

# Affordable Care Act Benefit Lookback List

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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.

# Affordable Care Act Benefit Lookback List

**Purpose:** Use this report to look back at average hours for employees by week to determine who may be eligible for insurance. This report can also be run to review employees that you may have missed adding hire dates for.

The report looks to see if any of the employees qualify for the ACA Break In Service rules and if they do, then the report will not show them even if they meet the average hours requirement. 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).

This report displays a list of employees who have a weekly average of hours great than or equal to an entered amount for a given date range.

Start Date	6/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East	Group By	Branch
Show	EIN Records Separate	Average Hours >=	30

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## Affordable Care Act Benefit Lookback List

High Tech Staffing

Entity Level (Hierld 2)



Employees with an average of 30hrs or more per week between weekend date 6/1/2020 and 7/1/2020, based upon the Sunday after the weekend date of the timecard when weekend date is not already a Sunday date. Employees 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 4 weeks where that 4 or more week break is greater than the preceding period of consecutive work weeks, from the following branches: 'Minneapolis, Memphis NE, Memphis CA, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan, PR Branch, National Accounts'. Showing: EIN Records Separated.

Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours
<b>High Tech Staffing Inc - Einc: 0</b>					
<b>Branch: Eagan</b>					
4295083171	Buffay	Phoebe	130.00	4	32.50
4295038910	Green	Rachel	120.00	4	30.00
4295083170	Tribbiani	Joseph	120.00	4	30.00
<b>Branch: Eagan Total: Emp Count 3</b>			<b>370.00</b>		<b>92.50</b>

### Parameters

Start Date	6/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East	Group By	Branch
Show	EIN Records Separate	Average Hours >=	30

Parameter	Description
	<p>This is the starting date the report will use to report on hours, gross pay, etc.</p> <ul style="list-style-type: none"> <li>Keep in mind this report runs off Weekend Bill</li> </ul>

Parameter	Description
	<p>Date. If you enter a date that is not Sunday it will pull information based on the Sunday following the date selected.</p>
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"> <li>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.</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>
Group By	<p>If you would like this report to group by branch, etc. use the drop down to select the grouping option. Otherwise, leave as "no grouping."</p>
Show	<p>Select which options you want to have included on this report:</p> <ul style="list-style-type: none"> <li><b>EIN Records Separated or Combined:</b> Will display the employee records either separated by EINC or combined regardless of EINC</li> <li><b>Customer Detail:</b> When checked, this option will display the related customer name and department the employee worked for</li> <li><b>Active or Inactive Employees:</b> Select if you only want to see only active employees or inactive employees listed on the report</li> <li><b>Employees Missing Hire Date Only:</b> 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</li> <li><b>Current Assigned or Unassigned Employees:</b> Select if you only want to see employees that are currently on assignment or not on assignment</li> </ul>

Parameter	Show Description
	<div data-bbox="922 152 1444 533" style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <span>EIN Records Separate ▾</span> <span>Average Hours &gt;= 30</span> </div> <ul style="list-style-type: none"> <li><input type="checkbox"/> (Select All)</li> <li><input type="checkbox"/> EIN Records Combined</li> <li><input checked="" type="checkbox"/> EIN Records Separated</li> <li><input type="checkbox"/> Customer Detail</li> <li><input type="checkbox"/> Active Employees Only</li> <li><input type="checkbox"/> Inactive Employees Only</li> <li><input type="checkbox"/> Employees Missing an ACA Hire Date Only</li> <li><input type="checkbox"/> Current Assigned Employees Only</li> <li><input type="checkbox"/> Current Un-Assigned Employees Only</li> </ul> </div>
Average Hours	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p> <ul style="list-style-type: none"> <li>Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance</li> <li>This field defaults to 30 hours</li> </ul>

## Related Articles