

Affordable Care Act Financial Exposure

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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.

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Purpose: Use this report to get an idea of how many employees are paying for insurance and how much they are paying compared to how much your company is spending on insurance.

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).

You have the option to Pay the tax penalties or Play and offer your employees health insurance. Report calculates the average weekly gross amount that an employee earns to determine how much they would contribute to their insurance premiums if you were to decide to offer insurance coverage (Play) to them. Therefore, this report is just an estimation on what your yearly cost would be, based upon the averages for your employees for the given date range you entered.

This report displays a list of employees and how much they are contributing to health care vs. how much the company is responsible for.

Report also has the ability to be grouped by customer so that you can see an estimation for how much of the cost each one of you customers would be responsible for.

Start Date	1/1/2020	End Date	7/1/2020
Branch	Eagan, Hennepin East	Monthly Ins Cost Per Employee \$	500
Group By	Branch	Average Hours >=	30
Show	EIN Records Separate		

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High Tech Staffing

Entity Level (Hierld 2)



Employees with an average of 30hrs or more per week between weekend date 1/1/2020 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	Pay			Play			
			Monthly Tax Penalty	Estimated Monthly Employer Tax Expense	Tax Penalty Per 12 Month Period	Company Monthly Ins Cost	Monthly Ins Less Employee Portion	Company Yearly Ins Cost	Yearly Ins Less Employee Portion

High Tech Staffing Inc - Einc: 0

Branch: Minneapolis

4295038894	Aaron	Amanda	\$166.67	\$66.67	\$2,800.00	\$500.00	\$176.81	\$6,000.00	\$2,118.71
4295069322	Anderson	Troy	\$166.67	\$66.67	\$2,800.00	\$500.00	\$120.98	\$6,000.00	\$1,448.28
Branch: Minneapolis Totals:			\$333.33	\$133.33	\$5,600.00	\$1,000.00	\$297.79	\$12,000.00	\$3,566.99

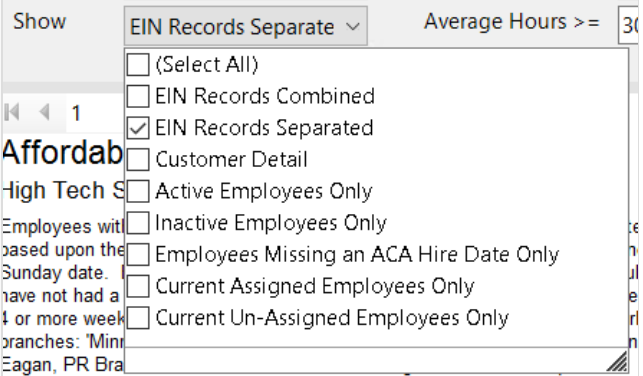
Branch: St. Cloud

5759	Aardson	Steve	\$166.67	\$66.67	\$2,800.00	\$500.00	\$152.52	\$6,000.00	\$1,826.97
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Parameters

Start Date	<input type="text" value="1/1/2020"/>	End Date	<input type="text" value="7/1/2020"/>
Branch	<input type="text" value="Eagan, Hennepin East"/>	Monthly Ins Cost Per Employee \$	<input type="text" value="500"/>
Group By	<input type="text" value="Branch"/>	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 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.
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.
Monthly Ins Cost Per Employee \$	<p>Enter the average dollar amount that your insurance costs per employee per month. This should include what the employee is required to pay.</p>
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>
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"> Typically, 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

Parameter	Description
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 • Customer Detail: When checked, this option will display the related customer name and department the employee worked for • 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 

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