

ACA Employee Details Communication Export

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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:

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

User Security Setup

Search...

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 Communication Export

Purpose: This report displays all of the same information as the [ACA Employee Details](#) report with the same parameters. It does include some extra information including employee contact and address information. This report is designed to be exported into Excel.

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
ACA Status	(none), Full-Time, Part	Insurance Offering Response Status	(none), Cancelled - CC
Admin Status	(none), Overdue, Brea	Declined Reason	(none), Medicaid elig
FTE Status	(none), FTE, Approact	Show	All Employees
Average Hours Min	5	Average Hours Max	10000

ACA Employee Details Communication Export

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

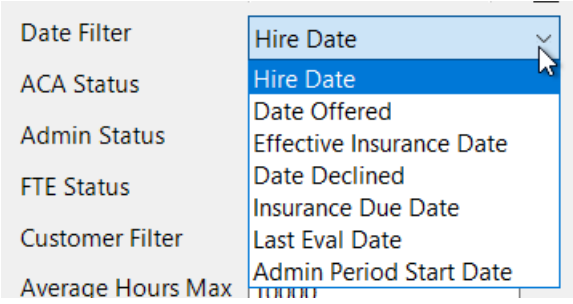
Employee	Employee ID	SSN	Customer Name	Department Name	Root Customer ID	Customer ID
Aardson, Steve	5759	xxx-xx-8501	AJ Lawncare	Primary	4295013626	4295013626
Aardson, Steve	5759	xxx-xx-8501	Trees & Leaves	Primary	4295013638	4295013638
Aardson, Steve	5759	xxx-xx-8501	Bob's Auto Shop	Primary	4295014438	4295014438
Aardson, Steve	5759	xxx-xx-8501	Sharla's Sandals	Primary	4295014752	4295014752
Acosta, Davis	4295014807	xxx-xx-4598	Rabbits R Us	Primary	10556	10556
Acosta, Davis	4295014807	xxx-xx-4598	21 Jump Street	Primary	4295014061	4295014061
Acosta, Davis	4295014807	xxx-xx-4598	Tile Company	Primary	4295014127	4295014127
Acosta, Davis	4295014807	xxx-xx-4598	Cotton Candy	Dill Pickle	4295012804	4295014669
Alessandrini, Alyssa	4295082875	xxx-xx-7584	Hartford Party Rental	Primary	4295014613	4295014613
Alexander, Jaire	4295082800	xxx-xx-7264	Central Perk Packaging	Primary	10412	10412

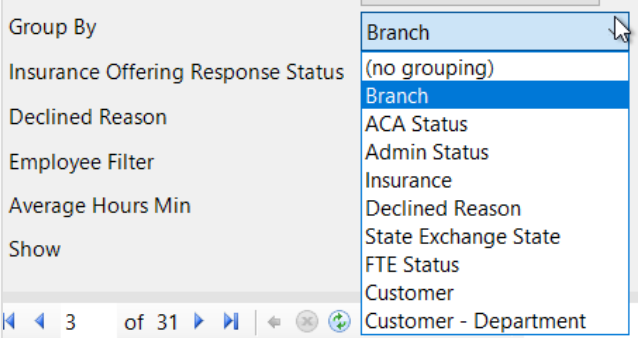
Parameters

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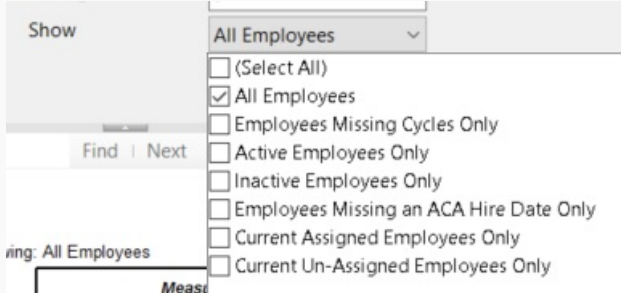
Start Date	<input type="text"/> <input checked="" type="checkbox"/> NULL	End Date	<input type="text"/> <input checked="" type="checkbox"/> NULL
Branch	Canada Test, CardiffU	Date Filter	Hire Date
Group By	Branch	ACA Status	Full-Time
Insurance Offering Response Status	(none), Cancelled - CC	Admin Status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

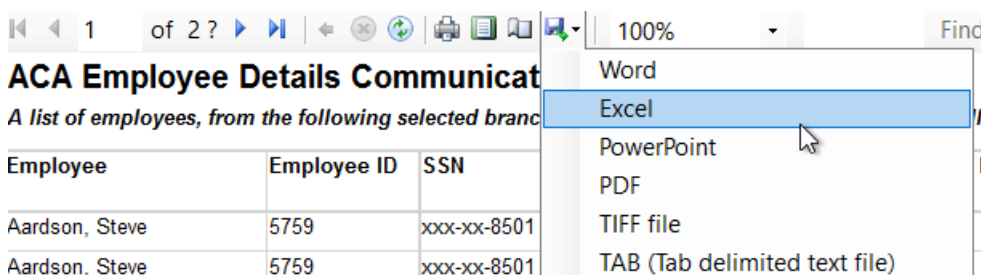
Parameter	Description
	<p>option and keep in mind the date range is affected by the date filter parameter</p>
End Date	<p>This is the end date the report will use to determine what employees and ACA details are included on this report</p> <ul style="list-style-type: none"> • By default, this option is 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
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.
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"> • 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. • 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 • Last Eval Date refers to the last date the employee was evaluated in the system for break in service or ACA cycle • Admin Period Start Date: the first date of the administrative period of their ACA cycle 
	<p>The group by option determines how the employee data</p>

Parameter	Description
Group By	<p>all be reported on the report.</p> <ul style="list-style-type: none"> Select the "No Grouping" option to display all employees in a single list without any sub-groupings or sub totaling Select one of the other options available in the drop down to group employees by their status/option/ACA information, etc. 
ACA Status	<p>Select which ACA status(es) you want to include in this report.</p> <ul style="list-style-type: none"> This is the full-time, part-time, variable, or seasonal option that is selected when setting the ACA hire date for the employee. 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
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"> This is the offered, accepted, declined, etc. status options that are available on the employee's record to keep track of insurance responses 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
Admin Status	<p>Select which Admin Status(es) you want to include on this report.</p> <ul style="list-style-type: none"> 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 By default the report will show all admin statuses.

Parameter	Description
	<p>Use the drop down to limit the report to just the admin statuses you are looking to include</p>
Declined Reason	<p>Selected which reasons for declining insurance should be included on this report.</p> <ul style="list-style-type: none"> • 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 • By default, the report will include all declined statuses. Use the drop down to limit the report to employees with specific declined reasons selects
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"> • By default, all status options will be included in the report. Use the drop down to limit the options selected • FTE is determined by your ACA administration settings. Check out ACA Admin: Setting Up ACA Look Back Method for more information.
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"> • 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	<p>This parameter allows you to limit the report based on average hours the employee worked.</p> <ul style="list-style-type: none"> • Setting a max here would change the report to only display employees who worked on average less

Parameter	Description
Show	<p>The show filter options allow you to limit the employees shown on the report based on different criteria.</p> <ul style="list-style-type: none"> • 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 status. 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. 

Select the Export icon on the report to export this file to Excel:



ACA Employee Details Communicat
 A list of employees, from the following selected branch

Employee	Employee ID	SSN
Aardson, Steve	5759	xxx-xx-8501
Aardson, Steve	5759	xxx-xx-8501

Export menu options: Word, Excel, PowerPoint, PDF, TIFF file, TAB (Tab delimited text file)

Related Articles
