# ACA Benefit Lookback List Insurance Census

### **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 Search. All ACA Benefit Lookback List Ins ACA Benefit Lookback List Affordable Care Act Census Mail Export Insurance Census Commissions Displays a list of employees who a weekly average of hours Displays a list of employees who a weekly average of hours Customer greater than or equal to an entered amount for a given date greater than or equal to an entered amount for a given date range. Report shows DOB, Age, Gender, Hours, Gross and mailing range. Report shows DOB, Age, Gender, Hours and Gross for the Employee Info address fields so that you can send this to your insurance given date range as well Employee Reporting Exports ACA Consecutive Assignment ACA Employee Adjustments Worked Financial List out employees who have worked each week in the date range List out all ACA insurance adjustments processed on employee's Forecast checks for a given date range. Displays both the employee paid for the same customer and averaged over a given amount of hours each week. This is to help find employees who may have portion and the employer paid portion. Log Information had their ACA status coded incorrectly. Order & Assignment Productivity ACA Employee Cycles Illan ACA Employee Details Sales & Invoicing Displays the ACA details for a list of employees. Allows you to Tasks Displays all of the employee's ACA cycle data, which is their Measurement, Admin and Stability period start and end dates as filter for employees with specific ACA Status, Admin Status, Tax Administration well as the # of hours worked in the measurement period. Inurance Status, etc., along with being able to filter on the different ACA date fields as well. Time & Pav User Security Setup ACA Employee Details ACA Exchange Notification List Communication Export Displays all of the same info as the ACA Employee Details report 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.

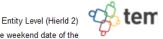
\*Note\* Only employees who started their assignment before the start date of the report and have worked the entire date range of the report (with no ACA breaks in service) will display here.

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	1/1/2020	End Date	7/3/2020	
Branch	Canada Test, CardiffU $ \smallsetminus $	Group By	(no grouping)	~
Show	EIN Records Separate $ \smallsetminus $	Average Hours >=	30	
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#### ACA Benefit Lookback List Insurance Census

#### High Tech Staffing



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 St	affing Inc - Einc:	0								
(no grouping	)									
5759	Aardson	Steve	1390 W. 5th Ave Columbus, OH 43212	xxx-xx-8501	6/1/1977	43	Μ	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) Tot	al Employees	: 3		2,771.00	79.50	2,850.50
			High Te	ch Staffing Inc Tot	al Employees	:: 3		2,771.00	79.50	2,850.50
				Report Tot	al Employees	: 3		2,771.00	79.50	2,850.50

#### **Parameters**

Start Date	1/1/2020	End Date	7/3/2020
Branch	Canada Test, Cardiff U $ \sim $	Group By	(no grouping) $~~$
Show	EIN Records Separate $\times$	Average Hours >=	30

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	Enter the minimum average number of hours each week that an employee must have worked to be included in this report		
Average Hours	<ul> <li>Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance</li> <li>This field defaults to 30 hours</li> </ul>		

## **Related Articles**