

ACA Consecutive Assignment Worked

Last Modified on 07/20/2020 9:47 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:

The screenshot shows the ACA Reports interface in Enterprise. On the left is a sidebar with navigation options: 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, and User Security Setup. The main area features a search bar and a grid of report cards. Each card includes a title, a brief description, and a small icon representing a report. The reports shown are:

- 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 Consecutive Assignment Worked

Purpose: This report is a great way to audit your system to ensure all employees' ACA statuses are correct or if some part time employees may have reached full time status for the date range given.

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.

Start Date:

Branch:

Show:

Average Hours >=

End Date:

Group By:

ACA Status:

1 of 1
100%
Find | Next

ACA Consecutive Assignment Worked

High Tech Staffing Entity Level (Hield 2)

Employees who worked every week with an average of 30hrs or more per week between weekend date 2/1/2020 and 3/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Last Name	First Name	Employee ID	SSN	Total Hours	# Weeks	Avg Hours	Customer Name	ACAStatus
High Tech Staffing Inc - Einc: 0								
Branch: Eagan								
Buffay	Phoebe	4295083171	xxx-xx-8543	170.00	5	34.00	Central Perk Packaging	Full-Time
Geller	Monica	4295083168	xxx-xx-2229	161.00	5	32.20	Central Perk Packaging	Full-Time
Geller	Ross	4295083162	xxx-xx-3130	194.00	5	38.80	Central Perk Packaging	Full-Time
Green	Rachel	4295038910	xxx-xx-2143	180.00	5	36.00	Central Perk Packaging	Full-Time
Tribbiani	Joseph	4295083170	xxx-xx-6587	210.00	5	42.00	Central Perk Packaging	Full-Time
Branch: Eagan Total: Emp Count 5				915.00		183.00		
Branch: St.Paul								
Bing	Chandler	4295083169	xxx-xx-7770	201.00	5	40.20	Central Perk Packaging	Full-Time
John	Marie	4295082405	xxx-xx-2479	160.00	5	32.00	Sharla's Sandals	
Branch: St.Paul Total: Emp Count 2				361.00		72.20		
High Tech Staffing Inc Total: Emp Count 7				1,276.00				

Parameters

Start Date:

Branch:

Show:

Average Hours >=

End Date:

Group By:

ACA Status:

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours worked and assignments included</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>Start date and end date the report will use to report on hours worked and assignments included. 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>This option allows you to pick how the report groups information. (The example shown above is grouping by Branch)</p> <ul style="list-style-type: none"> Branch: Will divide employee assignment and hour information by branch ACA Status: Will divide employee assignment hour information by which ACA status they have set on their employee record (ex. Full-Time, Part-Time, etc.)
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 assignments

Parameter	Description employees you want to display on this
ACA Status	<p>report based on ACA Status coded on their employee record.</p> <p>For example, if you did not want to see employees that are set to Variable, you could uncheck that option in the drop down.</p> <p>For more information on setting ACA Statuses, check out Setting ACA Hire Dates for Employees.</p>
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