

Affordable Care Act Enhanced Module - Overview

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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.

Note For a full overview, please see the [Affordable Care Act Manual](#)

There are several additional features available in the Enhanced ACA Module. The Enhanced ACA Module is designed to improve even further on the efficiencies of the ACA features in TempWorks by combining ACA data into easy to read dashboards and analytics. The ACA dashboard is an additional module of TempWorks. If you do not have this option in your database please contact your Account Manager for more information.

Employee ACA Window

If your company has the Enhanced ACA Module the following window will be accessible from the employee record/details/ACA.

The employee ACA dashboard combines relevant ACA information in one convenient place along with providing some useful graphical data.

Dalyce "Aly" Brell
 59 Dart Drive
 East Lansing, MI 48823
 ID: 12934
 SSN: xxx-xx-3213

Unfilled Order: Order 4295055280...
 GeorgeRyobi/Ryobi/mail/Thank yo...
 Personal Task
 AndersBranson - call - confirm
 Will/Wheat/visit/rate discussion

tasks appointments social email

aca
 activity tracker
 assignment restrictions
 contact methods
 candidacy
 direct hire
 education
 interpersonal
 interview questionnaire
 past jobs
 required docs
 test scores
 transportation
 unemployment
 work experience
 work interests

employee
 customer
 order
 assignment
 contact
 pay / bill
 calendar

setup Details Family + Comments analytics Hour Breakout Timeline

ACA Status: Full-Time Admin Status: Overdue
 Hire Date: 9/12/2014 Insurance Due:
 Last Eval: 9/12/2014 Next Eval:
 Insurance: Accepted
 Effective Date of Insurance: 2/1/2015

analytics

Month	Value
May	0
Jun	0
Jul	0
Aug	39.75
Sep	0
Oct	40
Nov	0
Dec	62
Jan	0
Feb	0
Mar	24
Apr	0

assignments

Title	Customer	Department	Code	Start	End	Bill	Pay
Accountant	Blyss Cosmetics	Accounting	Open	3/8/2016		\$15.00	\$8.00
Health Information...	Blyss Cosmetics	Primary	CO	2/22/2016	2/22/2016	\$20.02	\$15.28
Health Information...	Blyss Cosmetics	Primary	DE	1/31/2016	2/21/2016	\$19.36	\$14.78
Forklift	Blyss Cosmetics	Warehouse	DE	2/9/2016	2/9/2016	\$16.15	\$12.00
Health Information...	Blyss Cosmetics	Primary	DE	1/31/2016	1/31/2016	\$18.21	\$13.90

adjustments

EINC	Adjustment	Description	Active	Sequence	WTD Total	MTD Total	YTD Total	Lifetime Total
	ACA EE	Health Insurance	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00
	ACA ER	Employer Portion	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00

Employee ACA Setup

The ACA setup that is available under the employee record pay setup window is also available on the employee's ACA dashboard. You may setup the ACA information in either place. Changes made to the setup in one area will automatically be reflected in the other.

setup Details Family + Comments

ACA Status **Full-Time** Admin Status **Overdue**

Hire Date Insurance Due

Last Eval Next Eval

Insurance

Effective Date of Insurance

Employee Dashboard

The Employee ACA dashboard also displays assignment information and adjustment information. Only adjustments that were setup and coded as ACA adjustments will be displayed here, unlike the adjustments setup on the regular pay setup/adjustments area which will display all adjustments. This area allows for quick entry and view of only ACA relevant information in one place.

assignments

Title	Customer	Department	Code	Start	End	Bill	Pay
Accountant	Blyss Cosmetics	Accounting	Open	3/8/2016		\$15.00	\$8.00
Health Information...	Blyss Cosmetics	Primary	CO	2/22/2016	2/22/2016	\$20.02	\$15.28
Health Information...	Blyss Cosmetics	Primary	DE	1/31/2016	2/21/2016	\$19.36	\$14.78
Forklift	Blyss Cosmetics	Warehouse	DE	2/9/2016	2/9/2016	\$16.15	\$12.00
Health Information...	Blyss Cosmetics	Primary	DE	1/31/2016	1/31/2016	\$18.21	\$13.90

adjustments

Adjustment	Description	Active	Sequence	WTD Total	MTD Total	YTD Total	Lifetime Total
ACA EE	Health Insurance	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00
ACA ER	Employer Portion	<input checked="" type="checkbox"/>		\$0.00	\$0.00	\$0.00	\$0.00

The upper right corner provides the opportunity to view two different graphs.

