

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:

The screenshot displays a software interface for locating ACA reports. On the left is a vertical navigation menu with categories: My Favorites, All, Affordable Care Act, Commissions, Customer, Employee Info, Employee Reporting, Exports, Financial, Forecast, Log Information, Order & Assignment, Productivity, Sales & Invoicing, Tasks, Tax Administration, Time & Pay, and User Security Setup. The main area features a search bar at the top. Below it is a grid of report cards, each with a document icon, a title, and a brief description:

- ACA Benefit Lookback List Ins Census Mail Export**: Displays a list of employees who a weekly average of hours greater than or equal to an entered amount for a given date range. Report shows DOB, Age, Gender, Hours, Gross and mailing address fields so that you can send this to your insurance
- ACA Benefit Lookback List Insurance Census**: Displays a list of employees who a weekly average of hours greater than or equal to an entered amount for a given date range. Report shows DOB, Age, Gender, Hours and Gross for the given date range as well.
- ACA Consecutive Assignment Worked**: 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.
- ACA Employee Adjustments**: List out all ACA insurance adjustments processed on employee's checks for a given date range. Displays both the employee paid portion and the employer paid portion.
- ACA Employee Cycles**: Displays all of the employee's ACA cycle data, which is their Measurement, Admin and Stability period start and end dates as well as the # of hours worked in the measurement period.
- ACA Employee Details**: 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 the different ACA date fields as well.
- ACA Employee Details Communication Export**: Displays all of the same info as the ACA Employee Details report
- ACA Exchange Notification List**: 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 Act 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 your 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 Average Hours >=: 30
 Show: EIN Records Separated

ACA Benefit Lookback List Ins Census Mail Export

Employees with an average of 30hrs or more per week between weekend 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 Id	Last Name	First Name	Branch	SSN	DOB	Age	Gender
5759	Aardson	Steve	St. Cloud	xxx-xx-8501	6/1/1977	43	M
4295038894	Aaron	Amanda	Minneapolis	xxx-xx-7777			
4295069322	Anderson	Troy	Minneapolis	xxx-xx-9093			

Parameters

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

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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.
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in</p>

Parameter	Description
Average Hours	<ul style="list-style-type: none"> 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
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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 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

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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. 3 week assignment followed by a 4 week break).

Start Date End Date
 Branch Group By
 Show Average Hours >=

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ACA Benefit Lookback List Insurance Census

High Tech Staffing Entity Level (Hierld 2) 

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 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: '(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 Staffing Inc - Einc: 0										
(no grouping)										
5759	Aardson	Steve	1390 W. 5th Ave Columbus, OH 43212	xxx-xx-8501	6/1/1977	43	M	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) Total Employees: 3								2,771.00	79.50	2,850.50
High Tech Staffing Inc Total Employees: 3								2,771.00	79.50	2,850.50
Report Total Employees: 3								2,771.00	79.50	2,850.50

Parameters

Start Date End Date
 Branch Group By
 Show Average Hours >=

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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
Branch	<p>select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Group By	<p>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."</p>
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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 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
Average Hours	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p> <ul style="list-style-type: none"> 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

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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.

Start Date: 2/1/2020 End Date: 3/1/2020
 Branch: Canada Test, CardiffU Group By: Branch
 Show: EIN Records Separate ACA Status: (none), Full-Time, Part
 Average Hours >=: 30

ACA Consecutive Assignment Worked

High Tech Staffing

Entity Level (Hierld 2)



Employees who worked every week with an average of 30hrs or more per week between weekend date 2/1/2020 and 3/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Last Name	First Name	Employee ID	SSN	Total Hours	# Weeks	Avg Hours	Customer Name	ACAStatus
High Tech Staffing Inc - Einc: 0								
Branch: Eagan								
Buffay	Phoebe	4295083171	xxx-xx-8543	170.00	5	34.00	Central Perk Packaging	Full-Time
Geller	Monica	4295083168	xxx-xx-2229	161.00	5	32.20	Central Perk Packaging	Full-Time
Geller	Ross	4295083162	xxx-xx-3130	194.00	5	38.80	Central Perk Packaging	Full-Time
Green	Rachel	4295038910	xxx-xx-2143	180.00	5	36.00	Central Perk Packaging	Full-Time
Tribbiani	Joseph	4295083170	xxx-xx-6587	210.00	5	42.00	Central Perk Packaging	Full-Time
Branch: Eagan Total: Emp Count 5				915.00		183.00		
Branch: St.Paul								
Bing	Chandler	4295083169	xxx-xx-7770	201.00	5	40.20	Central Perk Packaging	Full-Time
John	Marie	4295082405	xxx-xx-2479	160.00	5	32.00	Sharla's Sandals	
Branch: St.Paul Total: Emp Count 2				361.00		72.20		
High Tech Staffing Inc Total: Emp Count 7				1,276.00				

