

Affordable Care Act Searches

Last Modified on 10/22/2021 11:59 am CDT

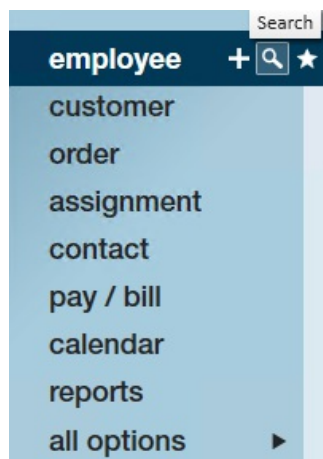
When it comes to Affordable Care Act fines and penalties, guesswork can be risky business! Our ACA tool will take the guesswork out of the equation, keeping you in compliance no matter what happens in Washington. It's flexible enough to adapt to changing regulations in a timely manner.

View the Affordable Care Act webinar: [ACA - The Affordable Care Act Webinar](#)

Employee ACA Enhanced Search

Data in/data out. The ACA information you are entering into TempWorks Enterprise serves you best when you can get that information back out.

The ACA data is searchable within the employee enhanced search area. For complete details and functionality regarding Enhanced Searches please refer to the [TempWorks Searching Article](#).



1. To access the enhanced search area click on the magnifying glass icon next to employee in the navigational tree.
2. Click on the enhanced search option.
3. ***Note*** - you may want to click the clear criteria button in the upper right section of the window before creating an enhanced search.
4. There are two categories of ACA search criteria: ACA and ACA statistics.
5. The following are the search options in the ACA category:

- Is Eligible
- ACA Status
- Offer Response
- Admin Period Status
- Declined Reason
- Insurance Deadline
- Effective Insurance Date
- Declined Date
- Date Offered
- Last Evaluation Date
- Hire Date
- Admin Period Start Date
- State Exchange

6.

7. The following are the search options in the ACA statistics category:

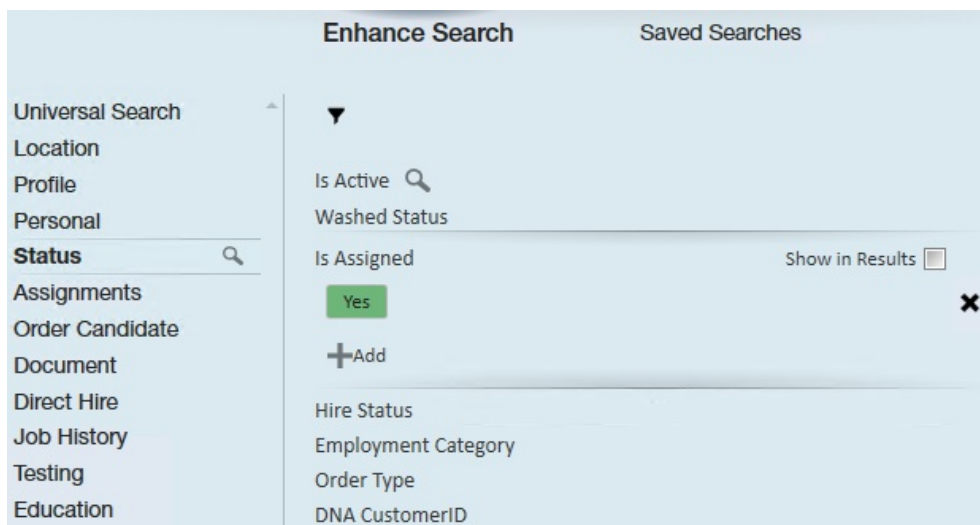
- Average Hours Per Week
- FTE Status

8.

