# **Affordable Care Act Reports Manual**

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# **ACA Reports Manual**

This article reviews the report options available related to Affordable Care Act tracking in TempWorks. It is meant to be a reference guide for you as you look through or need to run any ACA related reporting options. Use the list below to quickly jump to the section for each report.

Report information will include descriptions of when to use this report, what kinds of information are included on the report, and an explanation of parameter options available.

### **Locating ACA Reports**

ACA reports are listed in their own category under all options > reports in Enterprise:

My Favorites	Search X	
All		
Affordable Care Act	ACA Benefit Lookback List Ins	ACA Benefit Lookback List
Commissions		
Customer	Displays a list of employees who a weekly average of hours greater than or equal to an entered amount for a given date	Displays a list of employees who a weekly average of hours greater than or equal to an entered amount for a given date
Employee Info	range. Report shows DOB, Age, Gender, Hours, Gross and mailing address fields so that you can send this to your insurance	range. Report shows DOB, Age, Gender, Hours and Gross for the given date range as well.
Employee Reporting		
Exports	ACA Consecutive Assignment	ACA Employee Adjustments
Financial	VVOrked	Tel b
Forecast	List out employees who have worked each week in the date range for the same customer and averaged over a given amount of	List out all ACA insurance adjustments processed on employee's checks for a given date range. Displays both the employee haid
Log Information	hours each week. This is to help find employees who may have	portion and the employer paid portion.
Order & Assignment	had their ACA status coded incorrectly.	
Productivity		
Sales & Invoicing	ACA Employee Cycles	ACA Employee Details
Tasks	Displays all of the employee's ACA cycle data, which is their	Displays the ACA details for a list of employees. Allows you to
Tax Administration	well as the # of hours worked in the measurement period.	Inurance Status, etc., along with being able to filter on the
Time & Pay		different ACA date fields as well.
User Security Setup	ACA Employee Details Communication Export	ACA Exchange Notification List
	Displays all of the same info as the ACA Employee Details report	Displays a list of employees in a format that can be exported to

\*Note\* Reports in Enterprise require you to have specific security permissions. You will need to have access to the Affordable Care Act reports category in order to see or run any ACA related reports. Check out Enterprise - Security Roles for more information or talk to your admin if you are not seeing the reports you are expecting to.

#### List of ACA Related Reports:

- 1. ACA Benefit Lookback List Ins Census Mail Export
- 2. ACA Benefit Lookback List Insurance Census
- 3. ACA Consecutive Assignment Worked
- 4. ACA Employee Adjustments

- 5. ACA Employee Cycles
- 6. ACA Employee Details
- 7. ACA Employee Details Communication Export
- 8. ACA Exchange Notification List
- 9. ACA Minimum Hours Ins Census Mail Export
- 10. ACA Minimum Hours Insurance Census
- 11. ACA Missing Check
- 12. Affordable Care Act Benefit Lookback List
- 13. Affordable Care Act Compliance Determination
- 14. Affordable Care Care Financial Exposure
- 15. Affordable Care Act Minimum Hours

## ACA Benefit Lookback List Ins Census Mail Export

*Purpose*: Use this report to send important information about employees to you insurance/benefit provider and identify which employees may qualify for insurance benefits. This export option makes it easier for your insurance company to grab the important information they need to enroll employees in benefits and import it into their system.

Displays a list of employees who have a weekly average of hours greater than or equal to an entered amount for a given date range. Report displays DOB, Age, Gender, Gross pay and permanent and temporary address fields to send to your insurance company for benefit purposes.

\*Note\* Only employees who started their assignment **before** the start date of the report and have worked the entire date range of the report (with no ACA breaks in service) will display here.

Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

Start Date	1/1/2020	End Date	7/3/2020	
Branch	Canada Test, CardiffUK, Eag $ \smallsetminus $	Average Hours >=	30	
Show	EIN Records Separated $\sim$			
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# ACA Benefit Lookback List Ins Census Mail Export

Employees with an average of 30hrs or more per week between week end date 1/1/2020 and 7/3/2020, based upon the Sunday at a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work week

Employee ld	LastNam e	First Nam e	Branch	SSN	DOB	Age	Gender
5759	Aardson	Steve	St. Cloud	xxx-xx-8501	6/1/1977	43	М
4295038894	Aaron	Amanda	Minneapolis	xxx-xx-7777			
4295069322	Anderson	Troy	Minneapolis	xxx-xx-9093			

Start Date	1/1/2020	End Date	7/3/2020
Branch	Canada Test, CardiffUK, Eag $ \smallsetminus $	Average Hours >=	30
Show	EIN Records Separated $\sim$		

Parameter	Description
Start Date	<ul> <li>This is the starting date the report will use to report on hours, gross pay, etc.</li> <li>Keep in mind this report runs off Weekend Bill Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</li> </ul>
End Date	<ul> <li>This is the end date the report will use to gather hours, gross pay, etc. for the report. Start date + End date = date range for this report.</li> <li>Keep in mind this report runs off Weekend Bill Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</li> </ul>
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
	Enter the minimum average number of hours each week that an employee must have worked to be included in

Parameter	Description
Average Hours	<ul> <li>Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance</li> <li>This field defaults to 30 hours</li> </ul>
	Select which options you want to have included on this
	report:
	• EIN Records Separated or Combined: Will display
	the employee records either separated by EINC or
	combined regardless of EINC
	• Active or Inactive Employees: Select if you only
	want to see only active employees or inactive
Show	employees listed on the report
	• Employees Missing Hire Date Only: Select if you
	only want to see employees that meet the hour
	requirements but do not have an ACA hire date
	listed on their record
	Current Assigned or Unassigned Employees:
	Select if you only want to see employees that are
	currently on assignment or not on assignment

# ACA Benefit Lookback List Insurance Census

*Purpose*: This report option, similar to the ACA Benefit Lookback List Ins Census Mail Export, contains important information relevant to employees you may be offering insurance to. This report is formatted to display information in an easier to read format vs. created as an export.

The report also has additional information that insurance companies are requesting in order to give you a quote for how much insurance coverage would cost for these employees.

Displays a list of employees who have a weekly average of hours greater than or equal to an entered amount for a given date range. Report displays DOB, Age, Gender, Gross pay and permanent and temporary address fields to send to your insurance company for benefit purposes.

\*Note\* Only employees who started their assignment before the start date of the report and have worked the entire date range of the report (with no ACA breaks in service) will display here.

Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work

period (e.g. 5 week assignment followed by a 4 week break)
--

				100000
Start Date	1/1/2020	End Date	7/3/2020	
Branch	Canada Test, CardiffU $ \smallsetminus $	Group By	(no grouping) ~	
Show	EIN Records Separate $$	Average Hours >=	30	
I4 4 1	of 1 🕨 🗏   🗧 🛞 🚱   🖨 🛙	🔳 💷 🛃 - 📔 100%	•	Find   Next

# ACA Benefit Lookback List Insurance Census

Entity Level (Hierld 2)

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Employees with an average of 30hrs or more per week between weekend date 1/1/2020 and 7/3/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Mailing Address	SSN	DOB	Age	Gender	RHours	OHours	Total Hours
High Tech Sta	affing Inc - Einc: 0									
(no grouping)	)									
5759	Aardson	Steve	1390 W. 5th Ave Columbus, OH 43212	xxx-xx-8501	6/1/1977	43	Μ	1,033.50	15.50	1,049.00
4295038894	Aaron	Amanda	123 Main Street Eagan, MN 55123	xxx-xx-7777				901.00	19.00	920.00
4295069322	Anderson	Troy	5555 Main Ave Brooklyn Center, MN 55444	xxx-xx-9093				836.50	45.00	881.50
			(	no grouping) Tota	al Employees:	3		2,771.00	79.50	2,850.50
			High Tecl	n Staffing Inc Tota	al Employees:	3		2,771.00	79.50	2,850.50
				Report Tota	al Employees:	3		2,771.00	79.50	2,850.50

Start Date	1/1/2020	End Date	7/3/2020
Branch	Canada Test, Cardiff U $ \times $	Group By	(no grouping) $~\sim~$
Show	EIN Records Separate $ \times$	Average Hours >=	30

Parameter	Description
	This is the starting date the report will use to report on
	hours, gross pay, etc.
	• Keep in mind this report runs off Weekend Bill
Start Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
	This is the end date the report will use to gather hours,
	gross pay, etc. for the report. Start date + End date = date
	range for this report.
End Date	• Keep in mind this report runs off Weekend Bill
	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.

Parameter	Description Select which branches you want to include on this report
	• Keep in mind that you will only see branches
	available at your current hierarchy level so we
Branch	recommend running this report at System,
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	If you would like this report to group by branch, etc. use
Group By	the drop down to select the grouping option. Otherwise,
	leave as "no grouping."
	Select which options you want to have included on this
	report:
	• EIN Records Separated or Combined: Will display
	the employee records either separated by EINC or
	combined regardless of EINC
	• Active or Inactive Employees: Select if you only
	want to see only active employees or inactive
Show	employees listed on the report
	Employees Missing Hire Date Only: Select if you
	requirements but do not have an ACA bire date
	listed on their record
	Current Assigned or Unassigned Employees:
	Select if you only want to see employees that are
	currently on assignment or not on assignment
	, , , , , , , , , , , , , , , , , , , ,
	Enter the minimum average number of hours each week
	that an employee must have worked to be included in
	this report
Average Hours	• Typically, this will be the same number of hours you
	use to determine your full time employees that are
	eligible for insurance
	I his field defaults to 30 hours

# ACA Consecutive Assignment Worked

*Purpose*: This report is a great way to audit your system to ensure all employees' ACA statuses are correct or if some part time employees may have reached full time status for the date range given.

List out employees who have worked each week in the date range for the same customer and averaged over a given amount of hours each week. This is to help find employees who may have had their ACA status coded incorrectly.