Parameters

Start Date: 2/1/2020 End Date: 3/1/2020
 Branch: Canada Test, CardiffU Group By: Branch
 Show: EIN Records Separate ACA Status: (none), Full-Time, Part
 Average Hours >=: 30

Parameter	Description
Start Date	This is the starting date the report will use to report on hours worked and assignments included <ul style="list-style-type: none"> 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 on hours worked and assignments included. Start date + End date = date range for this report.

Parameter	Description <small>mind this report runs off Weekend Bill</small>
	<p>Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</p>
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> • 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.
Group By	<p>This option allows you to pick how the report groups information. (The example shown above is grouping by Branch)</p> <ul style="list-style-type: none"> • Branch: Will divide employee assignment and hour information by branch • 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.)
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> • 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 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 assignments
	<p>Select which employees you want to display on this report based on ACA Status coded on their employee record.</p>

Parameter	Description
ACA Status	<p>For example, if you did not want to see employees that are set to Variable, you could uncheck that option in the drop down.</p> <p>For more information on setting ACA Statuses, check out Setting ACA Hire Dates for Employees.</p>
Average Hours	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p> <ul style="list-style-type: none"> 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

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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	4/1/2020	End Date	5/1/2020	View Rep
Branch	Canada Test, CardiffU	Date Filter	Check Date	
Group By	Employer	Employee Filter		
Adjustment Type	2015(e): Employee Pn	Check ID		
Expand All Detail?	No			

1 of 1 | 100% | Find | Next

ACA Employee Adjustments

High Tech Staffing

Entity Level (Hierid 2)



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
<input checked="" type="checkbox"/> High Tech Staffing Inc EINC: 0								
Aaron, Jocelyn	4295037441	xxx-xx-4343	4295041600	1038678	4/6/2020	ACA EE: Health Insurance	\$50.51	\$0.00
Aaron, Jocelyn	4295037441	xxx-xx-4343	4295041657	1038752	4/10/2020	ACA EE: Health Insurance	\$50.51	\$0.00
Aaron, Jocelyn	4295037441	xxx-xx-4343	4295041781	1038981	4/16/2020	ACA EE: Health Insurance	\$50.51	\$0.00
Aaron, Jocelyn	4295037441	xxx-xx-4343	4295041859	1039025	4/18/2020	ACA EE: Health Insurance	\$2.38	\$0.00
Aaron, Jocelyn	4295037441	xxx-xx-4343	4295041922	1039660	4/24/2020	ACA EE: Health Insurance	\$50.51	\$0.00
Aasen, Robert	4295014347	xxx-xx-4546	4295041682	1038781	4/10/2020	aca er2: test	\$0.00	\$50.51

Parameters

Start Date	<input type="text" value="4/1/2020"/>	End Date	<input type="text" value="5/1/2020"/>
Branch	<input type="text" value="Canada Test, CardiffU"/>	Date Filter	<input type="text" value="Check Date"/>
Group By	<input type="text" value="Employer"/>	Employee Filter	<input type="text"/>
Adjustment Type	<input type="text" value="2015(e): Employee Pr"/>	Check ID	<input type="text"/>
Expand All Detail?	<input type="text" value="No"/>		

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on check and adjustment information.</p> <ul style="list-style-type: none"> 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
End Date	<p>This is the ending date the report will use to report on check and adjustment information. Start Date + End Date = Date Range</p> <ul style="list-style-type: none"> 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
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Date Filter	<p>Select whether you want to include adjustment information based on check date or weekend bill date for the selected start and end date of this report.</p> <ul style="list-style-type: none"> If check date is selected, all checks with a date within the date range will be included If weekend bill is selected, all check information within the processing weeks of the date range selected will be included. <p>For more information about payroll and date options, check out Pay/Bill Overview.</p>
	Select how you want the information on this report to be

