ACA Employee Cycles

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 Employee Cycles

Purpose: If you are utilizing the Look Back method for ACA measurements, then you use this report to review important ACA related information including their ACA cycles and hours worked. This is a great way to identify which employees are in their Administration period and may need to be reviewed to see if they qualify for insurance. It's a quick way to find those employees that have reached a break in service and may be able to be removed from insurance.

Displays all of the employees' ACA cycle data that the system has calculated, which is their Measurement, Admin, and Stability period start and end dates as well as the number of hours worked in the measurement period.

Start Date		☑ NULL	End Date		☑ NULL
Branch	Canada Test, CardiffU ⌄		Date Filter	Measurement Period Start Date ⌄	
Cycle ACA Status	(none), Full-Time, Part ⌄		Current ACA Status	(none), Full-Time, Part ⌄	
Insurance Offering Response Status	(none), Cancelled - C(⌄		Employee Filter		
Customer Filter			Average Hours Min	0	
Average Hours Max	10000		Show	All Employees ⌄	

I◀ ◀ 8 of 505 ▶ ▶I ← ⊗ ⊙ | 🖶 ▣ 🔖 📥▾ | 100% ▾   Find | Next

ACA Employee Cycles
High Tech Staffing   Entity Level (Hierld 2) 🌸 te

A list of employees, from the following selected branches: '(All Branches Selected)'.   Showing: All Employees

Employee	Employee ID	Hire Date	Cycle Status	Curent Status	Insurance	Measurement Period					Admin Period	
						Hrs	Weeks	Avg Hrs Per	Start Date	End Date	Start Date	End Date
Amendt, Kate	4295081730		Full-Time	Full-Time				0.00			4/22/2019	7/20/2019
Amendt, Kate	4295081730		Full-Time	Full-Time				0.00			8/15/2019	11/12/2019
America, John	4295079870											
America, John	4295083424											
amia, mam	4295083583											
Amons, Tori	4295014363		Full-Time	Full-Time	Accepted			0.00			8/14/2016	11/11/2016
Amoss, Royal	17309											
Anaya, Ailen	4295081282	3/1/2019		Full-Time				0.00				
Anaya, Ailen	4295081282	3/1/2019	Full-Time	Full-Time				0.00			3/1/2019	
Anaya, Ailen	4295083537											
Anders, Andrew	4295015846		Full-Time	Full-Time				0.00			6/1/2018	8/29/2018

Parameters

Start Date		☑ NULL	End Date		☑ NULL
Branch	Canada Test, CardiffU ⌄		Date Filter	Measurement Period Start Date ⌄	
Cycle ACA Status	(none), Full-Time, Part ⌄		Current ACA Status	(none), Full-Time, Part ⌄	
Insurance Offering Response Status	(none), Cancelled - C(⌄		Employee Filter		
Customer Filter			Average Hours Min	0	
Average Hours Max	10000		Show	All Employees ⌄	
Group By	(no grouping) ⌄				

Parameter	Description
Start Date	This is the starting date the report will use to determine which cycle information is displayed. • By default, this option is set to Null which means all ACA cycle data from all years will be included • If you are going to set a start date, uncheck the null option and keep in mind the date range is affected by the date filter parameter

