

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:

The screenshot displays the ACA Reporting interface. On the left is a sidebar with navigation options: 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, and User Security Setup. The main area features a search bar and a grid of report cards. The report cards are: 1. 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. 2. 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. 3. 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. 4. 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. 5. 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. 6. 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. 7. ACA Employee Details Communication Export: Displays all of the same info as the ACA Employee Details report. 8. 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.

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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.

Start Date

End Date

Branch

Average Hours >=

Show

1 of 1
100%
Find | Next

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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, from the following branches: 'Minneapolis, Memphis NE, Memphis CA, St. Cloud, New Brighton, St.Paul, Hennepin East, Eagan'. Showing: EIN Records Separated.

23213 - Einc: 580

<input type="checkbox"/>	Total Part Time Employees FTE	0
	Total Full Time Employees	0

High Tech Staffing Inc - Einc: 0

<input type="checkbox"/>	Total Fulltime 30+ Hours	20
<input type="checkbox"/>	Total Part Time Employees FTE	45
	Total Full Time Employees	65

Note: if Total Full Time Employees is more than 50, then the company is subject to Affordable Care Act Compliance. Total Part Time Employees FTE = total avg hours for all PTE / 30

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	<input type="text" value="6/1/2020"/>	End Date	<input type="text" value="7/1/2020"/>
Branch	<input type="text" value="Eagan, Hennepin East"/>	Average Hours >=	<input type="text" value="30"/>
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 pull information based on the Sunday following the date selected.
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.
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"> EIN Records Separated or Combined: Will display the employee records either separated by EINC or combined regardless of EINC
	<p>Enter the minimum average number of hours each week that an employee must have worked to be included in this report</p>

Average Hours Parameter	Description
	<p>ly, this will be the same number of hours you use to determine your full time employees that are eligible for insurance</p> <ul style="list-style-type: none">• This field defaults to 30 hours

Related Articles