Snapshot Analysis of Step 1: Determination of Employer’s Number of Employees under ACA

Step 1 of the ACA requires an employer to determine the number of employees. This snapshot is designed to provide an approximation for management and planning purposes. Users should consult Tables 1 and 4 for complete details.

**Key Question 1:** What was your number of **full-time** paid employees (full-time = 30 hours or more per week) for each month during the preceding year?

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<th>Jan</th>
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**Key Question 2:** What was your total number of hours worked each month by **part-time** paid employees for each month during the preceding year?

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**Key Question 3:** -- Do you hire **seasonal employees**?

If No – Go to **Key Question 4** (next page).
If Yes – What was your total number of hours worked each month by all **seasonal** paid employees (full-time and part-time) for each month during the preceding year?

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FIRM Website: [http://msue.anr.msu.edu/topic/info/farm_management](http://msue.anr.msu.edu/topic/info/farm_management)
ACA for Farms and Employers page: [http://msue.anr.msu.edu/topic/farm_management/affordable_care_act_aca](http://msue.anr.msu.edu/topic/farm_management/affordable_care_act_aca)
Snapshot Analysis of Step 1: Determination of Employer’s Number of Employees under ACA (Continued).

**Key Question 4:** What was your total number of employees for each month?

If you **do not hire seasonal employees**, add Row 1 plus Row 3 for each month.

If you **do hire seasonal employees**, add Row 1 plus Row 3 plus Row 5 for each month.

Row 6 = Row 1 + Row 3 OR Row 6 = Row 1 + Row 3 + Row 5.

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<th>JAN</th>
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Your average monthly number of employees equals the average of the numbers in Row 6:

\[
\text{Sum of monthly numbers in Row 6/12} = ____________.
\]

**Conclusion:**

If the employer’s average monthly number of employees is **less than 50:**

Then the employer **is not required** to offer health insurance to full-time employees. Users in this category should **go to Snapshot Analysis 3 and Table 3** to determine their eligibility for the Small Business Health Care tax credit provisions of the ACA.

If the employer’s average monthly number of employees is **50 or more and the employer has no seasonal employees:**

Then the employer **is required** to offer health insurance to **full-time employees**. Users in this category should **go to Snapshot Analysis 2 and Table 2** to determine their alternatives under the Employee Shared Responsibility provisions of the ACA.

If the employer’s average monthly number of employees is **50 or more, and**

1. The employer’s workforce exceeded 50 full-time employees for **120 days (or four calendar months) or less** and
2. The employees in excess of 50 were employed during that period as **seasonal employees**, then the employer **is not required** to offer health insurance to full-time employees. Users in this category should **go to Snapshot Analysis 3 and Table 3** to determine their eligibility for the Small Business Health Care tax credit provisions of the ACA.