Affordable Care Act Compliance Determination

Last Modified on 07/20/2020 10:32 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:

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.

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Purpose: This report is a great way to check your compliance with ACA and see the total number of employees considered full time.

Total Part Time Employees FTE is calculated by taking the sum of the weekly average amount for your PTE, who have worked an average of less than the entered hour limit amount, and dividing that sum/total by the entered hour limit amount.

This report shows you how many Full Time employees you have and if you are required to comply with the Affordable Care Act.

If you click on the + option next to any grouping, you will be able to expand the report to show each employee considered in that count and their total and average hours:

High Tech Staffing Inc - Einc: 0

⊞ Total Fulltime 30+ Hours   20

Employee Id	Last Name	First Name	Total Hours	# Weeks	Avg Hours
5021	Abootorabi	Deborah	40.00	4	10.00
4295081069	Ackerman	Janice	40.00	4	10.00
4295059078	Ahumada	Elsa	32.00	4	8.00
4295037184	Alaska	Ally	8.00	4	2.00
4295082800	Alexander	Jaire	80.00	4	20.00

Parameters

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

Parameter	Description
Start Date	This is the starting date the report will use to report on hours, gross pay, etc. • 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	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. • 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.
Branch	Select which branches you want to include on this report • 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.
Group By	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."
Show	Select which options you want to have included on this report: • **EIN Records Separated or Combined:** Will display the employee records either separated by EINC or combined regardless of EINC
	Enter the minimum average number of hours each week that an employee must have worked to be included in this report

Parameter	Description
Average Hours	Generally, this will be the same number of hours you use to determine your full time employees that are eligible for insurance • This field defaults to 30 hours

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