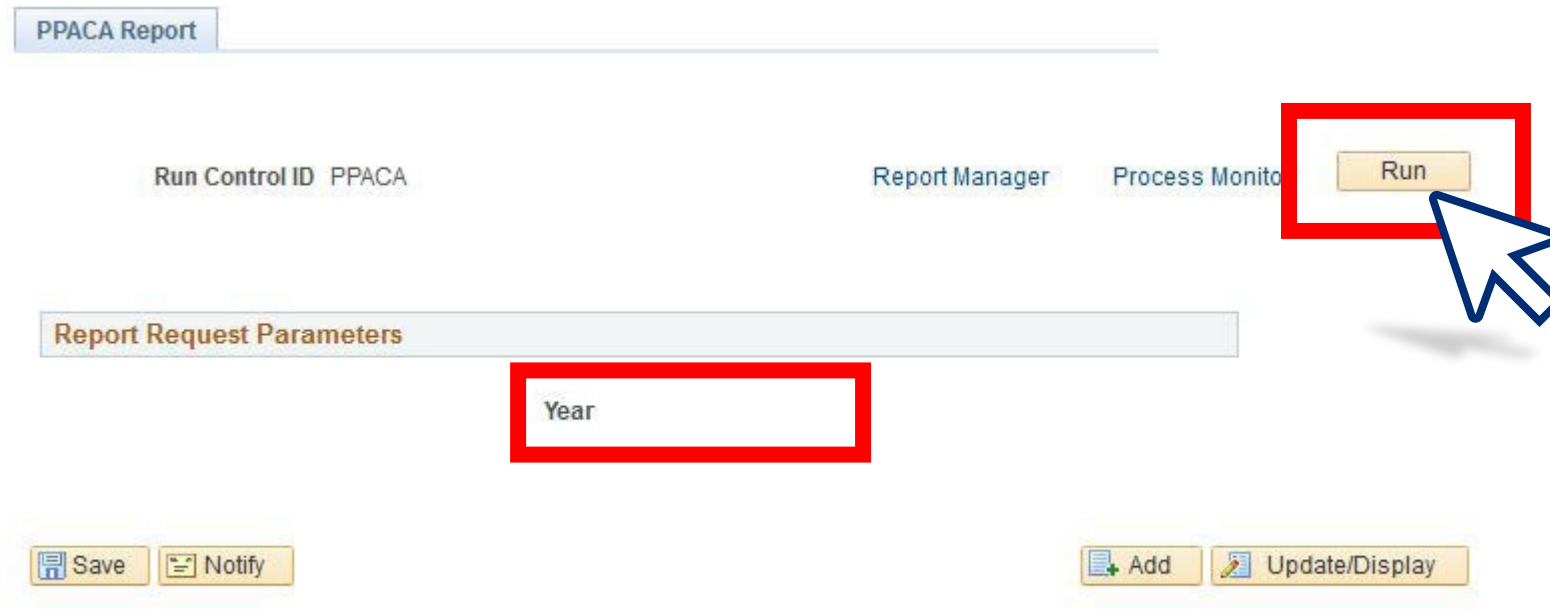
Show more options

Search

Clear

+ Add a New Value

Make sure the year is current. Then, select “Run.”



Here, the *Type field* should default to “Web.” Select the Format for the report to run. *Note: XLS will import to excel. Select “OK.”*

Process Scheduler Request

User ID _____ Run Control ID PPACA

Server Name Run Date 04/01/2024

Recurrence Run Time 1:36:12PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN PPACA Tax Report		Application Engine	Web	<div style="border: 2px solid red; padding: 5px;"><ul style="list-style-type: none">TXTHTMPDFTXTXFORMXLSXMLXMLP</div>	Distribution

Reminders for 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 one 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 BIRTH DATE	DEPENDENT LAST NAME	DEPENDENT FIRST NAME	RELATIONSHIP DESCRIPTION	DEPENDENT BIRTH DATE	DEPARTMENT ID	COVERAGE MONTH	COVERAGE YEAR	PLAN TYPE	COVERAGE STATUS	PLAN	COVERAGE CODE	EMPLOYEE CONTRIB AMT	EMPLOYER CONTRIB AMT
0087864	Solo	Han	9/4/52					9900640001	8	2023	Medical	Elected	PPPV1M	C	20%	80%
0087864	Solo	Han	9/4/52					9900640001	8	2023	Medical	Elected	PPPV1M	C	20%	80%
0087864	Solo	Han	9/4/52	Solo	Leia	Spouse	11/2/54	9900640001	7	2023	Medical	Elected	PPPV1M	C	20%	80%
0087864	Solo	Han	9/4/52	Solo	Leia	Spouse	11/2/54	9900640001	8	2023	Medical	Elected	PPPV1M	E	20%	80%

- 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 if 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**