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:

Note Reports in Enterprise require you to have specific security permissions. You will need to have access to the Affordable Care Act reports category in order to see or run any ACA related reports. Check out Enterprise - Security Roles for more information or talk to your admin if you are not seeing the reports you are expecting to.

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Purpose: Use this report to 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 ⌄		

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Employees with an average of 30hrs or more per week between week end 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 wee

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	This is the starting date the report will use to report on hours, gross pay, etc. • Keep in mind this report runs off Weekend Bill 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	gross pay, etc. for the report. Start date + End date = date range for this report. • 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	Select which branches you want to include on this report • 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	Enter the minimum average number of hours each week that an employee must have worked to be included in this report • 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	Select which options you want to have included on this report: • **EIN Records Separated or Combined:** Will display the employee records either separated by EINC or combined regardless of EINC • **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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