Parameter	Description
Group By	<p>grouped and subtotaled by:</p> <ul style="list-style-type: none"> • 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. • 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
Employee Filter	<p>This optional parameter allows you to narrow down the report to just one employee.</p> <p>Type last name, first name in this field to narrow down the report. Otherwise, leave blank to display all relevant employees.</p>
Adjustment Type	<p>By default, all benefit related adjustments will be included in this report, but if you only want to see specific adjustments on your report, use the drop down next to Adjustment Type to select or deselect different adjustments.</p>
Check ID	<p>Use this filter if you want to see just the information related to a specific check. You will need to enter the Check ID number that you can find under check details or on the report.</p> <p>Check out Enterprise - Employee Pay History for more information.</p>
	<p>This report is made to give you both an overview and a detailed look at ACA related adjustments in the system.</p> <ul style="list-style-type: none"> • If you are using the group by options, the report will

Parameter	Description
Expand All Detail?	<p>subtotals for each grouping. If you use the +, the report will expand the details of that grouping to see each check and adjustment amount.</p> <ul style="list-style-type: none"> If you change the Expand All Detail? to yes, then by default the details will be fully expanded. <p>See the pictures below for examples</p>

Expand All Detail? set to No:

ACA Employee Adjustments

High Tech Staffing

Entity Level (Hierld 2)



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
<input type="checkbox"/> Eagan						4 adjustments	\$576.69	\$139.60
<input type="checkbox"/> Hennepin East						1 adjustment	\$0.00	\$52.00
<input type="checkbox"/> Minneapolis						21 adjustments	\$612.94	\$403.30
<input type="checkbox"/> New Brighton						2 adjustments	\$97.31	\$50.51
<input type="checkbox"/> St.Paul						18 adjustments	\$560.34	\$244.71
Report Totals						46 adjustments	\$1,847.28	\$890.12

NOTE: When an employee does not exist, there is a check for the number of an Employee or Employer Contribution amount, even though the Employee still has not in the ERP system and not in

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

Expand All Detail? set to Yes:

ACA Employee Adjustments

High Tech Staffing

Entity Level (Hierld 2)



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
<input type="checkbox"/> Eagan								
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
<input type="checkbox"/> 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.

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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 NULL

Branch Date Filter

Cycle ACA Status Current ACA Status

Insurance Offering Response Status Employee Filter

Customer Filter

Average Hours Max Average Hours Min

Show

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ACA Employee Cycles

High Tech Staffing



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

Employee	Employee ID	Hire Date	Cycle Status	Curent Status	Insurance	Measurement Period				Admin Period		
						Hrs	Weeks	Avg Hrs Per	Start Date	End Date	Start Date	End Date
Amendt, Kate	4295081730		Full-Time	Full-Time				0.00			4/22/2019	7/20/2019
Amendt, Kate	4295081730		Full-Time	Full-Time				0.00			8/15/2019	11/12/2019
America, John	4295079870											
America, John	4295083424											
amia, mam	4295083583											
Amons, Tori	4295014363		Full-Time	Full-Time	Accepted			0.00			8/14/2016	11/11/2016
Amoss, Royal	17309											
Anaya, Ailen	4295081282	3/1/2019		Full-Time				0.00				
Anaya, Ailen	4295081282	3/1/2019	Full-Time	Full-Time				0.00			3/1/2019	
Anaya, Ailen	4295083537											
Anders, Andrew	4295015846		Full-Time	Full-Time				0.00			6/1/2018	8/29/2018

Parameters

Start Date NULL End Date NULL

Branch Date Filter

Cycle ACA Status Current ACA Status

Insurance Offering Response Status Employee Filter

Customer Filter

Average Hours Max Average Hours Min

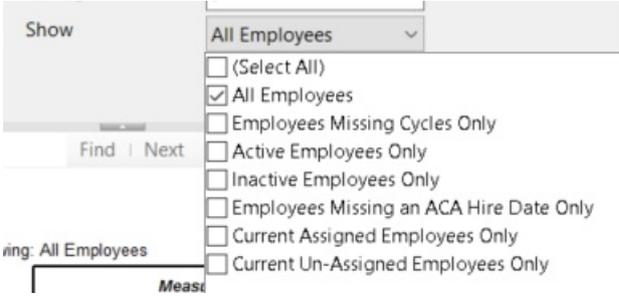
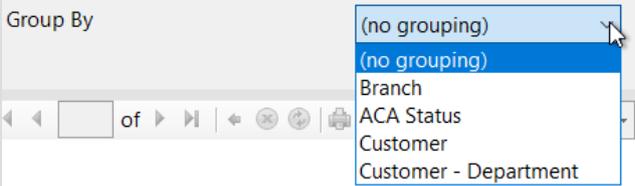
Show