To view a trend of hours click on *hours breakout* in the upper right.

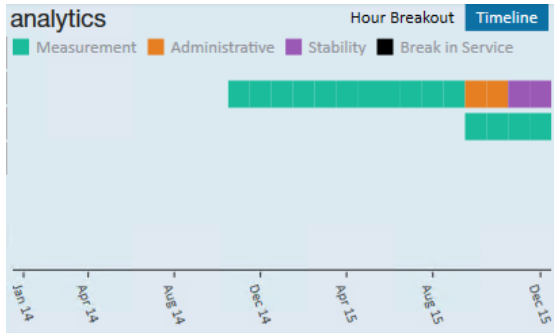


The graph will display 12 months of monthly hours totals from current month back to the previous 11 months. Totals for each month are listed as well.

To view an ACA Status Timeline click on the *Timeline* in the upper right.

The timeline will reference your measurement period, administrative period and stability period lengths that your administrator set up. It also will reference any breaks in service based off the ACA 16 week break in service rule as well as the ACA assignment length break in service rule.

An employee who was just setup with an ACA status and had no previous assignment history would look similar to the following:



A new employee will have two timelines. The first timeline line (cycle) is the *initial measurement*. The second line is the next cycle leading up to the next administrative period.

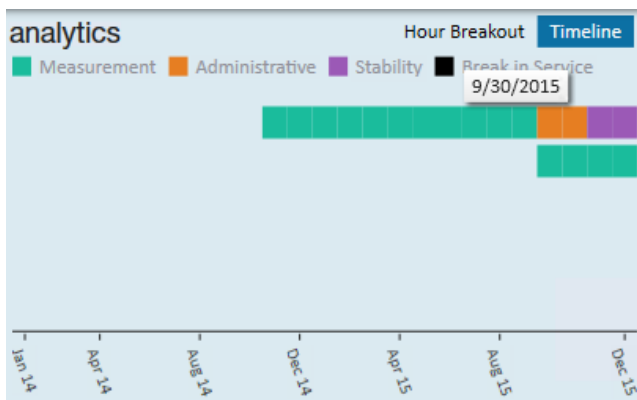
Keep in mind that an employee can be in the administrative period or stability period for one cycle and the measurement period for the next. Thus, the reason you see two cycles in the example of a new employee.

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

Over the course of several years an employee will have a timeline for each ACA cycle.

Example: Cycle A 2014/2015, Cycle B 2015/2016, Cycle C 2016/2017, Etc. up to a system maximum of 6, at which time the oldest cycle will drop off and the most recent cycle will replace it.

The timeline dates displayed in the grid will always be reflective of your current cycle. You may view specific dates for all cycles by hovering your cursor over the start and end points of the periods in the grid and the MM/DD/YYYY date format will display.

