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:

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 ⌄		Group By	(no grouping) ⌄
Show	EIN Records Separate ⌄		Average Hours >=	30

◁ ◁ 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	1/1/2020		End Date	7/3/2020
Branch	Canada Test, CardiffU ⌄		Group By	(no grouping) ⌄
Show	EIN Records Separate ⌄		Average Hours >=	30

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.
End Date	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. • 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.
Group By	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."
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

Parameter	Description
	currently on assignment or not on assignment
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

Related Articles