Charles 1			<b>F</b> _ 1 <b>D</b> _ 1						
Start Date	2/1/	/2020	End Date	3/1/202	0				
Branch	Can	ada Test, CardiffU $ \smallsetminus $	Group By	Branch	$\sim$				
Show	EIN	Records Separate $ \smallsetminus $	ACA Status	(none), l	Full-Time, Pa	$rt \sim$			
Average Hou	rs >= 30								
K 4 1 c	of 1 ▶ ▶	🗧 🛞 🚱   🖨 🔲 🛍	100%	-		Find   Next			
ACA Con	secutive	Assignment V	Vorked						
High Tech Sta	affing	9		Ent	ty Level (Hierl	d 2) 🙀	tempwo	orks	
Employees who 2/1/2020 and 3/1 date is not alread EIN Records Sep	worked every /2020, based dy a Sunday o parated.	week with an average of upon the Sunday after th date, from the following b	30hrs or more per w e weekend date of f ranches: '(All Brancl	veek betwee the timecare hes Selecte	en weekend da d when weeke d)'. Showing	nd :	■ S 0 F	T W A R E	
Last Name	First Name	e Employee ID	SSN	Total Hour	s # Weeks	Avg Hours	Customer Name	ACAS	Status
High Tech Staf	fing Inc - Ein	c: 0							
Branch: Eagan									
Buffay	Phoebe	4295083171	xxx-xx-8543	170.0	) 5	34.00	Central Perk Packagir	ng Full-T	ime
Geller	Monica	4295083168	xxx-xx-2229	161.0	) 5	32.20	Central Perk Packagir	ng Full-T	ime
Geller	Ross	4295083162	xxx-xx-3130	194.0	) 5	38.80	Central Perk Packagir	ng Full-T	ime
Green	Rachel	4295038910	xxx-xx-2143	180.0	) 5	36.00	Central Perk Packagir	ng Full-T	ime
Tribbiani	Joseph	4295083170	xxx-xx-6587	210.0	) 5	42.00	Central Perk Packagir	ng Full-T	ime
		Branch: Eagan Total:	Emp Count 5	915.0	)	183.00			
Branch: St.Pau	I								
Bing	Chandler	4295083169	xxx-xx-7770	201.0	) 5	40.20	Central Perk Packagir	ng Full-T	ime
John	Marie	4295082405	xxx-xx-2479	160.0	) 5	32.00	Sharla's Sandals		
		Branch: St.Paul Total:	Emp Count 2	361.0	)	72.20			
	High T	ech Staffing Inc Total:	Emp Count 7	1,276.0	)				
Daramata									
Falanete	5								
Start Date		2/1/2020		End Dat	e 3/1/2	020			
Branch		Canada Test, Car	diffU 🗸	Group B	y Brand	:h	$\sim$		
Show		EIN Records Sepa	arate 🗸	ACA Sta	tus (none	e), Full-Tim	ne, Part ∨		
Average H	ours >=	20							
lineitagen	ouro .	30							
Parameter				D	escriptio	า			
				Tł	nis is the s	tarting da	te the report wi	ll use to rep	ort on
				hc	ours work	ed and ass	ignments incluc	led	
					• Keep	in mind th	is report runs of	f Weekend	Bill
Start Date					Date.	lf you ent	er a date that is	not Sunday	it will
					pull in	formatior	based on the Si	unday follov	ving the
					dates	elected			

This is the end date the report will use to report on hours worked and assignments included. Start date + End date = date range for this report.

Parameter	Description mind this report runs off Weekend Bill
	Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Group By	<ul> <li>This option allows you to pick how the report groups information. (The example shown above is grouping by Branch)</li> <li>Branch: Will divide employee assignment and hour information by branch</li> <li>ACA Status: Will divide employee assignment hour information by which ACA status they have set on their employee record (ex. Full-Time, Part-Time, etc.)</li> </ul>
Show	<ul> <li>Select which options you want to have included on this report:</li> <li>EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC</li> <li>Active or Inactive Employees: Select if you only want to see only active employees or inactive employees listed on the report</li> <li>Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour requirements but do not have an ACA hire date listed on their record</li> <li>Current Assigned or Unassigned Employees: Select if you only want to see employees that are currently on assignment or not on assignments</li> </ul>
	Select which employees you want to display on this report based on ACA Status coded on their employee record.

Parameter	Description, if you did not want to see employees that
AcAstatus	are set to Variable, you could uncheck that option in the
	drop down.
	For more information on setting ACA Statuses, check out
	Setting ACA Hire Dates for Employees.
	Enter the minimum average number of hours each week
	that an employee must have worked to be included in
	this report
Average Hours	• Typically, this will be the same number of hours you
	use to determine your full time employees that are
	eligible for insurance
	• This field defaults to 30 hours

# **ACA Employee Adjustments**

*Purpose*: This report allows you to see how much of the ACA insurance adjustments are being passed onto the employee and how much it is costing you as a company. This report is designed to give you both a high level and a detailed view of your cost. Check out Managing ACA Adjustments for Employees for more information.

This report lists out all ACA insurance adjustments processed on employees' checks for a given date range. Displays both employee paid portion and the relevant employer paid portion.

Start Date 4/ Branch Ca Group By En Adjustment Type 20 Expand All Detail? No	1/2020 inada Test, Cardiff nployer v 15(e): Employee P o v	End Date Date Filt Employe On V Check ID	e 5/* er Ch e Filter	1/2020 Neck Date v				View Rep
l≪ 1 of 1 ► ►	+ 🛞 😳   🖨	🔲 🔍 🔍 · 📔 100%	•	Find	Next			
ACA Employee A High Tech Staffing	Adjustments	employee checks with	a CheckDate	e between 4/1/2020 a	and 5/1/2020. fro	Entity Level (Hierld 2)	stempwor	<b>ks</b>
		strupted at an entrance that				in the following selected branches.	-	
Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Employee Contribution	Employer Contribution
Employee	Employee ID c EINC: 0	SSN	Check ID	Check Number	Check Date	Adjustment	Employee Contribution	Employer Contribution
Employee High Tech Staffing In Aaron, Jocelyn	Employee ID c EINC: 0 4295037441	SSN (xxx-xx-4343)	Check ID 4295041600	Check Number	Check Date 4/6/2020	Adjustment ACA EE: Health Insurance	Employee Contribution \$50.51	Employer Contribution \$0.00
Employee     High Tech Staffing In     Aaron, Jocelyn	Employee ID c EINC: 0 4295037441 4295037441	SSN 200X-X0X-4343 200X-X0X-X0X-4343 200X-X0X-X0X-4343 200X-X0X-X0X-X0X-X0X-X0X-X0X-X0X-X0X-X0X	Check ID 4295041600 4295041657	Check Number 1038678 1038752	Check Date 4/6/2020 4/10/2020	Adjustment ACA EE: Health Insurance ACA EE: Health Insurance	Employee Contribution \$50.51 \$50.51	Employer Contribution \$0.00 \$0.00
High Tech Staffing In     Aaron, Jocelyn     Aaron, Jocelyn	Employee ID c EINC: 0 4295037441 4295037441 4295037441	SSN 200X-30X-4343 200X-30X-4343 200X-30X-4343 200X-30X-4343 200X-30X-4343 200X-30X-30X-30X-30X-30X-30X-30X-30X-30X-	Check ID 4295041600 4295041657 4295041781	Check Number 1038678 1038752 1038981	Check Date 4/6/2020 4/10/2020 4/16/2020	Adjustment ACA EE: Health Insurance ACA EE: Health Insurance ACA EE: Health Insurance ACA EE: Health Insurance	Employee Contribution \$50.51 \$50.51 \$50.51	Employer Contribution \$0.00 \$0.00 \$0.00
High Tech Staffing In     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn	Employee ID c EINC: 0 4295037441 4295037441 4295037441 4295037441	SSN xxx-4343 xxx-xx-4343 xxx-xx-4343 xxx-xx-4343 xxx-xx-4343	Check ID 4295041600 4295041657 4295041781 4295041859	Check Number 1038678 1038752 1038981 1039025	Check Date 4/6/2020 4/10/2020 4/16/2020 4/18/2020	Adjustment ACA EE: Health Insurance ACA EE: Health Insurance ACA EE: Health Insurance ACA EE: Health Insurance ACA EE: Health Insurance	Employee Contribution \$50.51 \$50.51 \$50.51 \$2.38	Employer Contribution \$0.00 \$0.00 \$0.00 \$0.00
High Tech Staffing In     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn     Aaron, Jocelyn	Employee ID c EINC: 0 4295037441 4295037441 4295037441 4295037441 4295037441	SSN 2000-500-4343 2000-500-500-4343 2000-500-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-4343 2000-500-500-500-500-500-500-500-500-500	Check ID 4295041600 4295041657 4295041781 4295041859 4295041922	Check Number 1038678 1038752 1038981 1039025 1039660	Check Date 4/6/2020 4/10/2020 4/16/2020 4/18/2020 4/24/2020	Adjustment ACA EE: Health Insurance ACA EE: Health Insurance	Employee Contribution \$50.51 \$50.51 \$50.51 \$2.38 \$50.51	Employer Contribution \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

Start Date	4/1/2020	End Date	5/1/2020	
Branch	Canada Test, CardiffU 🗸	Date Filter	Check Date ~	
Group By	Employer ~	Employee Filter		
Adjustment Type	2015(e): Employee Pri $ \smallsetminus $	Check ID		
Expand All Detail?	No v			

Parameter	Description
Start Date	<ul> <li>This is the starting date the report will use to report on check and adjustment information.</li> <li>Keep in mind this report can be run by Check Date (date of the check processed) or Weekend Bill (Sunday of the current processing week) depending on the Date Filter selected</li> </ul>
End Date	<ul> <li>This is the ending date the report will use to report on check and adjustment information. Start Date + End Date = Date Range</li> <li>Keep in mind this report can be run by Check Date (date of the check processed) or Weekend Bill (Sunday of the current processing week) depending on the Date Filter selected</li> </ul>
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Date Filter	<ul> <li>Select whether you want to include adjustment</li> <li>information based on check date or weekend bill date for</li> <li>the selected start and end date of this report.</li> <li>If check date is selected, all checks with a date</li> <li>within the date range will be included</li> <li>If weekend bill is selected, all check information</li> <li>within the processing weeks of the date range</li> <li>selected will be included.</li> </ul> For more information about payroll and date options, check out Pay/Bill Overview.
	Select how you want the information on this report to be

