

ACA Benefit Lookback List Ins Census Mail Export

Last Modified on 07/20/2020 9:41 am CDT

ACA Reporting

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

Looking for a list of all ACA Report options available? Check out [ACA Reports Manual](#).

Looking for the full reports manual? Check out [Full Reports Manual](#).

Locating ACA Reports

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

Report Title	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.

ACA Benefit Lookback List Ins Census Mail Export

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

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

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

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

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

1 of 1 150% Find | Next

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 up on 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.

Parameter	Description
End Date	<p>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.
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 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

Related Articles
