



San Francisco Health Care Security Ordinance (HCSO) Quarterly HRA Contribution Reporting

Quarterly Reporting Template: <https://docs.naviabenefits.com/files/SF-HCSO-Quarterly-Reporting-Template.xlsx>

The quarterly reporting template link will be updated as expenditure rates change. We recommend clicking the link each reporting period to ensure you have the latest copy.

This template has locked cells and formulas built to calculate the contributions that will be posted to employees' health reimbursement arrangements. At the top of the spreadsheet, you will find a place to enter your company name, a drop-down to select the quarter you are reporting for and your current total number of employees. These fields are vital and must be populated correctly to ensure that the formulas built within the spreadsheet calculate the proper values. Before submitting the file, please ensure these fields are completed.

In addition, we have added an invoice reference section at the top of the sheet that should provide a unique reference ID based on the company name and reporting period. This section will sum the HRA Contribution (Less ER Benefits) column which represents the total amount that will be posted to the employee's HRA and the amount that must be deposited into your designated bank account. Funding for quarterly contributions should be deposited into your designated bank account upon submission of your quarterly contribution report. We will no longer distribute a separate plan funding invoice.

Additional notes on key fields:

- The HRA effective date is a calculated field designed to calculate the first day of the month following 90 days from the hire date, however, you may manually override this field if you wish to bypass the waiting period for a rehire.
- An eligible employee must work, on average, 8 hours per week within a given reporting period to be eligible for a contribution. Average # of hours/week and reportable hours will be calculated based on the effective date, reporting period and hours worked to determine whether contributions are required. Enter the actual hours worked within the quarter (up to 516) into the quarterly hours column.
- There is a notes column for your reference following the calculation fields.

If you have questions about this new report or the reporting/submission process, please feel free to email: SFHCSO@naviabenefits.com

Once you are ready to submit your report, you may upload it securely via the Navia Employer Portal using the Send File option under Data Management, or you can submit the file via encrypted email to SFHCSO@naviabenefits.com.