Parameter	Description subtotaled by:
	No Grouping: will display all line items without
	grouping or subtotaling
	Adjustment: will group check and adjustment
	information by adjustment used. Great for when
	you are comparing different plans, etc.
	• Employer: will group check and adj. information
	based on EINC or employer information. Great for
	when you want to compare plan costs by employer.
Group By	Branch: will group check and adju. information
	based on branch. Great for when you want to see
	breakdown or subtotals by branch
	• Check Date: will group by the date of the check in
	order to see subtotals by date
	Check Number: will group by the number on the
	check. Use this option when you are filtering by
	employee to see changes by check
	• Employee: will group check and adj. information
	based on employee. This is great if you need to
	compare costs by employee
	This optional parameter allows you to narrow down the
	report to just one employee.
Employee Filter	Type last name, first name in this field to narrow down
	the report. Otherwise, leave blank to display all relevant
	employees.
	By default, all benefit related adjustments will be
	included in this report, but if you only want to see
Adjustment Type	specific adjustments on your report, use the drop down
	next to Adjustment Type to select or deselect different
	adjustments.
	Use this filter if you want to see just the information
	related to a specific check. You will need to enter the
Check ID	Check ID number that you can find under check details
	or on the report.
	Check out Enterprise - Employee Pay History for more
	information.
	This report is made to give you both an overview and a
	detailed look at ACA related adjustments in the system.
	• If you are using the group by options, the report will

Parameter	<b>Description</b> ubtotals for each grouping. If you use the +,
Expand All Detail?	the report will expand the details of that grouping
	to see each check and adjustment amount.
	• If you change the Expand All Detail? to yes, then by
	default the details will be fully expanded.
	See the pictures below for examples

#### Expand All Detail? set to No:

#### ACA Employee Adjustments

ACA Employee High Tech Staffing	🕫 tempworks							
A list of the following adju (All Branches Selected).	stments withheld from	employee che	cks with a CheckDa	te between 4/1/2020	and 5/1/2020, fro	om the following selected branches:	8	
Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Employee Contribution	Employer Contribution
🛨 Eagan						4 adjustments	\$576.69	\$139.60
Hennepin East						1 adjustment	\$0.00	\$52.00
Minneapolis						21 adjustments	\$612.94	\$403.30
New Brighton						2 adjustments	\$97.31	\$50.51
St.Paul						18 adjustments	\$560.34	\$244.71
Report Totals						46 adjustments	\$1,847.28	\$890.12

Use the + next to each branch name to see more details

### Expand All Detail? set to Yes:

#### ACA Employee Adjustments

High Tech Staffing A list of the following adjustments withheld from employee checks with a CheckDate between 4/1/2020 and 5/1/2020, from the following selected branches (All Branches Selected)'.



Employee	Employee ID	SSN	Check ID	Check Number	Check Date	Adjustment	Employee Contribution	Employer Contribution
+ Eagan						Lefter and a second second		
Blue, Usidore T	4295080777	xxx-xx-9874	4295041559	103840	4/5/2020	ACA Emplo: ss	\$192.23	\$0.00
Blue, Usidore T	4295080777	xxx-xx-9874	4295041798	1038927	4/16/2020	ACA Emplo: ss	\$384.46	\$0.00
Blue, Usidore T	4295080777	xxx-xx-9874	4295041798	1038927	4/16/2020	ACA ER: ACA Employer Portion	\$0.00	\$69.80
Blue, Usidore T	4295080777	xxx-xx-9874	4295041559	103840	4/5/2020	ACA ER: ACA Employer Portion	\$0.00	\$69.80
						4 adjustments	\$576.69	\$139.60
+ Hennepin East								
Acosta, Davis	4295014807	xxx-xx-4598	4295041713	1038792	4/10/2020	ACAER8: aca employee cost	\$0.00	\$52.00
						1 adjustment	\$0.00	\$52.00

All details are already expanded and subtotals are listed at the bottom of each group.

#### Back to Top

# **ACA Employee Cycles**

Purpose: If you are utilizing the Look Back method for ACA measurements, then you use this report to review important ACA related information including their ACA cycles and hours worked. This is a great way to identify which employees are in their Administration period and may need to be reviewed to see if they qualify for insurance. It's a quick way to find those employees that have reached a break in service and may be able to be removed from insurance.

Displays all of the employees' ACA cycle data that the system has calculated, which is their Measurement, Admin, and Stability period start and end dates as well as the number of hours worked in the measurement period.

Start Date					NULL	End Date				<b>NULL</b>	
Branch		Can	ada Test, Ca	rdiffU ~		Date Filter	Measure	ement Per	iod Start	Date ~	
Cycle ACA Status		(nor	ne), Full-Tim	e, Part ~		Current ACA Status	(none),	Full-Time,	Part ~		
Insurance Offering	g Response Stat	tus (nor	ne), Cancelle	ed - C( ~		Employee Filter					
Customer Filter						Average Hours Min	0				
Average Hours Ma	ax	100	10000		Show		All Emp	All Employees V			
▲ 8 of 50	05 <b>&gt; &gt;</b>   + @			100%	-	Find   Next					
High Tech Staffing A list of employees, fro	g om the following s	elected bra	anches: '(All E	Branches Selec	cted)'. Showin	g: All Employees		Entit	ty Level (H	ierld 2)	g, t
High Tech Staffing A list of employees, fro	g om the following s	elected bra	anches: '(All E	Branches Selec	cted)'. Showin	g: All Employees	surement P	Entil Veriod	ty Level (H	ierld 2) Admin	Period
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High Tech Staffing A list of employees, fro Employee Amendt, Kate	g om the following s Employee ID 4295081730	elected bra	anches: '(All E Cycle Status Full-Time	Branches Select Curent Status Full-Time	cted)'. Showin	g: All Employees Mean Hrs Weeks	Avg Hrs Per 0.00	Enti Veriod Start Date	ty Level (H End Date	Admir Admir Start Date 4/22/2019	Period End Date 7/20/2019
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Start Date		V NULL	End Date		IULL
Branch	Canada Test, CardiffU 🗵		Date Filter	Measurement Period Start Date	e v
Cycle ACA Status	(none), Full-Time, Part ~		Current ACA Status	(none), Full-Time, Part ~	
Insurance Offering Response Status	(none), Cancelled - C( ~		Employee Filter		
Customer Filter			Average Hours Min	0	
Average Hours Max	10000		Show	All Employees ~	
Group By	(no grouping)	~			

Parameter	Description
	This is the starting date the report will use to determine
	which cycle information is displayed.
	• By default, this option is set to Null which means all
Start Date	ACA cycle data from all years will be included
	• If you are going to set a start date, uncheck the null
	option and keep in mind the date range is affected
	by the date filter parameter
	This is the end date the report will use to determine
End Date	which cycle information is displayed.
	• By default, this option is set to Null which means all
	ACA cycle data from all years will be included
	• If you are going to set a end date, uncheck the null
	option and keep in mind the date range is affected

Parameter	Description date filter parameter		
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>		
Date Filter	If you are entering a start or end date for this report, select how the start and/or end date will effect the data in this report. • For definitions of Measurement, Admin, Stability, and Break in Service statuses, see the breakdown of this report below. • Hire date refers to the ACA hire date saved on the employee's record. Check out Setting ACA Hire Dates for Employees for more information. • Start date means the start and end date range will include all employees whose Measurement/Admin/Stability period, etc. date starts within the date range vs. ends within the date range. Date Filter Current ACA Status Employee Filter Average Hours Min Show Measure End Date Stability Period Start Date Stability Period Start Date Stability Period Start Date Break in Service Start Date Break in Service End Date Hire Date		
Cycle ACA Status	This option refers to the ACA status for the employee during the ACA Cycle listed. Because some ACA statuses may change after an initial measurement period, etc. you can choose to exclude certain ACA statuses from the report to focus on ACA cycles based on ACA status.		
Current ACA Status	This option refers to the current ACA status for the employee at the time you run the report. Because some ACA statuses may change over time, you can limit the report based on an employee's current status.		
	If you are tracking the insurance offer status on the		

Parameter	Description ecord. Then you can limit this report by
Insurance Offering Response Status	whether they accepted insurance or not using this drop down filter. Uncheck the options you do not wish to display.
Employee Filter	If you are looking to review one employee's ACA cycle history, you can use this optional filter to limit by employee's name. Remember to type last name, first name
Customer Filter	If you are looking to pull ACA cycle information based on the customer the employee was working for, you can limit by customer name.
Average Hours Min	<ul> <li>This parameter allows you to limit the report based on average hours the employee worked.</li> <li>Setting a minimum here would change the report to only display employees who worked on average at least X number of hours.</li> <li>By default this is set to 0 to include all employees</li> </ul>
Average Hours Max	<ul> <li>This parameter allows you to limit the report based on average hours the employee worked.</li> <li>Setting a max here would change the report to only display employees who worked on average less than or equal to the max hours entered.</li> </ul>
	<ul> <li>The show filter options allow you to limit the employees shown on the report based on different criteria.</li> <li>By default Show is set to All Employees so that all employees are displayed on the report.</li> <li>Employees Missing Cycles Only: will only show employees that should have ACA cycles but are missing data.</li> <li>Active vs. Inactive Employees Only: Active employees include any employee in an active status. Inactive employees are typically those that no longer work with you and their records have been archived or deactivated in your system.</li> </ul>
Show	• Employees Missing an ACA Hire Date Only: This is a great option when you are trying to audit your system for anyone who might be missing their ACA

Parameter	Description that is entered on the employee's record
	at time of hire.
	Current Assigned or Unassigned Employees Only:
	Choose if you want to see only employees that
	have a current assignment or employees that are
	not currently working on an active assignment.
	Show All Employees (Select All) All Employees Employees Missing Cycles Only Employees Only Inactive Employees Only Employees Missing an ACA Hire Date Only Current Assigned Employees Only Mease
	The group by option allows you to group the data in the
	report by different parameters.
	• By default, the report will be set to "No Grouping"
	which will show all ACA cycles without grouping
	any information
	• Branch: will group ACA cycles by employee branch
	• ACA Status: will group ACA cycles by the
	employee's ACA Status
Group By	• <b>Customer:</b> will group ACA cycles by the customer
	the employee worked for
	• Customer - Department: will group ACA cycles by
	primary customer and departments the employee
	worked for
	Group By (no grouping) (no grouping) Branch
	Image: Action of Image: Image: Action of Image: Actio
	Customer - Department

### **Report Breakdown**

The following sections review and define the columns of information on this report:

Employee & ACA Hire information

# ACA Employee Cycles

### High Tech Staffing

A list of employees, from the following selected branches: '(All Branches Selected)'. Show

Employee	Employee ID	Hire Date	Cycle Status	Curent Status	Insurance
(no grouping)					
Aardson, Steve	5759	11/21/2019	9 Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	9 Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	9 Full-Time	Full-Time	Declined
Aaron, Amanda	4295038894	1/31/2018	Full-Time	Full-Time	Offered
Aaron, Jocelyn	4295037441		Full-Time	Full-Time	Declined
Aasen, Robert	4295014347		Full-Time	Full-Time	Declined

- **Employee:** Name of employee. Keep in mind that employees who have worked for you for a longer period of time may have multiple ACA cycles depending on your date range.
- Employee ID: the Aldent or Employee ID number to uniquely define their record
- Hire Date: the ACA hire date listed on the employee's record for the ACA Cycle
- Cycle Status: The ACA status of the employee when the cycle started
- Current Status: The current ACA status of the employee
- Insurance: If you have been entering the Insurance acceptance/decline options under ACA information on the employee's record, that will display here.