Group By

Parameter	Description
Start Date	<p>This is the starting date the report will use to determine which cycle information is displayed.</p> <ul style="list-style-type: none"> 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
End Date	<p>This is the end date the report will use to determine which cycle information is displayed.</p> <ul style="list-style-type: none"> 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
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Date Filter	<p>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.</p> <ul style="list-style-type: none"> 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. 
Cycle ACA Status	<p>This option refers to the ACA status for the employee during the ACA Cycle listed.</p> <p>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.</p>
Current ACA Status	<p>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.</p>
	<p>If you are tracking the insurance offer status on the</p>

Parameter	Description
Insurance Offering Response Status	<p>whether they accepted insurance or not using this drop down filter. Uncheck the options you do not wish to display.</p>
Employee Filter	<p>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</p>
Customer Filter	<p>If you are looking to pull ACA cycle information based on the customer the employee was working for, you can limit by customer name.</p>
Average Hours Min	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> • Setting a minimum here would change the report to only display employees who worked on average at least X number of hours. • By default this is set to 0 to include all employees
Average Hours Max	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> • 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.
Show	<p>The show filter options allow you to limit the employees shown on the report based on different criteria.</p> <ul style="list-style-type: none"> • By default Show is set to All Employees so that all employees are displayed on the report. • Employees Missing Cycles Only: will only show employees that should have ACA cycles but are missing data. • 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. • 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
	<p>hire date that is entered on the employee's record at time of hire.</p> <ul style="list-style-type: none"> • 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. 
Group By	<p>The group by option allows you to group the data in the report by different parameters.</p> <ul style="list-style-type: none"> • 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 • Customer: 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 

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	Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	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

Insurance	Measurement Period				
	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

Employee ID	Admin Period		Stability
	Start Date	End Date	Start Date
15	9/27/2016	9/28/2016	11/27/2016
18	11/30/2019	12/1/2019	12/31/2019
15	1/23/2016	1/24/2016	3/23/2016
17	4/12/2018	4/13/2018	5/18/2018

- 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		Stability Period		Break In Service
Start Date	End Date	Start Date	End Date	Start Date
11/28/2016	11/27/2016	11/28/2016	10/27/2017	10/28/2015
12/1/2019	12/31/2019	1/1/2020	12/31/2020	12/17/2019
3/24/2016	3/23/2016	3/24/2016	2/23/2017	4/20/2015

- 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 In Service	
Start Date	End Date	Start Date	End Date
11/28/2016	10/27/2017	10/28/2016	11/25/2015
1/1/2020	12/31/2020	12/17/2019	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

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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	<input type="text"/> <input type="checkbox"/> NULL	End Date	<input type="text"/> <input type="checkbox"/> NULL
Branch	Canada Test, CardiffU	Date Filter	Hire Date
Group By	Branch	ACA Status	Full-Time
Insurance Offering Response Status	(none), Cancelled - CC	Admin Status	(none), Overdue, Brea
Declined Reason	(none), Medicaid elig	FTE Status	(none), FTE, Approach
Employee Filter	<input type="text"/>	Customer Filter	<input type="text"/>

ACA Employee Details

High Tech Staffing

Entity Level (Hierld 2) 

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

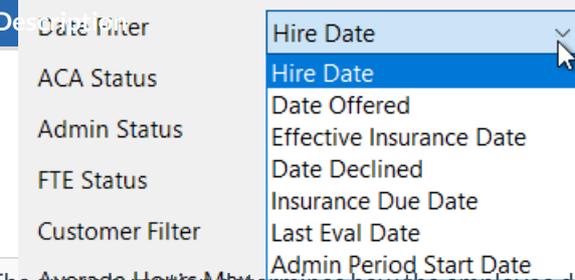
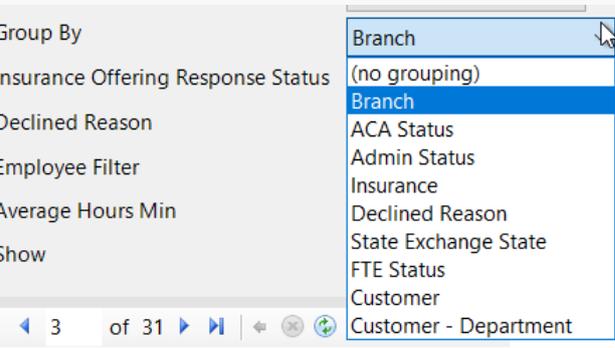
Employee	Employee ID	Hire Date	FTE Status	Avg Hrs	ACAStatus	Admin Status	Insurance	Date Offered	Effective Insurance Date	Insurance Deadline
Tribbiani, Joseph	4295083170	1/27/2020	FTE	34.26	Full-Time	Measurement	Declined			
							Declined Date: 2/1/2020			
							Declined Reason: Medicare eligible			
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		Not FTE	0.00	Full-Time	Overdue				4/4/2020
zzTestTest, zzTom	4295037266		Not FTE	0.00	Full-Time		Declined			
							Declined Date: 8/1/2016			
							Declined Reason: Generic decline reason			
Branch: Eagan Total: Emp Count 82										
Branch: Hennepin East										
Anderson, Paul	4295038768		Not FTE	0.00	Full-Time	Overdue				9/1/2018

