

# ACA Employee Details

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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:

Report Title	Description
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 Employee Details

**Purpose:** This report is a great option when you need to review, audit or list out important ACA information for a group of employees. The details listed on this report are found under the Pay Setup section of the employee's record under the Affordable Care Act. Check out [Setting ACA Hire Dates for Employees](#) for more information.

This report 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 different ACA date fields as well.

Start Date	<input type="text"/> <input checked="" type="checkbox"/> NULL	End Date	<input type="text"/> <input checked="" type="checkbox"/> NULL
Branch	Canada Test, CardiffU	Date Filter	Hire Date
Group By	Branch	ACA Status	Full-Time
Insurance Offering Response Status	(none), Cancelled - C	Admin Status	(none), Overdue, Brea
Declined Reason	(none), Medicaid elig	FTE Status	(none), FTE, Approach
Employee Filter	<input type="text"/>	Customer Filter	<input type="text"/>

## ACA Employee Details

High Tech Staffing

Entity Level (HierId 2)



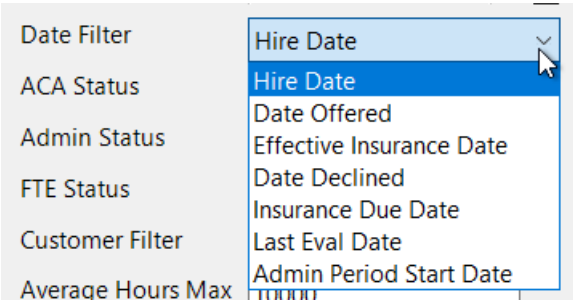
A list of employees, from the following selected branches: '{All Branches Selected}'. Showing: All Employees

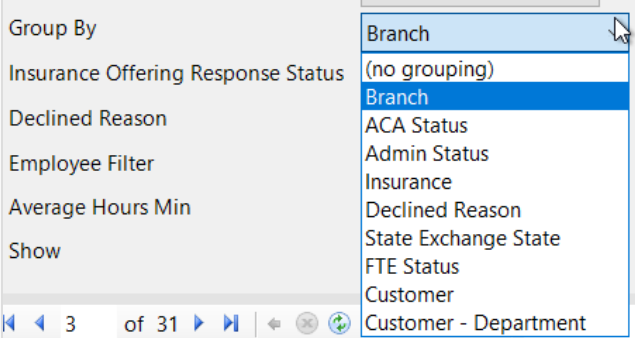
Employee	Employee ID	Hire Date	FTE Status	Avg Hrs	ACAStatus	Admin Status	Insurance	Date Offered	Effective Insurance Date	Insurance Deadline
Tribbiani, Joseph	4295083170	1/27/2020	FTE	34.26	Full-Time	Measurement	Declined			
							Declined Date: 2/1/2020			
							Declined Reason: Medicare eligible			
Wayne, Bruce	4295069368		Not FTE	0.00	Full-Time					
Zuccarello, Mats	4295082919	1/6/2020	Not FTE	9.18	Full-Time	Overdue				4/4/2020
Zucker, Jason	4295082920		Not FTE	0.00	Full-Time	Overdue				4/4/2020
zzTestTest, zzTom	4295037266		Not FTE	0.00	Full-Time		Declined			
							Declined Date: 8/1/2016			
							Declined Reason: Generic decline reason			
<b>Branch: Eagan Total: Emp Count 82</b>										
<b>Branch: Hennepin East</b>										
Anderson, Paul	4295038768		Not FTE	0.00	Full-Time	Overdue				9/1/2018

## Parameters

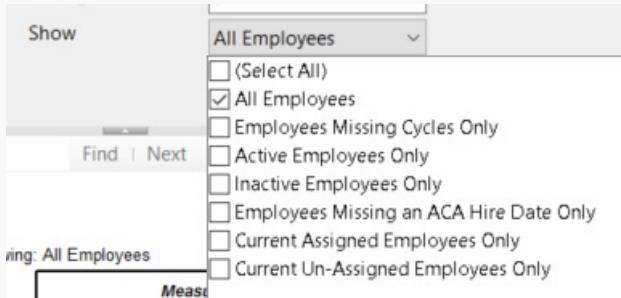
Start Date	<input type="text"/> <input checked="" type="checkbox"/> NULL	End Date	<input type="text"/> <input checked="" type="checkbox"/> NULL
Branch	Canada Test, CardiffU	Date Filter	Hire Date
Group By	Branch	ACA Status	Full-Time
Insurance Offering Response Status	(none), Cancelled - C	Admin Status	(none), Overdue, Brea
Declined Reason	(none), Medicaid elig	FTE Status	(none), FTE, Approach
Employee Filter	<input type="text"/>	Customer Filter	<input type="text"/>
Average Hours Min	0	Average Hours Max	10000
Show	All Employees		

