

ACA Missing Check

Last Modified on 07/20/2020 10:23 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:

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 Missing Check

Purpose: This report is meant to help you identify employees that have ACA related benefit adjustments active but are not receiving a check this week and therefore will not be contributing to their benefit costs. You may use this to identify employees that may have additional amounts withheld the next time they are paid.

This report displays a list of employees who have a specific adjustment setup on their employee record and did not receive a pay check between the entered date range.

Start Date: 5/31/2020 End Date: 6/7/2020
 Branch: CardiffUK, Eagan, Her Adjustment Type: 2015(e): test, 2015Key
 Group By: Branch Show: Employees On Active
 Employee Filter:

ACA Missing Checks

High Tech Staffing

Entity Level (Hierld 2)



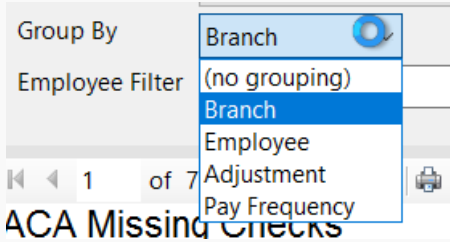
A list of employees who did not receive a check between weekend date 5/31/2020 and 6/7/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date, from the following selected branches: 'Minneapolis, Memphis NE, Memphis CA, CardiffUK, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan, PR Branch, National Accounts'. Showing: Employees On Active Assignments In Date Range, Employees Not On Active Assignments In Date Range, Active Adjustments, Inactive Adjustments, Active Employees, Inactive Employees, Current Assigned Employees, Current Un-Assigned Employees.

				Last Check Prior to 5/31/2020				
Employee	Employee ID	SSN	Adjustment	Adj Amount	Check Date	Check Number	Weekend Date	Sunday Following Weekend Date
Branch: Eagan								
Carey, Mariah	4295082928	xxx-xx-0101	HC - EMPR					
doe, jane	4295082929	xxx-xx-4321	HC - EMPR					
Kramer, Joshua	4295083206	xxx-xx-1447	ACA EE					
Matthews, Clay	4295082937	xxx-xx-1234	HC - EMPR					
Monster, Cookie	4295082934	xxx-xx-2343	HC - EMPR					
Navarro, Isis	4295083120		ACAMEC					

Parameters

Start Date: 5/31/2020 End Date: 6/7/2020
 Branch: CardiffUK, Eagan, Her Adjustment Type: 2015(e): test, 2015Key
 Group By: Branch Show: Employees On Active
 Employee Filter:

Parameter	Description
Start Date	This is the starting date the report will use to report check and adjustment information: <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.
	This is the end date the report will use to report check and adjustment information:

Parameter	Description
End Date	<p>mind this report runs off Weekend Bill</p> <p>Date. If you enter a date that is not Sunday it will pull 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.
Adjustment Type	<p>Select which benefit adjustments that the employee must have on their file.</p> <ul style="list-style-type: none"> Because you may have multiple benefit plan options, etc., you may have multiple benefit adjustments available to choose from. Select the adjustments you want to show on the report.
Group By	<p>By default, this report will be set to "No Grouping" which will show all employees matching the report criteria in a single list.</p> <p>If you would like the employees to be grouped by specific criteria, select one of the options in the Group By drop down.</p> 
Show	<p>By default, the show option will display all employees who meet the criteria for this report. However, if you want to limit the employees that appear on this list further, select or deselect some of the show options available in the drop down.</p> <ul style="list-style-type: none"> Employees on Active Assignments Employees Not on Active Assignments Active vs. Inactive Adjustments: Active vs. Inactive Employees: Assigned vs. Unassigned Employees

Parameter	Description
	<div style="border: 1px solid gray; padding: 5px;"> <p>Show Employees On Active</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Employees On Active Assignments In Date Range <input checked="" type="checkbox"/> Employees Not On Active Assignments In Date Range <input checked="" type="checkbox"/> Active Adjustments <input checked="" type="checkbox"/> Inactive Adjustments <input checked="" type="checkbox"/> Active Employees <input checked="" type="checkbox"/> Inactive Employees <input checked="" type="checkbox"/> Current Assigned Employees <input checked="" type="checkbox"/> Current Un-Assigned Employees </div>
Employee Filter	<p>If you are looking to review one employee's missing checks and adjustment amounts, you can use this optional filter to limit by employee's name. Remember to type last name, first name</p>

Report Breakdown

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

Employee & Adjustment Information

ACA Missing Checks

High Tech Staffing

A list of employees who did not receive a check between weekend date 5/31/20 upon the Sunday after the weekend date of the timecard when weekend date is date, from the following selected branches: '(All Branches Selected)'. Showing Assignments In Date Range, Employees Not On Active Assignments In Date Range, Adjustments, Active Employees, Current Assigned Employees.

Employee	Employee ID	SSN	Adjustment
Branch: Eagan			
Wilifred, Willy	4295082436	xxx-xx-4165	Employer
Branch: Eagan 1 employee			
Branch: Hennepin East			
Kitty, Thai	4295081740	xxx-xx-2405	ACA Fam
Branch: Hennepin East 1 employee			

- **Employee:** Name of Employee
- **Employee ID:** System identifier for employee record (also referred to as AIdent)
- **SSN:** Employee's social security number on file
- **Adjustment:** Name of the benefit adjustment

Last Check Prior to X Date

Last Check Prior to 5/31/2020					
Adjustment	Adj Amount	Check Date	Check Number	Weekend Date	Sunday Following Weekend Date
Employer	\$25.60 \$25.60	3/3/2020	103671	2/23/2020	2/23/2020
ACA Fam	\$75.00 \$75.00	5/21/2020	1039942	5/17/2020	5/17/2020

- Will display the check information for the last check processed for this employee prior to the start date used on the report parameters
- **Adj Amount:** Amount taken from the check for the related benefit adjustment named in the column before
- **Check Date:** the date listed on the last check that was processed
- **Check Number:** the number listed for this check for lookup purposes
- **Weekend Date:** The date showing the last day worked for the hours being paid on the check
- **Sunday following weekend date:** (Also known as the Weekend Bill Date) the Sunday of the processing week - may be the same as the weekend date

Related Articles