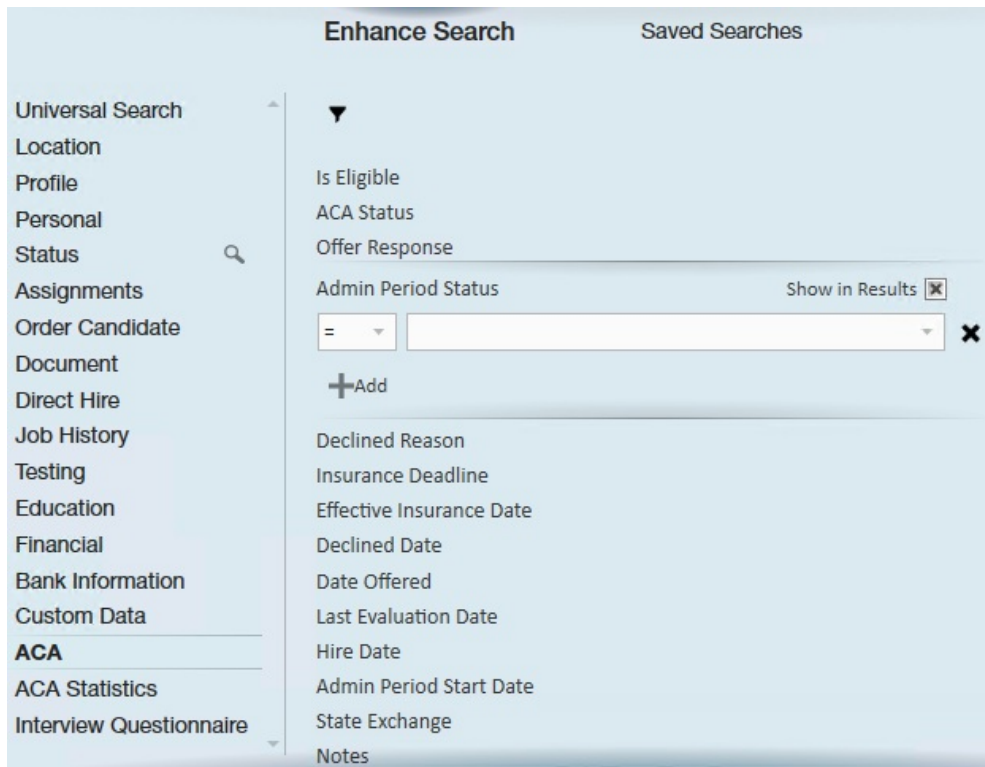
9. You may search using any combination of ACA criteria as well as criteria from any other category.

The following is an example of a common and useful ACA search to allow you to pull a list of employees who are currently assigned and view their administrative period status as well as their insurance offered status.

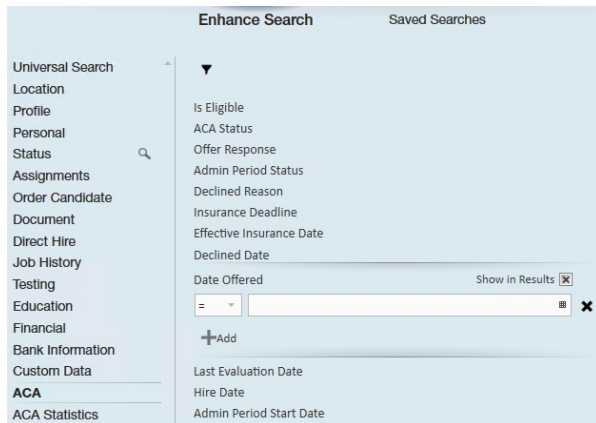
Employee Status>Is Assigned>Yes



ACA>admin period status>show in results



ACA>date offered>show in results



Click the search button, your results will be displayed.

Note - Employees who are not being offered coverage will be reflected in the administrative period.

Click and drag the column heading for admin period status and drop it in the blank space above the column headings. By doing this you will be grouping your list by the administrative period status.

You may click drag and drop the column headings horizontally to move the admin period status and date offered columns closer to the left for easier viewing.

Following is a sample of what the search results would look like:

Enhance Search Saved Searches

Your search returned 348 results.