Parameter	Description
Start Date	<p>This is the starting date the report will use to determine what employees and ACA details are included on this report</p> <ul style="list-style-type: none"> <li>By default, this option is set to Null which means all ACA cycle data from all years will be included</li> <li>If you are going to set a start date, uncheck the null option and keep in mind the date range is affected</li> </ul>

Parameter	Description
End Date	<p>This is the end date the report will use to determine what employees and ACA details are included on this report</p> <ul style="list-style-type: none"> <li>• By default, this option is set to Null which means all ACA cycle data from all years will be included</li> <li>• 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</li> </ul>
Branch	<p>Select which branches you want to include on this report</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
Date Filter	<p>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.</p> <ul style="list-style-type: none"> <li>• Hire date refers to the ACA hire date saved on the employee's record. Check out <a href="#">Setting ACA Hire Dates for Employees</a> for more information.</li> <li>• Date Offered, Effective Insurance Date, Date Declined, and Insurance Due Date are all dates related to the insurance status (offered, accepted, declined, etc.) located on the employee's record</li> <li>• Last Eval Date refers to the last date the employee was evaluated in the system for break in service or ACA cycle</li> <li>• Admin Period Start Date: the first date of the administrative period of their ACA cycle</li> </ul> 
	<p>The group by option determines how the employee data will be grouped on the report.</p>

Parameter	Description
Group By	<p>the "No Grouping" option to display all employees in a single list without any sub-groupings or sub totaling</p> <ul style="list-style-type: none"> <li>Select one of the other options available in the drop down to group employees by their status/option/ACA information, etc.</li> </ul> 
ACA Status	<p>Select which ACA status(es) you want to include in this report.</p> <ul style="list-style-type: none"> <li>This is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee.</li> <li>By default, the report will show all ACA statuses. Use the drop to deselect the statuses you do not want to see on the report</li> </ul>
Insurance Offering Response Status	<p>Select which Insurance Offering Response Status(es) you want to include on this report</p> <ul style="list-style-type: none"> <li>This is the offered, accepted, declined, etc. status options that are available on the employee's record to keep track of insurance responses</li> <li>By default the report will show all insurance statuses. Use the drop down to limit the report to just the insurance responses you are looking for</li> </ul>
Admin Status	<p>Select which Admin Status(es) you want to include on this report.</p> <ul style="list-style-type: none"> <li>Admin statuses include the measurement, admin, and stability periods as well as any break in service. This is how our system is keeping track of where in the ACA cycle the employee currently is</li> <li>By default the report will show all admin statuses. Use the drop down to limit the report to just the</li> </ul>

Parameter	Description
Declined Reason	<p>Selected which reasons for declining insurance should be included on this report.</p> <ul style="list-style-type: none"> <li>• When you select the Insurance Offering Response of declined, you can also set the general reason why the employee declined the insurance for reporting purposes on the employee record</li> <li>• By default, the report will include all declined statuses. Use the drop down to limit the report to employees with specific declined reasons selects</li> </ul>
FTE Status	<p>Select which Full Time Equivalent (FTE) statuses you want to have included on this report.</p> <ul style="list-style-type: none"> <li>• By default, all status options will be included in the report. Use the drop down to limit the options selected</li> <li>• FTE is determined by your ACA administration settings. Check out <a href="#">ACA Admin: Setting Up ACA Look Back Method</a> for more information.</li> </ul>
Employee Filter	<p>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</p>
Customer Filter	<p>If you are looking to pull ACA cycle information based on the customer the employee was working for, you can limit by customer name.</p>
Average Hours Min	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> <li>• Setting a minimum here would change the report to only display employees who worked on average at least X number of hours.</li> <li>• By default this is set to 0 to include all employees</li> </ul>
Average Hours Max	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

Parameter	Description
Show	<p>Filter options allow you to limit the employees shown on the report based on different criteria.</p> <ul style="list-style-type: none"> <li>• By default Show is set to <b>All Employees</b> so that all employees are displayed on the report.</li> <li>• <b>Employees Missing Cycles Only:</b> will only show employees that should have ACA cycles but are missing data.</li> <li>• <b>Active vs. Inactive Employees Only:</b> Active employees include any employee in an active status. Inactive employees are typically those that no longer work with you and their records have been archived or deactivated in your system.</li> <li>• <b>Employees Missing an ACA Hire Date Only:</b> 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.</li> <li>• <b>Current Assigned or Unassigned Employees Only:</b> Choose if you want to see only employees that have a current assignment or employees that are not currently working on an active assignment.</li> </ul> 

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