Affordable Care Act Benefit Lookback List

Last Modified on 07/20/2020 10:25 am CDT

ACA Reporting

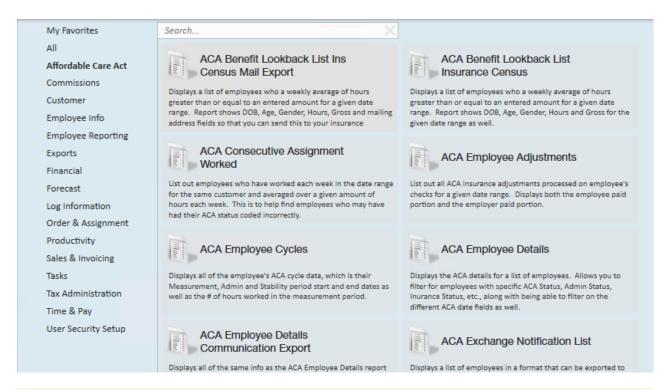
If you are using Enterprise or Beyond to track ACA information, we have a few report options for auditing, reviewing, or pulling out important information. Keep in mind that you can also create your own custom options utilizing a custom ACA Search. Check out Auditing Employee Records with ACA Searches for more information on search options available in your system.

Looking for a list of all ACA Report options available? Check out ACA Reports Manual.

Looking for the full reports manual? Check out Full Reports Manual.

Locating ACA Reports

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



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.

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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.



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High Tech Staffing

Entity Level (Hierld 2)



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.

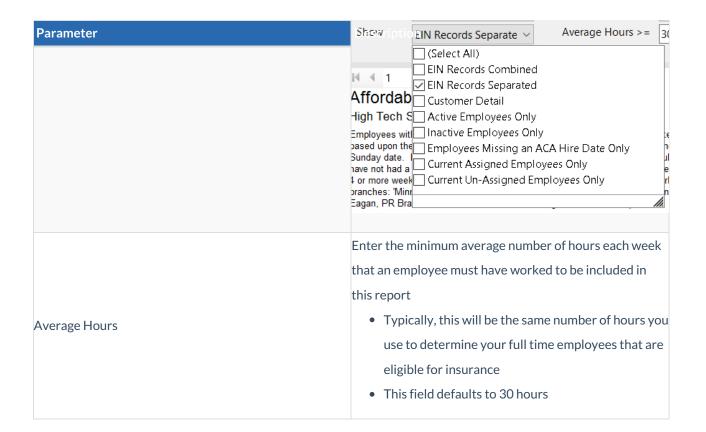
Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours		
High Tech Staffing Inc - Einc: 0							
Branch: Eagan							
4295083171	Buffay	Phoebe	130.00	4	32.50		
4295038910	Green	Rachel	120.00	4	30.00		
4295083170	Tribbiani	Joseph	120.00	4	30.00		
	Branch: Eagan T	otal: Emp Count 3	370.00		92.50		

Parameters



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.
	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
	Keep in mind that you will only see branches
Branch	available at your current hierarchy level so we
Di alicii	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
	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
Show	requirements but do not have an ACA hire date
	listed on their recordCurrent Assigned or Unassigned Employees:
	Select if you only want to see employees that are
	currently on assignment or not on assignment



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