ACA Note as Declined - Instructions

Activity Macro: **ACA Note as Declined**

Description: Add ACADeclined Note to ACA Record

Macro Type: Record Loop

Record Type: ACA Records (Payroll)

For each ACA Record selected this macro does the following:

1. Validation (Displays error and skips record when not valid)
   1. Must be an ACA Result record, not a Designation record
   2. Must have an Offer Notify Note referenced
   3. Must not already have a Response Note
2. Create **ACADeclined** Note records with a description of “Declined coverage”
3. Update the reference field of the ACA Result record with the GUID of the **Response** Note record that was just created

Setup Instructions:

1. Create an Activity Macro record on the company database as specified at the top of this document and then copy the Visual Basic code from **ACA Note as Declined.vb**

HR Staff Instructions for how to use this Activity Macro:

1. Click the “**Waiting Response**” link on the **ACA Monthly Operations** dashboard gadget.
2. Select the employees from the filtered view of ACA Result Records that **have Declined** the offer for insurance coverage.
3. Run the Activity Macro named **ACA Note as Declined**
4. Attach any documentation from the employee that confirms their choice to decline to the newly created ACADeclined Note records.