Admin Period Status

ID	Last Name	First Name	Branch	Phone	Is Act.	Is Assi.	Last Message	Zip C...	HasR...	Cell Phone	Admin Period Status	Date Offered
429500...	Omalley	George	CardiffUK	(455) 854-5545	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	55330	<input type="checkbox"/>		Administrative	
429501...	Schwarze	Thomas	Canada 2	(608) 666-6666	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Payroll Inquiry	53714	<input type="checkbox"/>	(608) 666-5555	Administrative	
429500...	Spyke	Patrick	Memphis SE	(517) 651-3547	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACA Exchange No...	48823	<input type="checkbox"/>		Administrative	
429497...	Thresher	Cameron	Memphis NE	(546) 321-5845	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACA Exchange No...	55121	<input type="checkbox"/>		Administrative	
429497...	Zipper	Jessica	Memphis SE	(604) 564-5110	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Absent (Personal)	90125	<input checked="" type="checkbox"/>	(654) 231-4578	Administrative	
Admin Period Status: Measurement (3 items)												
16438	Alaska	Joe	Memphis SE	(612) 555-0919	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LMVM	45056	<input checked="" type="checkbox"/>	(612) 555-1234	Measurement	
12189	Bailey	Brian	Memphis SE	(651) 580-0580 x123	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	45202	<input type="checkbox"/>	(651) 582-05...	Measurement	
429500...	Boettcher	Gale	Memphis SE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55107	<input checked="" type="checkbox"/>		Measurement	
Admin Period Status: Break in Service (3 items)												
429501...	Anderson	James	Memphis N...	(651) 480-2192	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assignment Chan...	55033	<input checked="" type="checkbox"/>		Break in Service	
429501...	Jones	Bridget	Memphis SW	(515) 555-5555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	54455	<input type="checkbox"/>	(515) 666-6666	Break in Service	
429501...	Stalone	Sylvester	Canada 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Order Candidate	55124	<input type="checkbox"/>	515654321	Break in Service	
Admin Period Status: Overdue (1 item)												
5052	Becket	Sam	Memphis NE	(651) 248-8248 x123	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WCandidate	55068	<input type="checkbox"/>		Overdue	1/12/2015 12:00:...

ACA Mass Status Update

You may print the results or export the results to excel.

You may also click to highlight one or more employees in the search results list and click the change ACA status option (1.) in the upper right corner of the search list. Change the response of one or more employees from the search result list by clicking on the change ACA response option (2.).

Enhance Search Saved Searches

i Large number of results returned - showing first 1000.

Admin Period Status

ID	Last Name	First Name	Branch	Phone	Is Acti...	Is Assi...	Last Message	Zip C...	HasR...	Cell Phone	ACA Status	Admin Peri...
Admin Period Status: Administrative (5 items)												
429501...	Baba	Ayano	Memphis SE	(651) 789-3218	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACA Exchange No...		<input checked="" type="checkbox"/>		Full-Time	Administrative
429501...	Boone	Craig	Memphis SE	(651) 855-4411	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	55109	<input type="checkbox"/>		Full-Time	Administrative
429502...	Frayn	Michael	Memphis SE	(651) 855-8888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	55109	<input type="checkbox"/>	(651) 222-5555	Full-Time	Administrative
11834	Hannibal	Margaret	Memphis NE	(651) 672-96...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Message	92382	<input checked="" type="checkbox"/>		Full-Time	Administrative
429502...	Johnson	Cave	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	DNA		<input type="checkbox"/>	(612) 677-9845	Full-Time	Administrative
Admin Period Status: Break in Service (5 items)												
429501...	Davis	Jane	Memphis NE	(779) 555-7777	<input checked="" type="checkbox"/>	<input type="checkbox"/>		61008	<input type="checkbox"/>	(779) 555-7777	Full-Time	Break in Service
429500...	Davis	Kevin	Memphis SE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACA Exchange No...	60689	<input type="checkbox"/>		Full-Time	Break in Service
429502...	Escobar	Pedro	Memphis SE	(832) 461-7249	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-Screen Cleared	77088	<input type="checkbox"/>	(832) 461-7249	Part-Time	Break in Service
429500...	Faraday	Daniel	Memphis SE	(651) 765-1234	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Message	55107	<input checked="" type="checkbox"/>		Variable	Break in Service
5112	Franklin	Susie	Memphis NE	(651) 295-82...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACA Exchange No...	90011	<input type="checkbox"/>		Variable	Break in Service
Admin Period Status: Measurement (12 items)												
16438	Alaska	Joe	Memphis SE	(612) 555-0919	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Placed	45056	<input checked="" type="checkbox"/>	(612) 555-1234	Part-Time	Measurement

1. If you select to update the ACA status (1.) the following window will display:

update aca details

change status

Current Status Full-Time (4)

New Status

Comment

This will affect 4 employee(s)

1 Cancel Save

2. Select the new status you would like to change for the selected employees, then click save.
3. If you select change ACA response (2.) the following window will display:

change offer response

change offer response

Current Responses

Insurance Accepted

Effective Date of Insurance 4/26/2016

This will Modify 0 employee(s)

0 Cancel Save

4. Select the new Insurance offer response you would like for the selected employees. Based on the offer response you may be prompted for additional information. When done, click save.

Related Articles