Parameters

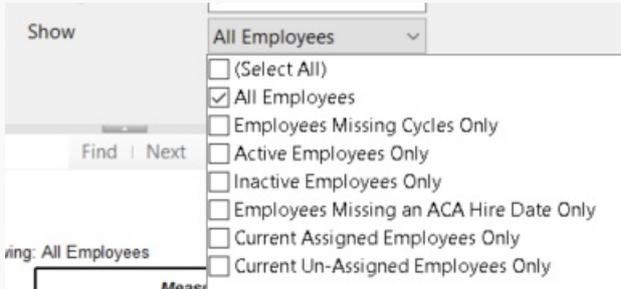
Start Date	<input type="text"/> <input type="checkbox"/> NULL	End Date	<input type="text"/> <input type="checkbox"/> NULL
Branch	Canada Test, CardiffU	Date Filter	Hire Date
Group By	Branch	ACA Status	Full-Time
Insurance Offering Response Status	(none), Cancelled - CC	Admin Status	(none), Overdue, Brea
Declined Reason	(none), Medicaid elig	FTE Status	(none), FTE, Approach
Employee Filter	<input type="text"/>	Customer Filter	<input type="text"/>
Average Hours Min	0	Average Hours Max	10000
Show	All Employees		

Parameter	Description

Parameter	Description
Start Date	<p>Starting date the report will use to determine what employees and ACA details are included on this report</p> <ul style="list-style-type: none"> • 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
End Date	<p>This is the end date the report will use to determine what employees and ACA details are included on this report</p> <ul style="list-style-type: none"> • 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
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> • 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.
Date Filter	<p>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.</p> <ul style="list-style-type: none"> • 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 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

Parameter	Description
	
Group By	<p>The group by option determines how the employee data will be grouped on the report.</p> <ul style="list-style-type: none"> • 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. 
ACA Status	<p>Select which ACA status(es) you want to include in this report.</p> <ul style="list-style-type: none"> • 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
Insurance Offering Response Status	<p>Select which Insurance Offering Response Status(es) you want to include on this report</p> <ul style="list-style-type: none"> • 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 statuses. Use the drop down to limit the report to just the insurance responses you are looking for
	<p>Select which Admin Status(es) you want to include on</p>

Parameter	Description
Admin Status	<ul style="list-style-type: none"> Admin statuses include the measurement, admin, and stability periods as well as any break in service. 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
Declined Reason	<p>Selected which reasons for declining insurance should be included on this report.</p> <ul style="list-style-type: none"> When you select the Insurance Offering Response of declined, you can also set the general 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
FTE Status	<p>Select which Full Time Equivalent (FTE) statuses you want to have included on this report.</p> <ul style="list-style-type: none"> By default, all status options will be included in the report. Use the drop down to limit the options selected FTE is determined by your ACA administration settings. Check out ACA Admin: Setting Up ACA Look Back Method for more information.
Employee Filter	<p>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</p>
Customer Filter	<p>If you are looking to pull ACA cycle information based on the customer the employee was working for, you can limit by customer name.</p>
Average Hours Min	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> Setting a minimum here would change the report to only display employees who worked on average at least X number of hours.

Parameter	Description
Average Hours Max	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> 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.
Show	<p>The show filter options allow you to limit the employees shown on the report based on different criteria.</p> <ul style="list-style-type: none"> By default Show is set to All Employees so that all employees are displayed on the report. Employees Missing Cycles Only: will only show employees that should have ACA cycles but are missing data. 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. 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 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. 

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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 NULL
 Branch Date Filter
 ACA Status Insurance Offering Response Status
 Admin Status Declined Reason
 FTE Status Show
 Average Hours Min Average Hours Max

1 of 2 ? 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:

1 of 2 ? 100% Find

ACA Employee Details Communicat

A list of employees, from the following selected branc

Employee	Employee ID	SSN
Aardson, Steve	5759	xxx-xx-8501
Aardson, Steve	5759	xxx-xx-8501

- Word
- Excel**
- PowerPoint
- PDF
- TIFF file
- 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 Active Assignment between and
 Employee Records Created Before Branch
 Log Message?

