

ACA Benefit Lookback List Insurance Census

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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:

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
- User Security Setup

Search...

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 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 >=

1 of 1
100%
Find | Next

ACA Benefit Lookback List Insurance Census

High Tech Staffing Entity Level (HierId 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.
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

Parameter	Description
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

Related Articles