For ACA Hire Date, Status, and Insurance information, check out Setting ACA Hire Dates for Employees for more information.

#### **Measurement Period**

	Measurement Period				
s Insurance	Hrs	Weeks	Avg Hrs Per	Start Date	End Date
Offered	246.00	48.00	5.13	10/28/2015	9/27/2016
Offered	280.00	52.00	5.38	12/1/2018	11/30/2019
Declined	312.00	47.00	6.64	2/24/2015	1/23/2016
Declined	388.00	52.00	7.46	11/3/2017	11/2/2018
Declined	402.25	13.00	30.94	9/1/2019	11/30/2019

- The Measurement period refers to either the initial or standard measurement period for an employee which determines the employee's eligibility for insurance.
- Hrs: Total number of hours worked within the ACA cycle and report parameters
- Weeks: Total number of weeks worked within the ACA cycle and report parameters
- Avg Hrs Per: Average number of hours worked per week
- Start Date: The start date of the measurement period
- End Date: The end date of the measurement period

#### **Admin Period**

Ξ		Admin	Stability	
te	End Date	Start Date	End Date	Start Date
15	9/27/2016	9/28/2016	11/27/2016	11/28/2016
18	11/30/2019	12/1/2019	12/31/2019	1/1/2020
15	1/23/2016	1/24/2016	3/23/2016	3/24/2016
17	44/0/0040	44/0/0040	E/40/0040	E/40/0040

- The Admin period refers to the administrative period where employees should be evaluated to see if they meet the requirements to be offered insurance and be given time to accept or decline the insurance option if applicable.
- Start Date: The first day of the administrative period
- End Date: The last day of the administrative period

#### **Stability Period**

Admin Period		Stabilit	Break I	
art Date	End Date	Start Date	End Date	Start Date
28/2016	11/27/2016	11/28/201	10/27/2017	10/28/201
/1/2019	12/31/2019	1/1/2020	12/31/2020	12/17/201

- The **Stability period** is the period of time after the start of the insurance requirement that any eligible employee regardless of ongoing ACA status must have insurance available to them. Your stability period may not be less than your transitional period or measurement periods.
- Start Date: The first day of the stability period
- End Date: The last day of the stability period

### **Break In Service**

Stability Period		Break Ir	n Service
Start Date	End Date	Start Date	End Date
11/28/2016	10/27/2017	10/28/201	11/25/2015
1/1/2020	12/31/2020	12/17/201	3/17/2019
3/24/2016	2/23/2017	4/20/2015	8/9/2015
5/19/2018	5/18/2019	6/4/2018	9/2/2018
2/18/2020	5/17/2020		

• Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

- Start Date: The first day of the break in service
- End Date: The last day of the break in service if applicable

## **ACA Employee Details**

**Purpose**: This report is a great option when you need to review, audit or list out important ACA information for a group of employees. The details listed on this report are found under the Pay Setup section of the employee's record under the Affordable Care Act. Check out Setting ACA Hire Dates for Employees for more information.

This report displays the ACA details for a list of employees. Allows you to filter for employees with specific ACA Status, Admin Status, Insurance Status, etc. along with being able to filter on different ACA date fields as well.

Start Date		🛄 🔽 NULL	End Date			<b>NULL</b>	
Branch	Canada Test, CardiffU	~	Date Filter	Hire Date		$\sim$	
Group By	Branch	~	ACA Status	Full-Time	~		
Insurance Offering Response Status	(none), Cancelled - C(	~	Admin Status	(none), Ove	erdue, Brea 🗸		
Declined Reason	(none), Medicaid elig	~	FTE Status	(none), FTE	, Approach 🗸		
Employee Filter			Customer Filter				
				[			
ACA Employee Details	) 🖶 🛄 🖳 🔍 +   1009	×	Find   Nex	t			
ACA Employee Details					Entity Loval /k		temn
A list of employees, from the following sele	cted branches: '(All Branche	es Selected)'. Showi	ng: All Employees		Entity Level (F		cemp
Employee ID	Hire Date FTE Status	Avg Hrs ACAStat	us Admin Status	Insurance	Date Offered	Effective Insurance Date	Insurance Deadline
Tribbiani Jaconh 4205082170	1/27/2020 ETE	24.26 Full Time	Maggurament	Declined			
4255005170	1/2//2020	34.20 Tull-Tille	Weasurement	Declined Date:	2/1/2020		
				Declined Reaso	n: Medicare eligib	ble	
Wayne, Bruce 4295069368	Not FTE	0.00 Full-Time					
Zuccarello, Mats 4295082919	1/6/2020 Not FTE	9.18 Full-Time	Overdue				4/4/2020
Zucker, Jason 4295082920 zzTestTest_zzTom 4295037266	Not FTE	0.00 Full-Time	Overdue	Declined			4/4/2020
22103(103(, 2210)) +200007200	Hot HE	0.00 1 41 1116		Declined Date:	8/1/2016		
				Declined Reaso	n: Generic decline	e reason	
Branch: Eaga	in Total: Emp Count 82						
Branch: Hennepin East							
Anderson, Paul 4295038768	Not FTE	0.00 Full-Time	Overdue				9/1/2018
Parameters							
Start Date		🛄 🔽 NI	JLL End Da	te			VULL
Branch	Canada Test, Ca	ardiffU $\sim$	Date Fi	lter	Hire Date		$\sim$
Group By	Branch	$\sim$	ACA Sta	atus	Full-Time	~	
Insurance Offering Response St	atus (none), Cancelle	ed - C( $\!$	Admin	Status	(none), Ove	rdue, Brea $  imes $	
Declined Reason	(none), Medicai	id elig $$	FTE Sta	tus	(none), FTE,	Approach ~	
Employee Filter			Custom	er Filter			
Average Hours Min	0		Average	e Hours Max	10000		
Show	All Employees	~					

Parameter	Description

Parameter	Description arting date the report will use to determine
	what employees and ACA details are included on this
	report
Start Date	• By default, this option is set to Null which means all
	ACA cycle data from all years will be included
	• If you are going to set a start date, uncheck the null
	option and keep in mind the date range is affected
	by the date filter parameter
	I his is the end date the report will use to determine what
	employees and ACA details are included on this report
	• By default, this option is set to Null which means all
End Date	ACA cycle data from all years will be included
	If you are going to set a start date, uncheck the null     article and loss is mind the date remaining the start
	option and keep in mind the date range is affected
	by the date filter parameter
	Select which branches you want to include on this report
	Keep in mind that you will only see branches
	available at your current hierarchy level so we
Branch	recommend running this report at System,
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	If you are entering a start or end date for this report,
	select how the start and/or end date will effect the data
	in this report.
	• Hire date refers to the ACA hire date saved on the
	employee's record. Check out Setting ACA Hire
	Dates for Employees for more information.
	Date Offered, Effective Insurance Date, Date
	Declined, and Insurance Due Date are all dates
	related to the insurance status (offered, accepted,
	declined, etc.) located on the employee's record
	Last Eval Date refers to the last date the employee
Date Filter	was evaluated in the system for break in service or
	ACA cycle
	Admin Period Start Date: the first date of the
	administrative period of their ACA cycle