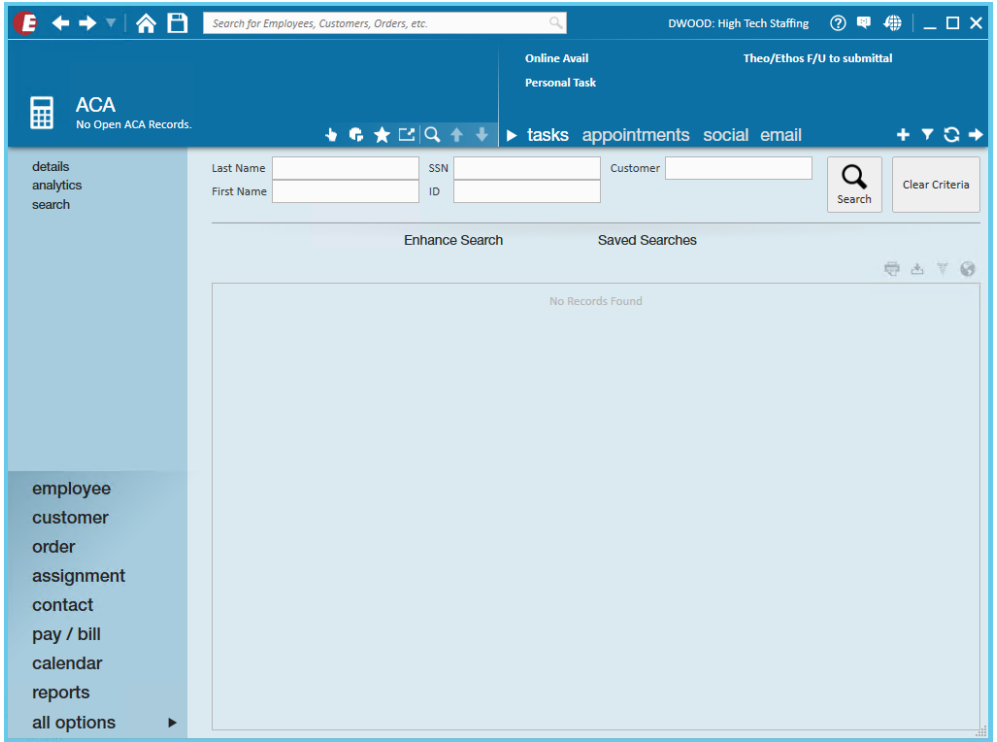


Company ACA Dashboard

The company ACA dashboard is an area that will provide useful ACA analytics at a single glance. Many options include the ability to drill down to the source information.

To access the ACA Dashboard, select All options/ACA

The following window will display:



In the upper left menu select *analytics*. The following window will display:



Cost of insurance - The cost of insurance widget displays a one year look back trend of employee contribution and employer contribution for any adjustments that are set up as ACA adjustment types.

Employee Status - The employee status widget displays the number of employees who are currently in an administrative period as well as the number of employees who are approaching insurance eligibility based on their historical hours and the number of hours that were set up in administration as approaching fulltime equivalent

status. This widget provides drill down capability. Clicking on the widget will navigate you to a search list which will display the employees who are represented in the widget statistics.

Assigned Employees - The assigned employees widget will display the percentage of your assigned employees who have an ACA insurance status of accepted.

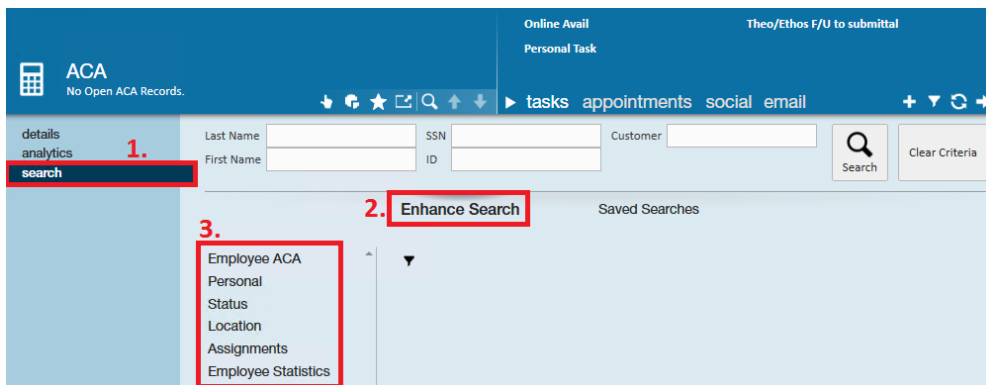
Offered Status - The offered status widget displays the percentage of employees who have been offered, have declined or have accepted insurance vs. those who have an ACA insurance status of something other than offered, declined or accepted. This metric is an important metric to determine if you are in audit compliance regarding the percentage of employees who are required to have been offered insurance.