Parameter	Description
End Date	This is the end date the report will use to determine which cycle information is displayed. • By default, this option is set to Null which means all ACA cycle data from all years will be included • If you are going to set a end date, uncheck the null option and keep in mind the date range is affected by the date filter parameter
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.
Date Filter	If you are entering a start or end date for this report, select how the start and/or end date will effect the data in this report. • For definitions of Measurement, Admin, Stability, and Break in Service statuses, see the breakdown of this report below. • Hire date refers to the ACA hire date saved on the employee's record. Check out Setting ACA Hire Dates for Employees for more information. • Start date means the start and end date range will include all employees whose Measurement/Admin/Stability period, etc. date starts within the date range vs. ends within the date range.
Cycle ACA Status	This option refers to the ACA status for the employee during the ACA Cycle listed. Because some ACA statuses may change after an initial measurement period, etc. you can choose to exclude
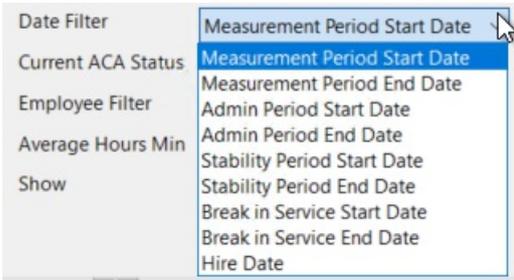
Parameter	Description
	certain ACA statuses from the report to focus on ACA cycles based on ACA status.
Current ACA Status	This option refers to the current ACA status for the employee at the time you run the report. Because some ACA statuses may change over time, you can limit the report based on an employee's current status.
Insurance Offering Response Status	If you are tracking the insurance offer status on the employee's record. Then you can limit this report by whether they accepted insurance or not using this drop down filter. Uncheck the options you do not wish to display.
Employee Filter	If you are looking to review one employee's ACA cycle history, you can use this optional filter to limit by employee's name. Remember to type last name, first name
Customer Filter	If you are looking to pull ACA cycle information based on the customer the employee was working for, you can limit by customer name.
Average Hours Min	This parameter allows you to limit the report based on average hours the employee worked. • Setting a minimum here would change the report to only display employees who worked on average at least X number of hours. • By default this is set to 0 to include all employees
Average Hours Max	This parameter allows you to limit the report based on average hours the employee worked. • Setting a max here would change the report to only display employees who worked on average less than or equal to the max hours entered.
	The show filter options allow you to limit the employees shown on the report based on different criteria. • By default Show is set to **All Employees** so that all employees are displayed on the report. • **Employees Missing Cycles Only**: will only show employees that should have ACA cycles but are missing data. • **Active vs. Inactive Employees Only:** Active employees include any employee in an active

Parameter	Description
Show	Inactive employees are typically those that no longer work with you and their records have been archived or deactivated in your system. • **Employees Missing an ACA Hire Date Only:** This is a great option when you are trying to audit your system for anyone who might be missing their ACA hire date that is entered on the employee's record at time of hire. • **Current Assigned or Unassigned Employees Only:** Choose if you want to see only employees that have a current assignment or employees that are not currently working on an active assignment.
Group By	The group by option allows you to group the data in the report by different parameters. • By default, the report will be set to **"No Grouping"** which will show all ACA cycles without grouping any information • **Branch:** will group ACA cycles by employee branch • **ACA Status:** will group ACA cycles by the employee's ACA Status • **Customer:** will group ACA cycles by the customer the employee worked for • **Customer - Department:** will group ACA cycles by primary customer and departments the employee worked for
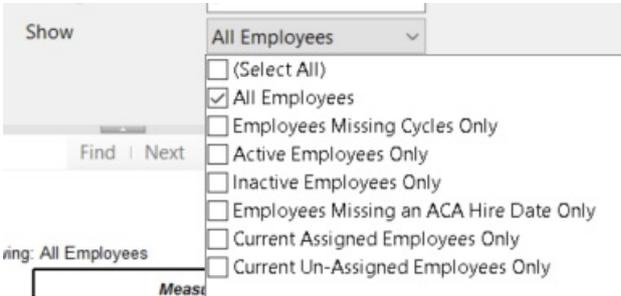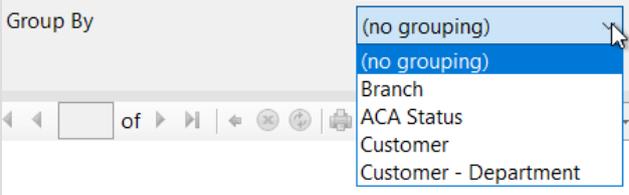
Report Breakdown

The following sections review and define the columns of information on this report:

ACA Employee Cycles
High Tech Staffing
A list of employees, from the following selected branches: '(All Branches Selected)'.   Show

Employee	Employee ID	Hire Date	Cycle Status	Curent Status	Insurance
(no grouping)					
Aardson, Steve	5759	11/21/2019	Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	Full-Time	Full-Time	Declined
Aardson, Steve	5759	11/21/2019	Full-Time	Full-Time	Declined
Aaron, Amanda	4295038894	1/31/2018	Full-Time	Full-Time	Offered
Aaron, Jocelyn	4295037441		Full-Time	Full-Time	Declined
Aasen, Robert	4295014347		Full-Time	Full-Time	Declined

- **Employee:** Name of employee. Keep in mind that employees who have worked for you for a longer period of time may have multiple ACA cycles depending on your date range.
- **Employee ID:** the AIdent or Employee ID number to uniquely define their record
- **Hire Date:** the ACA hire date listed on the employee's record for the ACA Cycle
- **Cycle Status:** The ACA status of the employee when the cycle started
- **Current Status:** The current ACA status of the employee
- **Insurance:** If you have been entering the Insurance acceptance/decline options under ACA information on the employee's record, that will display here.

For ACA Hire Date, Status, and Insurance information, check out Setting ACA Hire Dates for Employees for more information.

	Measurement Period				
Insurance	Hrs	Weeks	Avg Hrs Per	Start Date	End Date
Offered	246.00	48.00	5.13	10/28/2015	9/27/2016
Offered	280.00	52.00	5.38	12/1/2018	11/30/2019
Declined	312.00	47.00	6.64	2/24/2015	1/23/2016
Declined	388.00	52.00	7.46	11/3/2017	11/2/2018
Declined	402.25	13.00	30.94	9/1/2019	11/30/2019

- The **Measurement period** refers to either the initial or standard measurement period for an employee which determines the employee's eligibility for insurance.
- **Hrs:** Total number of hours worked within the ACA cycle and report parameters
- **Weeks:** Total number of weeks worked within the ACA cycle and report parameters
- **Avg Hrs Per:** Average number of hours worked per week
- **Start Date:** The start date of the measurement period
- **End Date:** The end date of the measurement period

		Admin Period		Stability
te	End Date	Start Date	End Date	Start Date
15	9/27/2016	9/28/2016	11/27/2016	11/28/2016
18	11/30/2019	12/1/2019	12/31/2019	1/1/2020
15	1/23/2016	1/24/2016	3/23/2016	3/24/2016
17	11/2/2018	11/3/2018	5/18/2018	5/19/2018

- The **Admin period** refers to the administrative period where employees should be evaluated to see if they meet the requirements to be offered insurance and be given time to accept or decline the insurance option if applicable.
- **Start Date:** The first day of the administrative period
- **End Date:** The last day of the administrative period

Stability Period

Admin Period		Stability Period		Break I
art Date	End Date	Start Date	End Date	Start Date
28/2016	11/27/2016	11/28/201	10/27/2017	10/28/201
/1/2019	12/31/2019	1/1/2020	12/31/2020	12/17/201
24/2016	3/23/2016	3/24/2016	2/23/2017	4/20/2015

- The **Stability period** is the period of time after the start of the insurance requirement that any eligible employee regardless of ongoing ACA status must have insurance available to them. Your stability period may not be less than your transitional period or measurement periods.
- **Start Date:** The first day of the stability period
- **End Date:** The last day of the stability period

Break In Service

Stability Period		Break In Service	
Start Date	End Date	Start Date	End Date
11/28/2016	10/27/2017	10/28/201	11/25/2015
1/1/2020	12/31/2020	12/17/201	3/17/2019
3/24/2016	2/23/2017	4/20/2015	8/9/2015
5/19/2018	5/18/2019	6/4/2018	9/2/2018
2/18/2020	5/17/2020		

- **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:** The first day of the break in service
- **End Date:** The last day of the break in service if applicable

Related Articles