ACA Status Admin Status Admin Status Admin Status Admin Status FFE Status Customer Filter Last Eval Date Date Offered Feature FFE Status Customer Filter Last Eval Date Date Offered Feature FFE Status Customer Filter Last Eval Date Date Offered Feature FFE Status Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling Select one of the other options available in the drop down to group employees by their status/option/ACA information, etc. FFE Status Declined Reason Employee Filter Average Hours Min Status FFE Status Select which ACA status(es) you want to include in this report. This is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee. By default, the report will show all ACA statuses. Use the drop to deselect the statuses you do not want to see on the report Select which Admin Status(es) you want to include on Select which Admin Statuses you are tooking for to keep track of insurance esponses you are tooking for Status Select which Admin Statuses you are tooking for Select which Admin Status(es) you want to include on Select which Admin Status(es) you want to include on Select which Admin Status(es) you want to include on Select which Admin Status(es) you want to include on Select which Admin Status(es) you want to include on Select which Admin Stat	Parameter	Despata Pitter	Hire D	ate ×		
Admin Status       Date Offered         FIE Status       Date Offered         Survey De Determined       Date Determined         Quarter Filter       Last Eval Date         Admin Status       FIE Status         Survey De Date       Last Eval Date         Admin Status       Field Status         Will be grouped on the report.       Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         Science of the other options available in the drop down to group employees by their status/option/ACA information, etc.         Group By       Insurance Offering Response Status         Declined Reason       Admin Status         Science Hours Min       Status         Status       Of 31 P P (Integration of the status of the s		ACA Status	Hire D	ate		
Scoup By       FE Status Customer Filter       Last Eval Date Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Adminiprecedue Administration employees in a single list without any sub- groupings or sub totaling         Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         Select one of the other options available in the drop down to group employees by their status/option/ACA Information, etc.         Group By         Insurance Offering Response Status         Select the witch ACA status(es) you want to include in this report.         XCA Status         Scleat the drop to deselect the status sou on to want to see on the report         Select which ACA status(es) you want to include in this report.         NCA Status         Select which ACA status(es) you want to include in this report.         NCA Status         Select which ACA status(es) you want to include in this report.         NCA Status         Select which ACA status(es) you want to include in this report.         Select which ACA status(es) you want to include in this report.         This is the drop to deselect the statuses, you do not want to see on the report         Select which hisurance offering Response Status(es) you want to include on this report to keep track of insurance responses         By default the report will show all insurance st		Admin Status		Offered		
Insurance Oue Date         Customer Filter         Appin Period Start Date         Appin Period Start Date         Will be grouped on the report.         • Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         • Select one of the other options available in the drop down to group employees by their status/option/ACA information, etc.         Group By         Insurance Offering Response Status         Period Starts         Show         Customer Filter         Admin Status Employee Filter         Average Hours Min         Show         Show         Customer - Department         Conter         Select which ACA status/environ         Show         Customer - Department         Conter         Status         Select which ACA status/environ         Show         Customer - Department         Conter         Status         Select which ACA status/es/you want to include in this report.         This is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee.         By default, the report will show all ACA statuses.         Use the drop to deselect the statuses you do not		FTF Status	Date D	Declined		
Construct Filter       Addition Proof Start Date         Addition Proof Start Date       Addition Proof Start Date         Will be grouped on the report.       Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         Scelect the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         Select one of the other options available in the drop down to group employees by their status/option/ACA information.etc.         Group By       Branch         Branch       Advarage Hours Min         Declined Reason       Advarage Hours Min         Declined Reason       Select Which ACA status(es) you want to include in this report.         The is is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee.         By default, the report will show all ACA statuses. Use the drop to deselect the stat		Customor Filter	Insurar	nce Due Date		
In the grouped on the report.         Select the "No Grouping" option to display all employees in a single list without any sub- groupings or sub totaling         Select one of the other options available in the drop down to group employees by their status/option/ACA information, etc.         Group By       Branch         Insurance Offering Response Status         Solution       Arrange House Average Hours Min Show         Select which ACA status (es) you want to include in this report.         Select which ACA status(es) you want to include in this report.         This is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee.         Select which Insurance Offering Response Status         Select which Insurance Offering Response Status statuses.         Select which Insurance Offering Response Status         Select the opto does let the statuses you do not want to see on the report         Select which Admin Status(es) you want to include on this is the offered, accepted, declined, etc. status options that are available on the employee's record to keep track of insurance responses         By default the report will show all insurance stat		The Averade Hawks May	Admin	Period Start Date		
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Select which Admin Status(es) you want to include on		just the insurance	respons	ses you are looking for		
		Select which Admin Stat	us(es) y	ou want to include on		

Parameter	Description
	Admin statuses include the measurement, admin,
	and stability periods as well as any break in service.
Admin Status	This is how our system is keeping track of where in
	the ACA cycle the employee currently is
	• By default the report will show all admin statuses.
	Use the drop down to limit the report to just the
	admin statuses you are looking to include
	Selected which reasons for declining insurance should be
	included on this report.
	When you select the Insurance Offering Response
	of declined, you can also set the general reason
Declined Reason	why the employee declined the insurance for
	reporting purposes on the employee record
	• By default, the report will include all declined
	statuses. Use the drop down to limit the report to
	employees with specific declined reasons selects
	Select which Full Time Equivalent (FTE) statuses you
	want to have included on this report.
	• By default, all status options will be included in the
	report. Use the drop down to limit the options
FTE Status	selected
	• FTE is determined by your ACA administration
	settings. Check out ACA Admin: Setting Up ACA
	Look Back Method for more information.
	If you are looking to review one employee's ACA cycle
Employee Filter	history, you can use this optional filter to limit by
	employee's name. Remember to type last name, first
	name
	If you are looking to pull ACA cycle information based on
Customer Filter	the customer the employee was working for, you can
	limit by customer name.
	This parameter allows you to limit the report based on
	average hours the employee worked.
	Setting a minimum here would change the report to
Average Hours Min	only display employees who worked on average at
	least X number of hours.

Parameter	Descriptionault this is set to 0 to include all employees
Average Hours Max	<ul> <li>This parameter allows you to limit the report based on average hours the employee worked.</li> <li>Setting a max here would change the report to only display employees who worked on average less than or equal to the max hours entered.</li> </ul>
Show	<ul> <li>The show filter options allow you to limit the employees shown on the report based on different criteria.</li> <li>By default Show is set to All Employees so that all employees are displayed on the report.</li> <li>Employees Missing Cycles Only: will only show employees that should have ACA cycles but are missing data.</li> <li>Active vs. Inactive Employees Only: Active employees include any employee in an active status. Inactive employees are typically those that no longer work with you and their records have been archived or deactivated in your system.</li> <li>Employees Missing an ACA Hire Date Only: This is a great option when you are trying to audit your system for anyone who might be missing their ACA hire date that is entered on the employees only: Choose if you want to see only employees that are not currently working on an active assignment.</li> </ul>

ACA Employee Details Communication Export

*Purpose*: This report displays all of the same information as the ACA Employee Details report with the same parameters. It does include some extra information including employee contact and address information. This report is designed to be exported into Excel.

Start Date	🛄 🗹 NULL	End Date	III VILL
Branch	Canada Test, CardiffU $$	Date Filter	Hire Date $\sim$
ACA Status	(none), Full-Time, Part $ \smallsetminus $	Insurance Offering Response Status	(none), Cancelled - C( ${\scriptstyle \lor}$
Admin Status	(none), Overdue, Brea $ \smallsetminus $	Declined Reason	(none), Medicaid elig $\ ee$
FTE Status	(none), FTE, Approach $$	Show	All Employees
Average Hours Min	5	Average Hours Max	10000
I	🕨 🌬 🛞 🕲 🖨 🗐 💷 🔍 -   100%	Find   Next	

#### ACA Employee Details Communication Export

A list of employees, from the following selected branches: '(All Branches Selected)'. Showing: All Employees, customers from assignments that the employ

Employee	Employee ID	SSN	Customer Name	Department Name	Root Customer ID	Customer ID
Aardson, Steve	5759	xxx-xx-8501	AJ Lawncare	Primary	4295013626	4295013626
Aardson, Steve	5759	xxx-xx-8501	Trees & Leaves	Primary	4295013638	4295013638
Aardson, Steve	5759	xxx-xx-8501	Bob's Auto Shop	Primary	4295014438	4295014438
Aardson, Steve	5759	xxx-xx-8501	Sharla's Sandals	Primary	4295014752	4295014752
Acosta, Davis	4295014807	xxx-xx-4598	Rabbits R Us	Primary	10556	10556
Acosta, Davis	4295014807	xxx-xx-4598	21 Jump Street	Primary	4295014061	4295014061
Acosta, Davis	4295014807	xxx-xx-4598	Tile Company	Primary	4295014127	4295014127
Acosta, Davis	4295014807	xxx-xx-4598	Cotton Candy	Dill Pickle	4295012804	4295014669
Alessandrini, Alyssa	4295082875	xxx-xx-7584	Hartford Party Rental	Primary	4295014613	4295014613
Alexander, Jaire	4295082800	xxx-xx-7264	Central Perk Packaging	Primary	10412	10412

### **Parameters**

See the Employee Details Report above for parameter details.

Select the Export icon on the report to export this file to Excel:

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ACA Emp	loyee Details Cor	nmunicat	at Word	
A list of emplo	yees, from the following s	elected branc	nc Excel	IJ
		0.01	PowerPoint	_
Employee	Employee ID	55N	PDF	<b> </b>
Aardson, Steve	5759	xxx-xx-8501	1 TIFF file	
Aardson, Steve	5759	xxx-xx-8501	TAB (Tab delimited text file)	-

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# **ACA Exchange Notification List**

**Purpose**: This report displays a list of employees in a format that can be exported to excel and used in a mass notification. Displays employees who have an active assignment within a given date range, had their record created before a given date, and do not have a message logged about an ACA Exchange Notification.

Employees on an A Employee Records Log Message?	Active Assignment Created Before	between 1/1/2020 6/30/2020 No		and 6/30/2 Branch Canad	a Test, CardiffU ~
l≪ 1 of 1	▶ ▶   + ⊗ 🚱	🖨 🔲 💷 🔍 - 📔 100	% •	Find   N	ext
Branch Name	Employee ID	Last Name	First Name	Initial	Address
Eagan	4295083596	zzSmith	zzTrade		4001 NATIONS DR
Minneapolis	4295083583	amia	mam		
Minneapolis	4295083601	Bauer	Henry		3001 COLFAX AVE S
Minneapolis	4295083606	Coin	Steve		2440 HENNEPIN AVE
Minneapolis	4295083584	go	letsa		
Minneapolis	4295083604	Juniper	Ralph		1351 TOWN CENTRE DR
Minneapolis	4295083591	Malone	Post		1010 IVERSON ROAD

\*Note\* The "Log Message?" parameter, when set to yes, will automatically log a message on all employee records that fit the criteria for this report. We recommend running this report with the parameter set to no first in order to grab the list and relevant employee information before logging the message.

Post

### **Parameters**

Minneapolis

Employees on an Active Assignment between	1/1/2020		and	6/30/2020
Employee Records Created Before	6/30/2020		Branch	Canada Test, CardiffU \vee
Log Message?	No ~	]		

Parameter	Description
Employee on an Active Assignment Between	Enter the date range for when employees must have had
Employee on an Active Assignment Between	an active assignment within
Employee Records Created Before	Enter the date that the employee records must have
Employee Records Created Before	been created before
	Select which branches you want to include on this report
	Keep in mind that you will only see branches
	available at your current hierarchy level so we
Branch	recommend running this report at System,
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	• By default, this option is set to no. This will display
	all the employees that meet the parameter criteria
	and do not have an ACA Exchange Notification

Parameter	Description logged on their record. Save this report or
Log Message?	export it to send the notification.
	Once the notification has been sent, set this
	parameter to "Yes" and run the report again to
	automatically log a message on every employee
	record that meets the criteria.

