Affordable Care Act Minimum Hours

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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:

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 quickly identify employees who meet your insurance criteria, especially if you are using the Monthly Measurement Option for ACA tracking.

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 worked over a given amount of hours for a given time period.

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High Tech Staffing
Entity Level (Hierld 2)

Employees with total hours of 130hrs or more 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
High Tech Staffing Inc - Einc: 0			
Branch: Eagan			
4295083171	Buffay	Phoebe	130.00
Branch: Eagan Total: Emp Count 1			130.00
Branch: Minneapolis			
4295038894	Aaron	Amanda	141.00
4295080595	Anderson	Lucy	168.00
4295038218	Brooks	Arianna	160.00
4295083085	Crum	Victor	400.00
Branch: Minneapolis Total: Emp Count 4			869.00

Parameters

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

Parameter	Description
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 • **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

Parameter	Show EIN Records Separate ˅ Average Hours >= 30
	(Select All) ☐ EIN Records Combined ☐ EIN Records Separated ☑ Customer Detail ☐ Active Employees Only ☐ Inactive Employees Only ☐ Employees Missing an ACA Hire Date Only ☐ Current Assigned Employees Only ☐ Current Un-Assigned Employees Only ☐ ◄◄ ◄ 1 Affordab High Tech S Employees wit based upon the Sunday date. have not had a 4 or more week branches: 'Min Eagan, PR Bra
Total Hours	Enter the minimum number of hours the employee must have worked to be included on this report • Typically, this will be the same number of hours you use to determine your full time employees that are eligible for insurance • Keep in mind this is for the entire range of time that you have set for this report.

Related Articles