

# ARC Form Fields and Help Text

## Total Employees

### **Total Employees on Wage and Tax**

Enter the total number of employees listed on your company's most recent wage and tax statement.

### **Total Current Employees**

Enter the total number of employees as of today.

### **Part Time Employees**

Enter the number of employees who are not working 30 hours (or full-time equivalent hours) per week.

### **Full Time Employees [Calculated]**

This is the total number of current employees, less part-time employees.

## Eligible Employees

### **Qualified Waivers**

Enter the number of employees with qualified waivers for other coverage.

### **Continuants**

Enter the number of employees who are on continuing coverage that are not listed on the Wage and Tax Statement.

### **Net Eligible Employees [Calculated]**

This is the total number of full-time employees, less any qualified waivers, plus any continuants.

## Full-Time Equivalent Employees (FTEs)

### **Full-Time Equivalent Employees 50 Percent**

Enter the total number of full-time employees who worked more than 50% of typical work days last year, even if they are not current employees.

### **Part Time Hours**

Enter the total number of hours worked by all part time employees in the past calendar year.

**Full-Time Employee Hours**

Enter the number of weekly hours required to be a full-time employee. Typically, this is 30 hours.

**FTEs from Part-Time Employees [Calculated]**

This is the total number of hours worked by part-time employees divided by one year's worth of full-time employee hours. (e.g 30 hours x 52 weeks = 1,560 hours)

**FTE Employees in Past Calendar Year [Calculated]**

This is the number of full-time employees who worked more than 50 percent of typical work days, plus the number of FTEs from part-time employees, rounded down to the nearest employee.

## Max Employees

**Max Combined Full Part Time 20 Weeks**

Enter the highest number of employees, including full and part-time, reported during a single pay period during the past 20 weeks.

## Participation and Status

**Net Enrolled Employees**

Enter the number of employees enrolled in the medical plan.

**Participation Rate [Calculated]**

This is the number of enrolled employees divided by the number of eligible employees. This should be over 75%.

**Continuation Status [Calculated]**

If the number of full-time equivalent employees in the past calendar year is 20 or more, your company is subject to COBRA; otherwise State Continuation rules apply.

**Medicare Status [Calculated]**

If the max number of full and part-time employees at one time over the past 20 weeks is less than 20 and your company has employees over 65 years old and is otherwise eligible, you may be able to apply for a Medicare Primary exception.

## Contribution Rate

### **Average Employee Rate (Rate Sheet) [Prefilled]**

Enter the rate being charged by the plan for each additional enrolled employee. If there is more than one medical plan, the average employee rate is based off the plan with the lowest employee-only rate.

### **Average Enrolling Employee Contribution [Prefilled]**

Enter the amount the employees are required to contribute to employee-only coverage.

### **Employer Contribution Percentage [Prefilled, Calculated]**

This is the percentage of premium paid by the employer. This should be at least 25%.