#### Example Message Logged:

messa	ages			
Date	•	Action	Message	Rep
6/30/20	20	ACA Exchange Notification	ACA Exchange Notification has been sent.	amelia.stout

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# **ACA Minimum Hours Ins Census Mail Export**

*Purpose*: This report is similar to the ACA Benefit Lookback List Ins Census Mail Export but instead of looking at average per week, this report looks for total number of hours for the date range provided.

This report displays a list of employees who have worked over a given amount of hours for a given date range. Report includes employee information such as Date Of Birth, Age, Gender, and hours worked. Use this export option to send important information to your insurance provider for insurance quotes, etc.

Start Date Branch	1/1/2020	End Date Total Hours >=	2/1/2020		
Show	EIN Records Separate ~				
₫ - ₹_1	of 1 ▶ ⊨   ← ⊛ 🚱   🖨 🛙	🔳 💷 🔍 -   100%	•	Find   Next	

#### ACA Minimum Hours Ins Census Mail Export

Employees with total hours of 130hrs or more between weekend date 1/1/2020 and 2/1/2020, based upon the Sunday after the weekend date of the timecard wh listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Branch	SSN	DOB	Age	Gender	RHours	OHours
5759	Aardson	Steve	St. Cloud	xxx-xx-8501	6/1/1977	43	М	130.50	0.00
4295081481	Aardson	Steve	Minneapolis	xxx-xx-9337				334.00	0.00
4295003612	Allan	Dean	Minneapolis	xxx-xx-5196				160.00	0.00
5091	Allen	Donna	Memphis NE	xxx-xx-9999				199.00	5.00
4295069322	Anderson	Troy	Minneapolis	xxx-xx-9093				196.50	15.00
4295080299	Bowen	Troy	New Brighton	xxx-xx-9444				200.00	4.00
4295082286	Forrester	Dean	Minneapolis	xxx-xx-1887				150.00	4.00

Start Date	1/1/2020	End Date	2/1/2020	
Branch	Canada Test, Cardiff U $ \times$	Total Hours >=	130	
Show	EIN Records Separate $$			

Parameter	Description
Start Date	<ul> <li>This is the starting date the report will use to report on hours, gross pay, etc.</li> <li>Keep in mind this report runs off Weekend Bill Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</li> </ul>
End Date	<ul> <li>This is the end date the report will use to gather hours, gross pay, etc. for the report. Start date + End date = date range for this report.</li> <li>Keep in mind this report runs off Weekend Bill Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</li> </ul>
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Total Hours	<ul> <li>Enter the minimum number of hours the employee must have worked within the date range provided to be included on this report</li> <li>Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance. For example, maybe 130 hours in one month, etc.</li> </ul>
Show	<ul> <li>Select which options you want to have included on this report:</li> <li>EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC</li> <li>Active or Inactive Employees: Select if you only want to see only active employees or inactive employees listed on the report</li> <li>Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour</li> </ul>

Parameter	Descriptionements but do not have an ACA hire date
	listed on their record
	Current Assigned or Unassigned Employees:
	Select if you only want to see employees that are
	currently on assignment or not on assignment

# **ACA Minimum Hours Insurance Census**

Purpose: This report is similar to the ACA Benefit Lookback List Insurance Census report

This report displays a list of employees who have worked over a given amount of hours for a given date range. Report includes employee information such as Date Of Birth, Age, Gender, and hours worked. This report option pulls in the same information as the export option above but keeps the information formatted for ease of reading the report instead of exporting it.

Start Date	1/1/2020	End Date	2/1/2020					
Branch	Canada Test, CardiffU	✓ Group By	Branch	$\sim$				
Show	EIN Records Separate	<ul> <li>✓ Total Hours</li> </ul>	>= 130					
≪ 1	of 1 ▶ ৸   + ⊛ 🤅	)   🚓 🔲 🛍 🔍 -   -	100% -	Find   Next				
ACA Min	imum Hours Ins	surance Cens	us				~~~~	
High Tech S	taffing				Entity Le	evel (Hierld 2	) Y	) ten
Employees with timecard when had a 13 week consecutive wo	n total hours of 130hrs or r weekend date is not alrea break or more and they ha rk weeks, from the followin	more between weekend dy a Sunday date. Emp ave not had a break of m ng branches: '(All Branch	date 1/1/2020 and 2/1/20 bloyees listed also do not ore than 4 weeks where hes Selected)'. Showing	20, based upon the Sunday afte t qualify for the break in service that 4 or more week break is gr g: EIN Records Separated.	er the weekend date o rules, which means, t eater than the precedi	f the hey have not ng period of	6	
Employee Id	Last Name	First Name	Mailing Address	SSN	DOB Age	Gender	RHours	OHours
High Tech Sta	affing Inc - Einc: 0							
Branch: Mem	phis NE	-						
5091	Allen	Donna	999 9th St East Minneapolis, MN	xxx-xx-9999 N 55401			199.00	5.00
				Branch: Memphis N	E Total Employees:	1	199.00	5.00
Branch: Minn	eapolis							
4295081481	Aardson	Steve	74 East Central Park Eagan, MN 55121	way xxx-xx-9337			334.00	0.00
Paramet	ers							
Start Dat	e 1/1/2020		End Date	2/1/2020				
Branch	Canada Test, C	CardiffU $ \sim $	Group By	Branch $\sim$				
Show	EIN Records Se	eparate 🗸	Total Hours >=	130				

Parameter	Description
	This is the starting date the report will use to report on
	hours, gross pay, etc.
	Keep in mind this report runs off Weekend Bill

Parameter	Description If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
End Date	<ul> <li>This is the end date the report will use to gather hours, gross pay, etc. for the report. Start date + End date = date range for this report.</li> <li>Keep in mind this report runs off Weekend Bill Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</li> </ul>
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Group By	If you would like this report to group by branch use the drop down to select the grouping option. Otherwise, leave as "no grouping."
Show	<ul> <li>Select which options you want to have included on this report:</li> <li>EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC</li> <li>Active or Inactive Employees: Select if you only want to see only active employees or inactive employees listed on the report</li> <li>Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour requirements but do not have an ACA hire date listed on their record</li> <li>Current Assigned or Unassigned Employees: Select if you only want to see employees that are currently on assignment or not on assignment</li> </ul>
	Enter the minimum number of hours the employee must have worked within the date range provided to be included on this report

Parameter	Descriptionly, this will be the same number of hours you
	use to determine your full time employees that are
	eligible for insurance. For example, maybe 130
	hours in one month, etc.

# **ACA Missing Check**

*Purpose*: This report is meant to help you identify employees that have ACA related benefit adjustments active but are not receiving a check this week and therefore will not be contributing to their benefit costs. You may use this to identify employees that may have additional amounts withheld the next time they are paid.

This report displays a list of employees who have a specific adjustment setup on their employee record and did not receive a pay check between the entered date range.

15/5	31/2020	🛄 En	d Date	6/7/2020				
Branch Car	rdiffUK, Eagan, He	er ∨ Ad	justment Type	2015(e): test, 2	015Key ~			
Group By Bra	anch ~	Sh	ow	Employees On	Active ~			
Employee Filter								
l4 4 1 of 7 ▶	N   + 🛞 🚱   i	🍦 🔲 ûn 🔍 -	100%	•	Find   1	Next		
ACA Missing Checks								
ligh Tech Staffing				Entity Level (H	lierld 2) 🭳	💫 tem	pwor	ks
A list of employees who did not receive a check between weekend date 5/31/2020 and 6/7/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following selected branches: 'Minneapolis, Memphis NE, Memphis CA, CardiffUK, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan, PR Branch, National Accounts'. Showing: Employees On Active Assignments In Date Range, Employees Not On Active Assignments In Date Range, Active Adjustments, Inactive Adjustments, Active Employees, Inactive Employees, Current Assigned Employees.								
					Last C	Check Prior to	o 5/31/2020	
								Sunday Following
						Check	Weekend	Weekend Date
Employee	Employee ID	SSN	Adjustment	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan	Employee ID	SSN 0101		Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah	Employee ID 4295082928 4295082929	SSN xxx-xx-0101	Adjustment	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
E <b>mployee</b> Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua	Employee ID 4295082928 4295082929 4295082929 4295083206	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447	Adjustment HC - EMPR HC - EMPR ACA EE	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay	Employee ID 4295082928 4295082929 4295083206 4295082937	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234	Adjustment HC - EMPR HC - EMPR ACA EE HC - EMPR	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Vatthews, Clay Vonster, Cookie	Employee ID 4295082928 4295082929 4295083206 4295082937 4295082934	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234 xxx-xx-2343	Adjustment HC - EMPR HC - EMPR ACA EE HC - EMPR HC - EMPR	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay Monster, Cookie Navarro, Isis	Employee ID 4295082928 4295082929 4295083206 4295082937 4295082934 4295083120	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234 xxx-xx-2343	Adjustment HC - EMPR HC - EMPR ACA EE HC - EMPR HC - EMPR ACAMEC	Adj Amount	Check Date	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay Monster, Cookie Navarro, Isis Parameters	Employee ID 4295082928 4295082929 4295083206 4295082937 4295082934 4295083120	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234 xxx-xx-2343	Adjustment HC - EMPR HC - EMPR ACA EE HC - EMPR HC - EMPR ACAMEC	Adj Amount	Check Dat	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay Monster, Cookie Navarro, Isis Parameters Start Date	Employee ID 4295082928 4295082929 4295082937 4295082937 4295082934 4295083120	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1234 xxx-xx-2343	Adjustment HC - EMPR ACA EE HC - EMPR HC - EMPR ACAMEC	Adj Amount	Check Dat	Check e Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay Monster, Cookie Navarro, Isis Parameters Start Date Branch	Employee ID 4295082928 4295082929 4295082937 4295082937 4295082934 4295083120	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234 xxx-xx-2343	Adjustment HC - EMPR ACA EE HC - EMPR HC - EMPR HC - EMPR ACAMEC	Adj Amount ate	Check Dat 6/7/2020 2015(e):	Check Number	Weekend Date	Weekend Date
Employee Branch: Eagan Carey, Mariah doe, jane Kramer, Joshua Matthews, Clay Monster, Cookie Navarro, Isis Parameters Start Date Branch Group By	Employee ID 4295082928 4295082929 4295083206 4295082937 4295082934 4295083120 5/31/2020 CardiffUK, Ea Branch	SSN xxx-xx-0101 xxx-xx-4321 xxx-xx-1447 xxx-xx-1234 xxx-xx-2343 gan, Her ~	Adjustment HC - EMPR HC - EMPR ACA EE HC - EMPR HC - EMPR ACAMEC End D Adjust Show	Adj Amount ate ment Type	Check Dat 6/7/2020 2015(e): Employe	Check Number	Weekend Date	Weekend Date