1 of 1 100% Find | Next

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.

Parameters

Employees on an Active Assignment between and
 Employee Records Created Before Branch
 Log Message?

Parameter	Description
Employee on an Active Assignment Between	Enter the date range for when employees must have had an active assignment within
Employee Records Created Before	Enter the date that the employee records must have been created before
Branch	Select which branches you want to include on this report <ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> 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
Log Message?	<p>message logged on their record. Save this report or export it to send the notification.</p> <ul style="list-style-type: none"> 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:

messages			
Date	Action	Message	Rep
6/30/2020	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	<input type="text" value="1/1/2020"/>	End Date	<input type="text" value="2/1/2020"/>
Branch	<input type="text" value="Canada Test, CardiffU"/>	Total Hours >=	<input type="text" value="130"/>
Show	<input type="text" value="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 w/ 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	M	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

Parameters

Start Date	<input type="text" value="1/1/2020"/>	End Date	<input type="text" value="2/1/2020"/>
Branch	<input type="text" value="Canada Test, CardiffU"/>	Total Hours >=	<input type="text" value="130"/>
Show	<input type="text" value="EIN Records Separate"/>		

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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.
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Total Hours	<p>Enter the minimum number of hours the employee must have worked within the date range provided to be included on this report</p> <ul style="list-style-type: none"> 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.
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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 employees listed on the report Employees Missing Hire Date Only: Select if you only want to see employees that meet the hour

Parameter	Description
	<p>Employees but do not have an ACA hire date listed on their record</p> <ul style="list-style-type: none"> Current 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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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
Show	EIN Records Separate	Total Hours >=	130

1 of 1 | 100% | Find | Next

ACA Minimum Hours Insurance Census

High Tech Staffing

Entity Level (Hierid 2)



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 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: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Mailing Address	SSN	DOB	Age	Gender	RHours	OHours	
High Tech Staffing Inc - Einc: 0										
Branch: Memphis NE										
5091	Allen	Donna	999 9th St East Minneapolis, MN 55401	xxx-xx-9999				199.00	5.00	
								Branch: Memphis NE Total Employees: 1	199.00	5.00
Branch: Minneapolis										
4295081481	Aardson	Steve	74 East Central Parkway Eagan, MN 55121	xxx-xx-9337				334.00	0.00	

Parameters

Start Date	1/1/2020	End Date	2/1/2020
Branch	Canada Test, CardiffU	Group By	Branch
Show	EIN Records Separate	Total Hours >=	130

Parameter	Description
	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> Keep in mind this report runs off Weekend Bill

Parameter	Description
	<p>If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</p>
End Date	<p>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.</p> <ul style="list-style-type: none"> 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.
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Group By	<p>If you would like this report to group by branch use the drop down to select the grouping option. Otherwise, leave as "no grouping."</p>
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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 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
	<p>Enter the minimum number of hours the employee must have worked within the date range provided to be included on this report</p>

Parameter	Description
	ly, 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.

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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.

Start Date	<input type="text" value="5/31/2020"/>	End Date	<input type="text" value="6/7/2020"/>
Branch	<input type="text" value="CardiffUK, Eagan, Her"/>	Adjustment Type	<input type="text" value="2015(e): test, 2015Key"/>
Group By	<input type="text" value="Branch"/>	Show	<input type="text" value="Employees On Active"/>
Employee Filter	<input type="text"/>		

1 of 7 100% Find | Next

ACA Missing Checks

High Tech Staffing

Entity Level (Hierld 2)



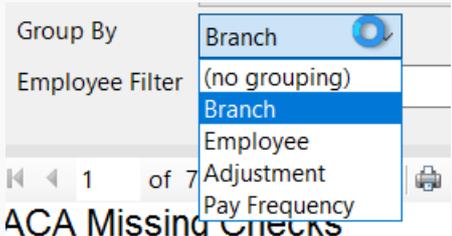
A list of employees who did not receive a check between weekend date 5/31/2020 and 6/7/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following selected branches: 'Minneapolis, Memphis NE, Memphis CA, CardiffUK, St. Cloud, New 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, Current Un-Assigned Employees.

