

ACA Minimum Hours Ins Census Mail 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 Minimum Hours Ins Census Mail Export

Purpose: This report is similar to the [ACA Benefit Lookback List Ins Census Mail Export](#) but instead of looking at average per week, this report looks for total number of hours for the date range provided.

This report displays a list of employees who have worked over a given amount of hours for a given date range. Report includes employee information such as Date Of Birth, Age, Gender, and hours worked. Use this export option to send important information to your insurance provider for insurance quotes, etc.

Start Date	<input type="text" value="1/1/2020"/>	End Date	<input type="text" value="2/1/2020"/>
Branch	<input type="text" value="Canada Test, CardiffU"/>	Total Hours >=	<input type="text" value="130"/>
Show	<input type="text" value="EIN Records Separate"/>		

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Employees with total hours of 130hrs or more between weekend date 1/1/2020 and 2/1/2020, based upon the Sunday after the weekend date of the timecard w/ 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 the preceding period of consecutive work weeks, from the following branches: '(All Branches Selected)'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Branch	SSN	DOB	Age	Gender	RHours	OHours
5759	Aardson	Steve	St. Cloud	xxx-xx-8501	6/1/1977	43	M	130.50	0.00
4295081481	Aardson	Steve	Minneapolis	xxx-xx-9337				334.00	0.00
4295003612	Allan	Dean	Minneapolis	xxx-xx-5196				160.00	0.00
5091	Allen	Donna	Memphis NE	xxx-xx-9999				199.00	5.00
4295069322	Anderson	Troy	Minneapolis	xxx-xx-9093				196.50	15.00
4295080299	Bowen	Troy	New Brighton	xxx-xx-9444				200.00	4.00
4295082286	Forrester	Dean	Minneapolis	xxx-xx-1887				150.00	4.00

Parameters

Start Date	<input type="text" value="1/1/2020"/>	End Date	<input type="text" value="2/1/2020"/>
Branch	<input type="text" value="Canada Test, CardiffU"/>	Total Hours >=	<input type="text" value="130"/>
Show	<input type="text" value="EIN Records Separate"/>		

Parameter	Description
Start Date	<p>This is the starting date the report will use to report on hours, gross pay, etc.</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.
End Date	<p>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.</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

Parameter	Description
	<p>full information based on the Sunday following the date selected.</p>
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.
Total Hours	<p>Enter the minimum number of hours the employee must have worked within the date range provided to be included on 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. For example, maybe 130 hours in one month, 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 assignment

Related Articles