Parameter	Description

Parameter	Descriptionarting date the report will use to report
	check and adjustment information:
Start Date	• Keep in mind this report runs off Weekend Bill
	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
	This is the end date the report will use to report check
	and adjustment information:
	Keep in mind this report runs off Weekend Bill
End Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
	Select which branches you want to include on this report
	• Keep in mind that you will only see branches
	available at your current hierarchy level so we
Branch	recommend running this report at System.
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	Parro
	Select which benefit adjustments that the employee
	must have on their file.
A divistment Type	Because you may have multiple benefit plan
Aujustment Type	options, etc., you may have multiple benefit
	adjustments available to choose from. Select the
	adjustments you want to show on the report.
	By default, this report will be set to "No Grouping" which
	will show all employees matching the report criteria in a
	single list.
	If you would like the employees to be grouped by specific
	criteria, select one of the options in the Group By drop
Group By	down.
	Group By Branch
	Employee Filter (no grouping)
	Branch
	I of 7 Adjustment
	ACA Missing Criecks
	By default, the show option will display all employees
	who meet the criteria for this report. However, if you

Parameter	Description the employees that appear on this list				
	further, select or deselect some of the show options				
	available in the drop down.				
	Employees on Active Assignments				
	Employees Not on Active Assignments				
	Active vs. Inactive Adjustments:				
Show	Active vs. Inactive Employees:				
	Assigned vs. Unassigned Employees				
	Show Employees On Active (Select All) Employees On Active Assignments In Date Range Employees Not On Active Assignments In Date Range Active Adjustments Active Adjustments Active Adjustments Active Employees Inactive Employees Inactive Employees Active Employees Current Assigned Employees S, Memphis NE, Memph Current Un-Assigned Employees PR Branch, National Active Active Internet States Employees Not On Active Active Internet States Employees Employees Not On Active Active Internet States Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees Employees E				
Employee Filter	If you are looking to review one employee's missing checks and adjustment amounts, you can use this optional filter to limit by employee's name. Remember to type last name, first name				

### **Report Breakdown**

The following sections review and define the columns of information on this report:

Employee & Adjustment Information

## ACA Missing Checks

### High Tech Staffing

A list of employees who did not receive a check between weekend date 5/31/20 upon the Sunday after the weekend date of the timecard when weekend date is date, from the following selected branches: '(All Branches Selected)'. Showing Assignments In Date Range, Employees Not On Active Assignments In Date Ra Adjustments, Active Employees, Current Assigned Employees.

Employee	Employee ID	SSN	Adjustment
Branch: Eagan			
Wilifred, Willy	4295082436	xxx-xx-4165	Employer
	Branch: Eagan	1 employee	
Branch: Hennepin	East		
Kitty, Thai	4295081740	xxx-xx-2405	ACA Fam
	Branch: Hennepin East	1 employee	

• Employee: Name of Employee

- Employee ID: System identifier for employee record (also referred to as Aldent)
- **SSN**: Employee's social security number on file
- Adjustment: Name of the benefit adjustment

#### Last Check Prior to X Date

	Last Check Prior to 5/31/2020					
Adjustment	Adj Amount	Check Date	Check Number	Weekend Date	Sunday Following Weekend Date	
Employer	\$25.60 <b>\$25.60</b>	3/3/2020	103671	2/23/2020	2/23/2020	
ACA Fam	\$75.00 <b>\$75.00</b>	5/21/2020	1039942	5/17/2020	5/17/2020	

- Will display the check information for the last check processed for this employee prior to the start date used on the report parameters
- Adj Amount: Amount taken from the check for the related benefit adjustment named in the column before
- Check Date: the date listed on the last check that was processed
- Check Number: the number listed for this check for lookup purposes
- Weekend Date: The date showing the last day worked for the hours being paid on the check
- Sunday following weekend date: (Also known as the Weekend Bill Date) the Sunday of the processing week may be the same as the weekend date

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# Affordable Care Act Benefit Lookback List

*Purpose*: Use this report to look back at average hours for employees by week to determine who may be eligible for insurance. This report can also be run to review employees that you may have missed adding hire dates for.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

This report displays a list of employees who have a weekly average of hours great than or equal to an entered amount for a given date range.

Start Date	6/1/2020	End Date	7/1/2020	
Branch	Eagan, Hennepin East $  imes $	Group By	Branch	$\sim$
Show	EIN Records Separate $$	Average Hours >=	30	
				A
	of 1 🕨 🕅   🗧 🛞 🚱 🕌 🖡	100% 🔍 🔍 🗐	-	Find   Next

# Affordable Care Act Benefit Lookback List

### High Tech Staffing



Employees with an average of 30hrs or more per week between weekend date 6/1/2020 and 7/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: 'Minneapolis, Memphis NE, Memphis CA, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan, PR Branch, National Accounts'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours	
High Tech Staffing Inc - Einc: 0						
Branch: Eagan						
4295083171	Buffay	Phoebe	130.00	4	32.50	
4295038910	Green	Rachel	120.00	4	30.00	
4295083170	Tribbiani	Joseph	120.00	4	30.00	
	Branch: Eagan To	otal: Emp Count 3	370.00		92.50	

Start Date	6/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East $  imes $	Group By	Branch $\sim$
Show	EIN Records Separate $ \smallsetminus $	Average Hours >=	30

Parameter	Description
	This is the starting date the report will use to report on
	hours, gross pay, etc.
	• Keep in mind this report runs off Weekend Bill
Start Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
	This is the end date the report will use to gather hours,
	gross pay, etc. for the report. Start date + End date = date
	range for this report.
End Date	• Keep in mind this report runs off Weekend Bill
	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.

Parameter	Description branches you want to include on this report
	Keep in mind that you will only see branches
	available at your current hierarchy level so we
Branch	recommend running this report at System,
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	If you would like this report to group by branch, etc. use
iroup By	the drop down to select the grouping option. Otherwise,
	leave as "no grouping."
	Select which options you want to have included on this
	report:
	EIN Records Separated or Combined: Will display
	the employee records either separated by EINC or
	combined regardless of EINC
	Customer Detail: When checked, this option will
	display the related customer name and department
	the employee worked for
	Active or Inactive Employees: Select if you only
	want to see only active employees or inactive
	employees listed on the report
	Employees Missing Hire Date Only: Select if you
	only want to see employees that meet the hour
how	requirements but do not have an ACA hire date
	listed on their record
	Current Assigned or Unassigned Employees:
	Select if you only want to see employees that are
	currently on assignment or not on assignment
	Show EIN Records Separate $\checkmark$ Average Hours >= 3(
	Select All)
	I EIN Records Combined
	based upon the Employees Missing an ACA Hire Date Only
	ave not had a Current Assigned Employees Only
	ranches: 'Minin
	zagan, PK bra
	Enter the minimum average number of hours each week
	that an employee must have worked to be included in
	and an employee must have worked to be meluded in

Parameter	Description
Average Hours	• Typically, this will be the same number of hours you
	use to determine your full time employees that are
	eligible for insurance
	• This field defaults to 30 hours

# Affordable Care Act Compliance Determination

*Purpose*: This report is a great way to check your compliance with ACA and see the total number of employees considered full time.

Total Part Time Employees FTE is calculated by taking the sum of the weekly average amount for your PTE, who have worked an average of less than the entered hour limit amount, and dividing that sum/total by the entered hour limit amount.

This report shows you how many Full Time employees you have and if you are required to comply with the Affordable Care Act.

Start Date	6/1/2020	End Date	7/1/2020		
Branch	Eagan, Hennepin East $  imes $	Average Hours >=	30		
Show	EIN Records Separate $$				
					A
I⊴ 1	of 1 🕨 🕅   🕈 🛞 🚱   🖨 🛙	100% 🔍 🔍 🛛	-	Find	Next
Affordab	le Care Act Complia	nce Determin	ation		
High Tech S	Staffing		Entity Level (Hi	ierld 2)	<b>Sempworks</b>
Employees wit based upon the Sunday date, f Brighton, St.Pa 23213 - Finc:	h an average of 30hrs or more per w e Sunday after the weekend date of rom the following branches: 'Minnea aul, Hennepin East, Eagan'. Showi 580	veek between weekend of the timecard when week polis, Memphis NE, Me ing: EIN Records Separa	date 6/1/2020 and 7/1/20 kend date is not already emphis CA, St. Cloud, N ated.	2020, / a lew	8
r Total Par	t Time Employees FTE	0			
Total Full	Time Employees	0			
High Tech St	affing Inc - Einc: 0				
	ltime 30+ Hours	20			
	t Time Employees FTE	<mark>4</mark> 5			
Total Full	Time Employees	65			

Note: if Total Full Time Employees is more than 50, then the company is subject to Affordable Care Act Compliance. Total Part Time Employees FTE = total avg hours for all PTE / 30

If you click on the + option next to any grouping, you will be able to expand the report to show each employee considered in that count and their total and average hours:

High Tech Staffing Inc - Einc: 0

### Total Fulltime 30+ Hours

	Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours
	5021	Abootorabi	Deborah	40.00	4	10.00
	4295081069	Ackerman	Janice	40.00	4	10.00
	4295059078	Ahumada	Elsa	32.00	4	8.00
	4295037184	Alaska	Ally	8.00	4	2.00
	4295082800	Alexander	Jaire	80.00	4	20.00

### **Parameters**

Start Date	6/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East $  imes $	Average Hours >=	30
Show	EIN Records Separate ~		

20

Parameter	Description
	This is the starting date the report will use to report on
	hours, gross pay, etc.
	• Keep in mind this report runs off Weekend Bill
Start Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following
	the date selected.
	This is the end date the report will use to gather hours,
	gross pay, etc. for the report. Start date + End date =
	date range for this report.
End Date	• Keep in mind this report runs off Weekend Bill
	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following
	the date selected.
	Select which branches you want to include on this
	report
	<ul> <li>Keep in mind that you will only see branches</li> </ul>
Pranch	available at your current hierarchy level so we
DIALCH	recommend running this report at System.
	Subsystem, or Entity level to ensure the report
	pulls all applicable information.
	If you would like this report to group by branch, etc. use
Group By	the drop down to select the grouping option. Otherwise,
	leave as "no grouping."