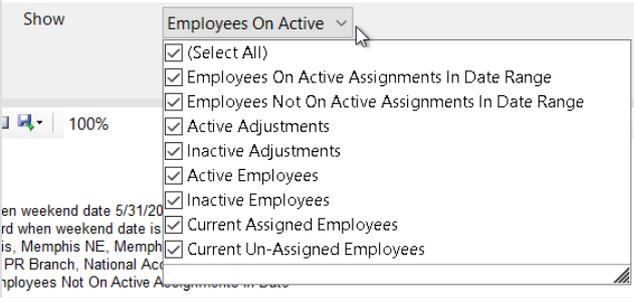
				Last Check Prior to 5/31/2020				
Employee	Employee ID	SSN	Adjustment	Adj Amount	Check Date	Check Number	Weekend Date	Sunday Following Weekend Date
Branch: Eagan								
Carey, Mariah	4295082928	xxx-xx-0101	HC - EMPR					
doe, jane	4295082929	xxx-xx-4321	HC - EMPR					
Kramer, Joshua	4295083206	xxx-xx-1447	ACA EE					
Matthews, Clay	4295082937	xxx-xx-1234	HC - EMPR					
Monster, Cookie	4295082934	xxx-xx-2343	HC - EMPR					
Navarro, Isis	4295083120		ACAMEC					

Parameters

Start Date	<input type="text" value="5/31/2020"/>	End Date	<input type="text" value="6/7/2020"/>
Branch	<input type="text" value="CardiffUK, Eagan, Her"/>	Adjustment Type	<input type="text" value="2015(e): test, 2015Key"/>
Group By	<input type="text" value="Branch"/>	Show	<input type="text" value="Employees On Active"/>
Employee Filter	<input type="text"/>		

Parameter	Description

Parameter	Description
Start Date	<p>Starting date the report will use to report check and adjustment information:</p> <ul style="list-style-type: none"> 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.
End Date	<p>This is the end date the report will use to report check and adjustment information:</p> <ul style="list-style-type: none"> 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.
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Adjustment Type	<p>Select which benefit adjustments that the employee must have on their file.</p> <ul style="list-style-type: none"> Because you may have multiple benefit plan options, etc., you may have multiple benefit adjustments available to choose from. Select the adjustments you want to show on the report.
Group By	<p>By default, this report will be set to "No Grouping" which will show all employees matching the report criteria in a single list.</p> <p>If you would like the employees to be grouped by specific criteria, select one of the options in the Group By drop down.</p>  <p>The screenshot shows a software interface with a 'Group By' dropdown menu. The menu is open, displaying several options: 'Branch' (selected), '(no grouping)', 'Branch', 'Employee', 'Adjustment', and 'Pay Frequency'. Below the menu, there is a page indicator '1 of 7' and a printer icon. The text 'ACA Missing Checks' is partially visible at the bottom of the screenshot.</p>
	<p>By default, the show option will display all employees who meet the criteria for this report. However, if you</p>

Parameter	Description
Show	<p>the employees that appear on this list</p> <p>further, select or deselect some of the show options available in the drop down.</p> <ul style="list-style-type: none"> • Employees on Active Assignments • Employees Not on Active Assignments • Active vs. Inactive Adjustments: • Active vs. Inactive Employees: • Assigned vs. Unassigned Employees 
Employee Filter	<p>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</p>

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 Range, 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

Adjustment	Last Check Prior to 5/31/2020				
	Adj Amount	Check Date	Check Number	Weekend Date	Sunday Following Weekend Date
Employer	\$25.60 \$25.60	3/3/2020	103671	2/23/2020	2/23/2020
ACA Fam	\$75.00 \$75.00	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	<input type="text" value="6/1/2020"/>	End Date	<input type="text" value="7/1/2020"/>
Branch	<input type="text" value="Eagan, Hennepin East"/>	Group By	<input type="text" value="Branch"/>
Show	<input type="text" value="EIN Records Separate"/>	Average Hours >=	<input type="text" value="30"/>

1 of 1 | 100% | Find | Next

Affordable Care Act Benefit Lookback List

High Tech Staffing

Entity Level (Hierld 2)



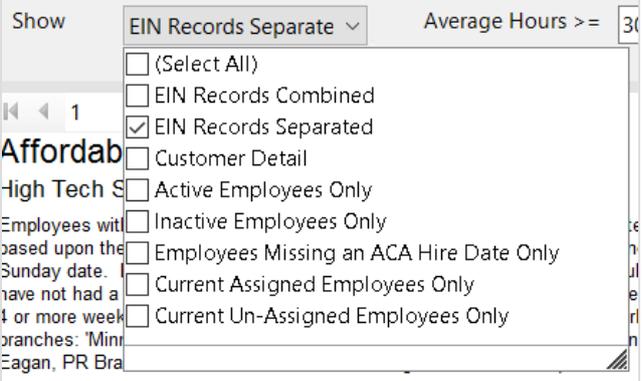
Employees with an average of 30hrs or more per week between weekend date 6/1/2020 and 7/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees listed also do not qualify for the break in service rules, which means, they have not 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 Total: Emp Count 3			370.00		92.50