ACA Enhanced Search and Mass Update

ACA Enhanced Search

To access the ACA Enhanced Searching, select all options/ACA

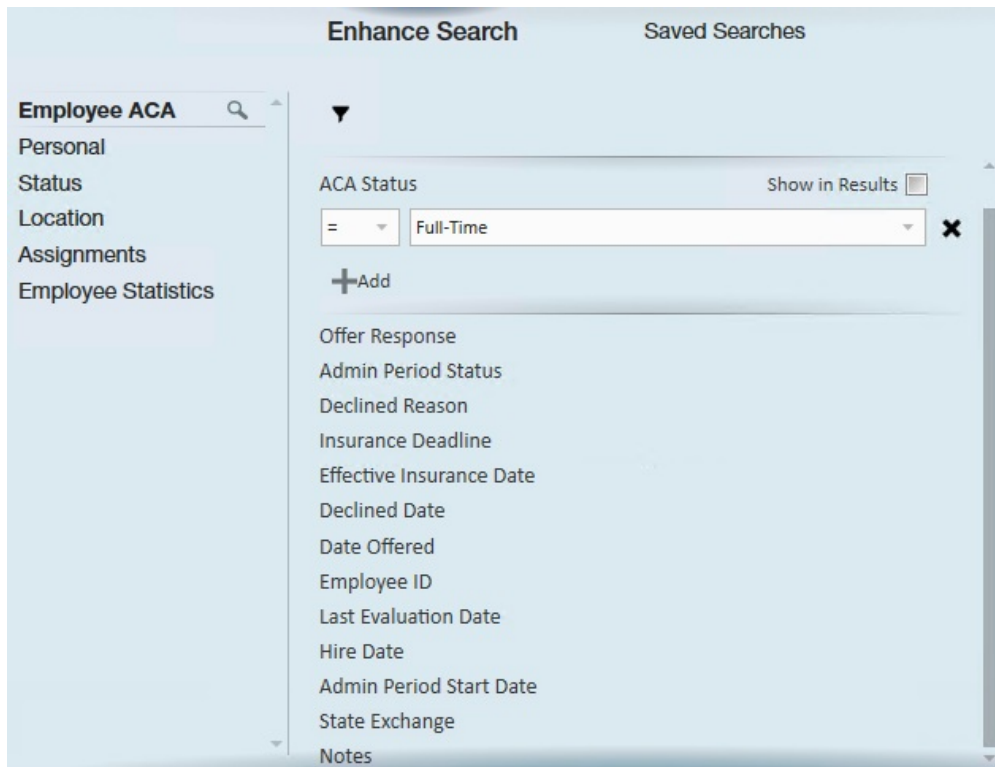
Click on the search option in the upper left (1.). Click enhanced search (2.). The following search options will be displayed (3.):