Parameter	Description options you want to have included on this
	report:
Show	• EIN Records Separated or Combined: Will display
	the employee records either separated by EINC or
	combined regardless of EINC
	Enter the minimum average number of hours each week
	that an employee must have worked to be included in
	this report
Average Hours	• Typically, this will be the same number of hours
	you use to determine your full time employees
	that are eligible for insurance
	• This field defaults to 30 hours

# Affordable Care Act Financial Exposure

*Purpose*: Use this report to get an idea of how many employees are paying for insurance and how much they are paying compared to how much your company is spending on insurance.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

You have the option to Pay the tax penalties or Play and offer your employees health insurance. Report calculates the average weekly gross amount that an employee earns to determine how much they would contribute to their insurance premiums if you were to decide to offer insurance coverage (Play) to them. Therefore, this report is just an estimation on what your yearly cost would be, based upon the averages for your employees for the given date range you entered.

This report displays a list of employees and how much they are contributing to health care vs. how much the company is responsible for.

Report also has the ability to be grouped by customer so that you can see an estimation for how much of the cost each one of you customers would be responsible for.

Start Date	1/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East $ \smallsetminus $	Monthly Ins Cost Per Employee \$	500
Group By	Branch ~	Average Hours >=	30
Show	EIN Records Separate $$		
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Entity Level (Hierld 2)

### Affordable Care Act Financial Exposure

#### High Tech Staffing

Employees with an average of 30hrs or more per week between weekend date 1/1/2020 and 7/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not had a 13 week break or more and they have not had a break of more than 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: 'Minneapolis, Memphis NE, Memphis CA, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan, PR Branch, National Accounts'. Showing: EIN Records Separated.

				Pay			Play	/	
Employee Id	Last Name	First Name	Monthly Tax Penalty	Estimated Monthly Employer Tax Expense	Tax Penalty Per 12 Month Period	Company Monthly Ins Cost	Monthly Ins Less Employee Portion	Company Yearly Ins Cost	Yearly Ins Less Employee Portion
High Tech Staf	fing Inc - Einc: 0								
Branch: Minne	apolis								
4295038894	Aaron	Amanda	\$166.67	\$66.67	\$2,800.00	\$500.00	\$176.81	\$6,000.00	\$2,118.71
4295069322	Anderson	Troy	\$166.67	\$66.67	\$2,800.00	\$500.00	\$120.98	\$6,000.00	\$1,448.28
	Bra	nch: Minnoanolis Totals:	\$333.33	\$133.33	\$5,600,00	\$1,000,00	\$207.70	\$12,000,00	\$3 566 99

Branch: St. Clou	d								
5759	Aardson	Steve	\$166.67	\$66.67	\$2,800.00	\$500.00	\$152.52	\$6,000.00	\$1,826.97

Start Date	1/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East $  imes $	Monthly Ins Cost Per Employee \$	500
Group By	Branch ~	Average Hours >=	30
Show	EIN Records Separate $$		

Parameter	Description
	This is the starting date the report will use to report on
	hours, gross pay, etc.
	Keep in mind this report runs off Weekend Bill
Start Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.
	This is the end date the report will use to report on hours,
	gross pay, etc.
	Keep in mind this report runs off Weekend Bill
End Date	Date. If you enter a date that is not Sunday it will
	pull information based on the Sunday following the
	date selected.

Parameter	<b>Description</b> branches you want to include on this report
Branch	<ul> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Monthly Ins Cost Per Employee \$	Enter the average dollar amount that your insurance costs per employee per month. This should include what the employee is required to pay.
Group By	If you would like this report to group by branch, etc. use the drop down to select the grouping option. Otherwise, leave as "no grouping."
Average Hours > =	<ul> <li>Enter the minimum average number of hours each week</li> <li>that an employee must have worked to be included in</li> <li>this report</li> <li>Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance</li> <li>This field defaults to 30 hours</li> </ul>
Show	<ul> <li>Select which options you want to have included on this report:</li> <li>EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC</li> <li>Customer Detail: When checked, this option will display the related customer name and department the employee worked for</li> <li>Active or Inactive Employees: Select if you only want to see only active employees or inactive employees listed on the report</li> <li>Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour requirements but do not have an ACA hire date listed on their record</li> <li>Current Assigned or Unassigned Employees: Select if you only want to see employees that are currently on assignment or not on assignment</li> </ul>

Parameter	Show iptio EIN Records Separate ~ Average Hours	>= 3(
Parameter	Average Hours  Average Hours  (Select All)  Show in the second separate   (Select All)  (Select All)	> = 3( ;e ]
	lor more week Current Un-Assigned Employees Only ranches: 'Minn Fagan, PR Bra	e rl n

# Affordable Care Act Minimum Hours

*Purpose*: Use this report to quickly identify employees who meet your insurance criteria, especially if you are using the Monthly Measurement Option for ACA tracking.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. Break In Service rules are as follows: if the employee has not worked for a 13 week period or more, or the employee has not worked for 4 weeks or more, where that 4 week break is greater than the preceding work period (e.g. 3 week assignment followed by a 4 week break).

This report displays a list of employees who have worked over a given amount of hours for a given time period.

Start Date	6/1/2020	End Date	7/1/2020	
Branch	Eagan, Hennepin East $ \smallsetminus $	Group By	Branch ~	
Show	EIN Records Separate $$	Total Hours >=	130	
∢ ∢ 1	of 1 ▶ ᢂ   ← ⑧ 🕲 🖨 [	🔳 💷 🔍 - 🗌 100%	6 - Find	Next
Affordab	le Care Act Minimur	n Hours		2
High Tech S	Staffing		Entity Level (Hierld 2)	<b>Chitempworks</b>
Employees wit upon the Sunda date. Employe had a 13 week week break is g branches: 'Mini Eagan, PR Bra	h total hours of 130hrs or more bet ay after the weekend date of the tir res listed also do not qualify for the break or more and they have not h greater than the preceding period o neapolis, Memphis NE, Memphis O nch, National Accounts'. Showing	ween weekend date mecard when weeken break in service rule ad a break of more ti f consecutive work w CA, St. Cloud, New E g: EIN Records Sepa	6/1/2020 and 7/1/2020, based d date is not already a Sunday is, which means, they have not han 4 weeks where that 4 or more eeks, from the following brighton, St.Paul, Hennepin East, rated.	S O F T W A R E
Employee Id	Last Name	First Name	Total Hours	
High Tech St	affing Inc - Einc: 0			
Branch: Eaga	in			
4295083171	Buffay	Phoebe	130.00	
	Branch: Ea	agan Total: Emp C	Count 1 130.00	
Branch: Minn	eapolis	Amenda	111.00	
4295030094	Aaron	Amanda	141.00	
4295000595	Anderson	Lucy	160.00	
4295030210	Crum	Victor	400.00	
4233003003	Branch: Minnea	polis Total: Emp (	Count 4 869.00	
Paramete	rs			
Start Date	6/1/2020	End Date	7/1/2020	
Branch	Eagan, Hennepin East 🗸	Group By	Branch	$\sim$
Show	EIN Pecords Separate	Total Hou	rs >= 130	
	Envinecorus Separate ···		150	
Deveneter			Description	
Parameter			Description	
			This is the starting da	ate the report will use to report on
			hours, gross pay, etc.	
			Keep in mind the second s	nis report runs off Weekend Bill
Start Date			Data Ifyoy and	for a data that is not Sunday it will
			Date. If you en	ter a date that is not Sunday it Will

End Date

pull information based on the Sunday following the date selected.

This is the end date the report will use to gather hours, gross pay, etc. for the report. Start date + End date = date range for this report.

Keep in mind this report runs off Weekend Bill
 Date. If you enter a date that is not Sunday it will
 pull information based on the Sunday following the

Parameter	Description lected.
Branch	<ul> <li>Select which branches you want to include on this report</li> <li>Keep in mind that you will only see branches available at your current hierarchy level so we recommend running this report at System, Subsystem, or Entity level to ensure the report pulls all applicable information.</li> </ul>
Group By	If you would like this report to group by branch, etc. use the drop down to select the grouping option. Otherwise, leave as "no grouping."
Show	Select which options you want to have included on this report:         • EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC         • Customer Detail: When checked, this option will display the related customer name and department the employee worked for         • Active or Inactive Employees: Select if you only want to see only active employees or inactive employees listed on the report         • Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour requirements but do not have an ACA hire date listed on their record         • Current Assigned or Unassigned Employees: Select if you only want to see employees that are currently on assignment or not on assignment         Show       EIN Records Separate       Average Hours >= 3(Gelect All)         Imployees with Inactive Employees Only       EIN Records Separated       Affordab         Affordab       Customer Detail       High Tech Separated       Affordab         Imployees with Inactive Employees Sing an ACA Hire Date Only       Employees Sing an ACA Hire Date Only         Imployees with Inactive Employees Only       Employees Only       Employees Only         Imployees with Inactive Employees Only       Employees Only       Employees Only         Imployees with Inactive Employees Only       Imployees Only       Imployees Only         Imployees With Inactive Employees Only       Imployees Only       Imployees Only <td< td=""></td<>
	Enter the minimum number of hours the employee must

Parameter	Description to be included on this report
	• Typically, this will be the same number of hours you
Total Hours	use to determine your full time employees that are
	eligible for insurance
	• Keep in mind this is for the entire range of time that
	you have set for this report.

# **Related Articles**