Parameters

Start Date	<input type="text" value="6/1/2020"/>	End Date	<input type="text" value="7/1/2020"/>
Branch	<input type="text" value="Eagan, Hennepin East"/>	Group By	<input type="text" value="Branch"/>
Show	<input type="text" value="EIN Records Separate"/>	Average Hours >=	<input type="text" value="30"/>

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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
Branch	<ul style="list-style-type: none"> 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.
Group By	<p>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."</p>
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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 
	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in</p>

Parameter	Description
Average Hours	<ul style="list-style-type: none"> 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

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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

Branch

Show

End Date

Average Hours >=

1 of 1

100%

Find | Next

Affordable Care Act Compliance Determination

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, from the following branches: 'Minneapolis, Memphis NE, Memphis CA, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan'. Showing: EIN Records Separated.

23213 - Einc: 580

	Total Part Time Employees FTE	0
	Total Full Time Employees	0
High Tech Staffing Inc - Einc: 0		
	Total Fulltime 30+ Hours	20
	Total Part Time Employees FTE	45
	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:

Total Fulltime 30+ Hours 20



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	<input type="text" value="6/1/2020"/>	End Date	<input type="text" value="7/1/2020"/>
Branch	<input type="text" value="Eagan, Hennepin East"/>	Average Hours >=	<input type="text" value="30"/>
Show	<input type="text" value="EIN Records Separate"/>		

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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.
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Group By	<p>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."</p>

Parameter	Description
Show	<p>report:</p> <ul style="list-style-type: none"> • EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC
Average Hours	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p> <ul style="list-style-type: none"> • 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

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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 Monthly Ins Cost Per Employee \$: 500
 Group By: Branch Average Hours >=: 30
 Show: EIN Records Separate

1 of 1 100% Find | Next

Affordable Care Act Financial Exposure

High Tech Staffing

Entity Level (Hierld 2)



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.

Employee Id	Last Name	First Name	Pay			Play			
			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 Staffing Inc - Einc: 0

Branch: Minneapolis

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
Branch: Minneapolis Totals:			\$333.33	\$133.33	\$5,600.00	\$1,000.00	\$297.79	\$12,000.00	\$3,566.99

Branch: St. Cloud

5759	Aardson	Steve	\$166.67	\$66.67	\$2,800.00	\$500.00	\$152.52	\$6,000.00	\$1,826.97
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Parameters

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

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>This is the end date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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
Branch	<ul style="list-style-type: none"> 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.
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 > =	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p> <ul style="list-style-type: none"> 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
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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

Parameter	Show	Options	Average Hours >=
		<input type="checkbox"/> (Select All) <input type="checkbox"/> EIN Records Combined <input checked="" type="checkbox"/> EIN Records Separated <input type="checkbox"/> Customer Detail <input type="checkbox"/> Active Employees Only <input type="checkbox"/> Inactive Employees Only <input type="checkbox"/> Employees Missing an ACA Hire Date Only <input type="checkbox"/> Current Assigned Employees Only <input type="checkbox"/> Current Un-Assigned Employees Only	30

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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 End Date
 Branch Group By
 Show Total Hours >=

Affordable Care Act Minimum Hours

High Tech Staffing

Entity Level (Hierld 2)



Employees with total hours of 130hrs or more 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
High Tech Staffing Inc - Einc: 0			
Branch: Eagan			
4295083171	Buffay	Phoebe	130.00
Branch: Eagan Total: Emp Count 1			130.00
Branch: Minneapolis			
4295038894	Aaron	Amanda	141.00
4295080595	Anderson	Lucy	168.00
4295038218	Brooks	Arianna	160.00
4295083085	Crum	Victor	400.00
Branch: Minneapolis Total: Emp Count 4			869.00

Parameters

Start Date End Date
 Branch Group By
 Show Total Hours >=

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> 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.
End Date	<p>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.</p> <ul style="list-style-type: none"> 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
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> 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.
Group By	<p>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."</p>
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> 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  <p>Enter the minimum number of hours the employee must</p>

Parameter	Description to be included on this report
Total Hours	<ul style="list-style-type: none">• Typically, this will be the same number of hours you 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.

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Related Articles