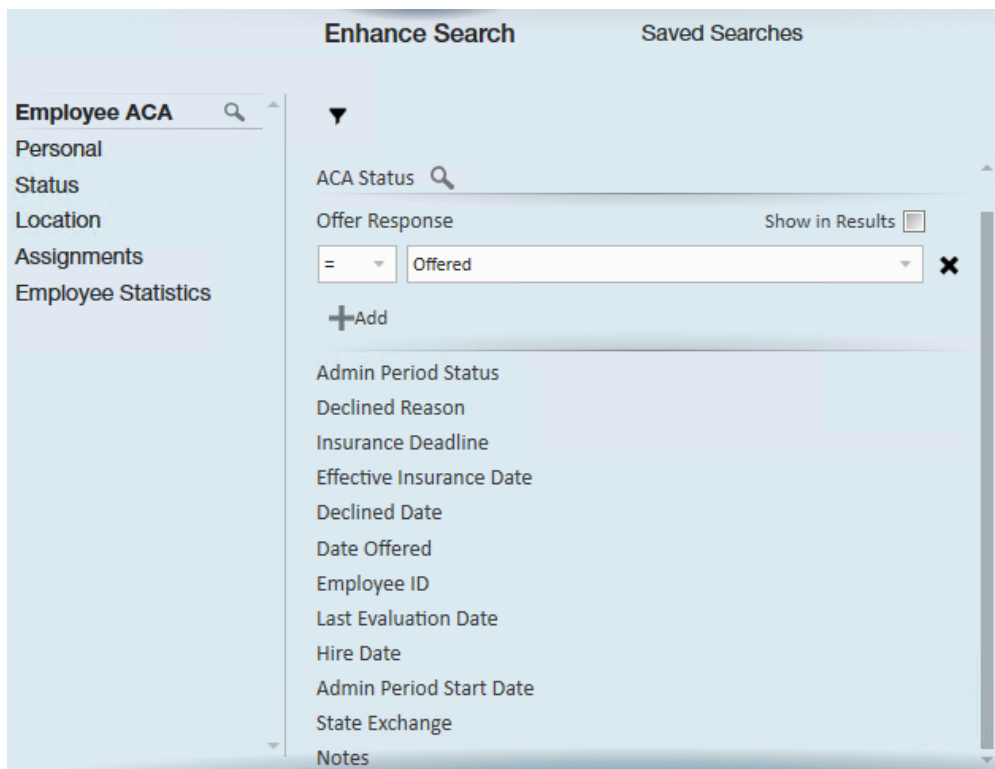
For complete details on TempWorks Enterprise Enhanced search functionality please refer our Knowledge Base article on [searching](#).

Below is an example of a search you may run from the ACA enhanced search window:

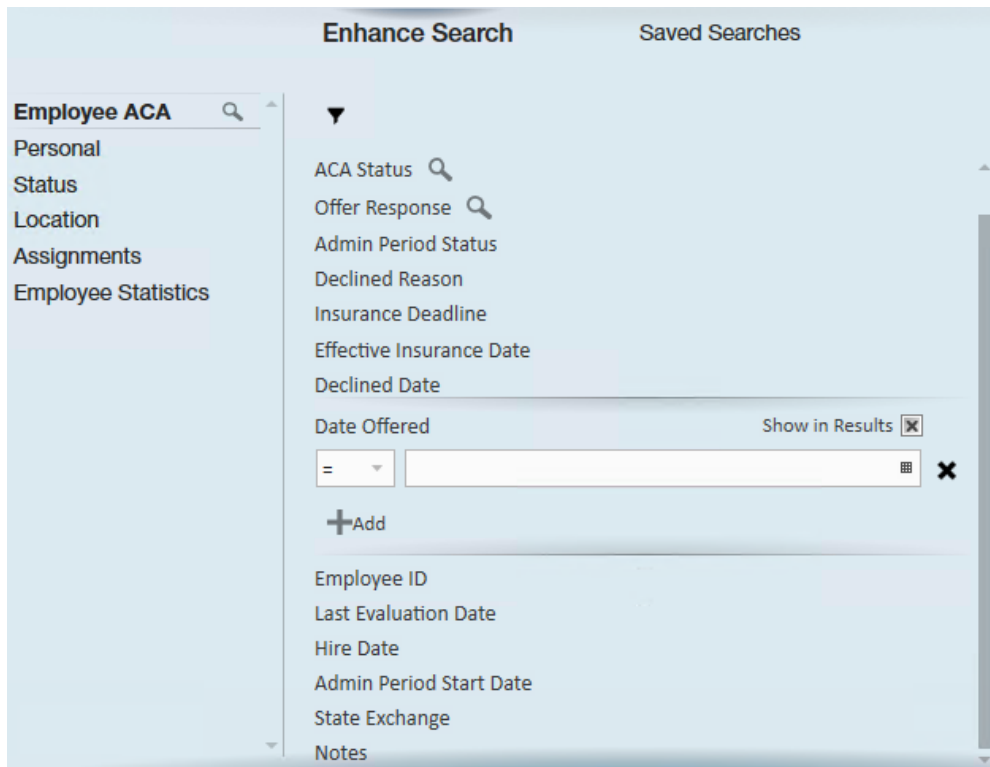
Employee ACA/ACA status = full-time



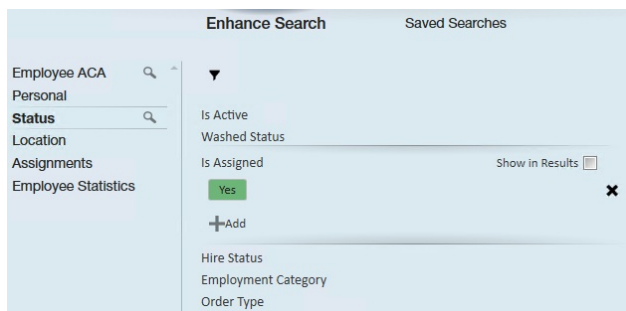
Employee ACA/offer response = offered



Employee ACA/date offered - show in results



Status/is assigned/yes



Click *search*.

Your search results will be displayed:

Enhance Search Saved Searches

Your search returned 6 results.

Drag a column header here to group by that column.

Employee ID	Last Name	First Name	ACA Status	Offer Response	Is Eligible	Date Offered	Effective Insurance Date
5021	Abootorabi	Deborah	Full-Time	Offered	<input type="checkbox"/>	11/7/2014 1...	
5023	Acosta	Davis	Full-Time	Offered	<input type="checkbox"/>	12/28/2014...	
5412	Abbott	sam	Full-Time	Offered	<input type="checkbox"/>	1/22/2015 1...	
13142	Abotina	Susie	Full-Time	Offered	<input type="checkbox"/>	1/22/2015 1...	
4294972669	Abinteh	Mary	Full-Time	Offered	<input type="checkbox"/>	1/7/2015 12:...	

ACA Status Mass Update

You may print the results (1.), export the results to excel (2.). You may also click to highlight one or more employees in the search results list and click the change ACA status option (3.) in the upper right corner of the search list or select the change ACA response option (4.).

Enhance Search Saved Searches

1. 2. 3. 4.

Your search returned 10 results.

Drag a column header here to group by that column.

Employee ID	Last Name	First Name	ACA Status	Offer Response	Is Eligible	Effective Insurance Date
4294971691	Accrue	Johnny	Full-Time	Offered	<input type="checkbox"/>	
4294972654	Binder	Michael	Variable	Offered	<input type="checkbox"/>	
4294983453	Johnson	Arthur	Full-Time	Offered	<input type="checkbox"/>	
4295003721	Davis	Kevin	Full-Time	Offered	<input type="checkbox"/>	
4295003898	Simmons	John	Variable	Offered	<input type="checkbox"/>	
4295014852	Hemsworth	Lindsey	Variable	Offered	<input type="checkbox"/>	
4295014904	Smith	John	Variable	Offered	<input type="checkbox"/>	
4295015136	Rickey	Theresa		Offered	<input type="checkbox"/>	
4295015358	Jensen	Samuel	Full-Time	Offered	<input type="checkbox"/>	
4295015523	Tester	Timmy	Full-Time	Offered	<input type="checkbox"/>	

If you select to update the ACA status (3.) the following window will display:

ⓘ ×
update aca details

change status

Current Status: Full-Time (4)

New Status: 1

Comment:

This will affect 4 employee(s)

1 ⚠
Cancel Save

Select the new status you would like to change for the selected employees then click save.

If you select the change ACA response (4.) option 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

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

Related Articles