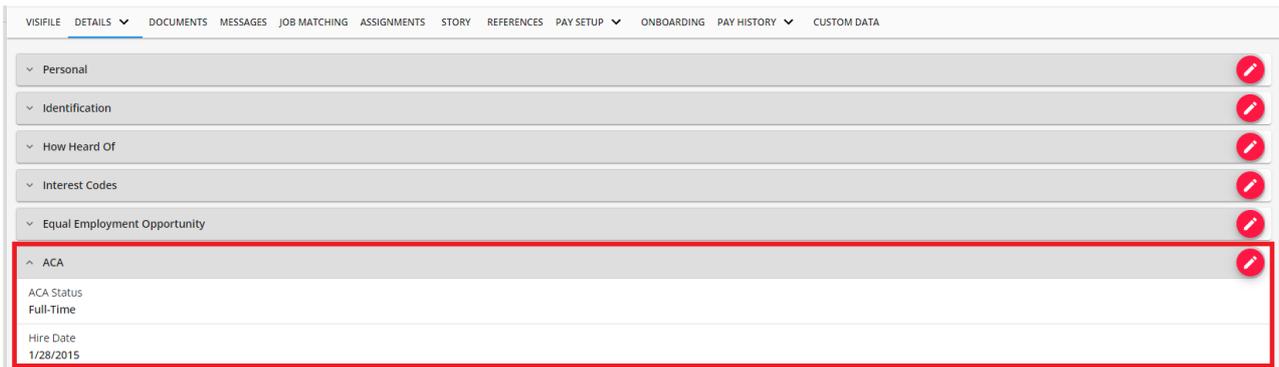


Beyond - Updating ACA Status for Employees

Last Modified on 12/07/2022 9:57 am CST

Overview

Within Beyond, users have the ability to view and update the ACA Status and Hire Date for employees.



The screenshot shows the 'DETAILS' tab of an employee record in the Beyond HR system. The navigation menu at the top includes VISIFILE, DETAILS, DOCUMENTS, MESSAGES, JOB MATCHING, ASSIGNMENTS, STORY, REFERENCES, PAY SETUP, ONBOARDING, PAY HISTORY, and CUSTOM DATA. The left sidebar lists categories: Personal, Identification, How Heard Of, Interest Codes, Equal Employment Opportunity, and ACA. The ACA section is expanded and highlighted with a red border, showing the following details:

ACA Status	Full-Time
Hire Date	1/28/2015

Note To access other ACA related functionality, this will need to be accessed within Enterprise.

For more information on ACA functionality, please see the following article titled [ACA Overview](#).

This article covers the following:

1. [Setting Up Permissions](#)
2. [Updating the ACA Status and Hire Date](#)
3. [Searching ACA Status and Hire Date](#)

Setting Up Permissions

For users utilizing custom Security Groups, there are two permissions that will need to be considered when adding to an intended Security Group:

- **ACA General User:** Allows the user the ability to see the ACA information within the details of the employee record.
- **ACA Super User:** Allows the user the ability to view/edit the ACA Status within the details of the employee record.

ACA General User
"ACA General User" Manager of non-set ACA status and hire dates.

ACA Super User
"ACA Super User" Manager of any ACA status and hire dates.

These can be found by navigating to B Menu > System Settings > Security > Permissions.

Note For more information on creating and managing Security Groups in Beyond, please see the following article titled [Beyond - Managing Security Groups](#).

Note If you utilize custom Security Groups with Advanced Permissions, please add the Read and Write access to the "ACA Status" related fields to the Security Groups that require the functionality:

Employee	Access
Visifile Page	Access
ACA Card	Access
Add or Edit Contact Method (1) Form	Access
Change ACA Status Form	Access
ACA Status Field	Read Write
Set hire date Form	Access
ACA Status Field	Read Write

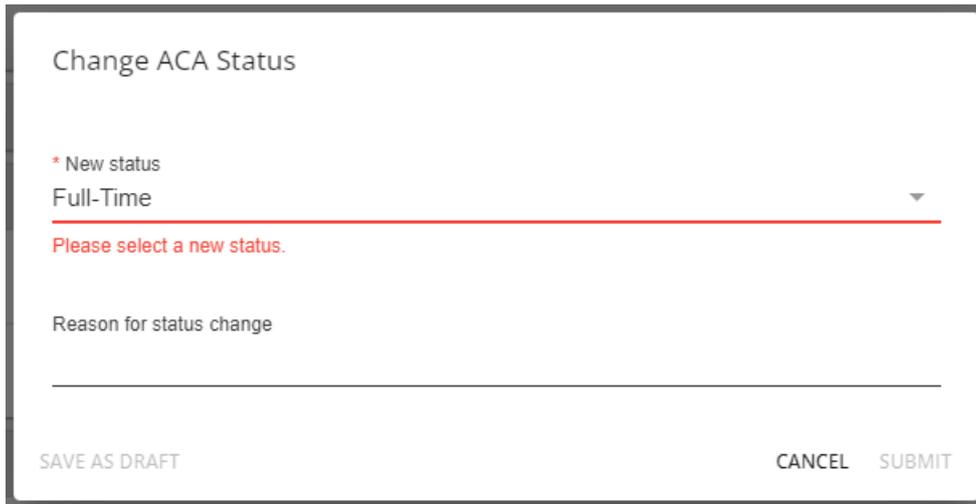
For more information on created custom Security Groups with Advanced Permissions, please see the following article titled [Beyond - Creating Security Groups with Advanced Permissions](#).

Updating the ACA Status and Hire Date

Navigate to the employee record that needs the ACA Status and/or Hire Date updated and go to Details > ACA:

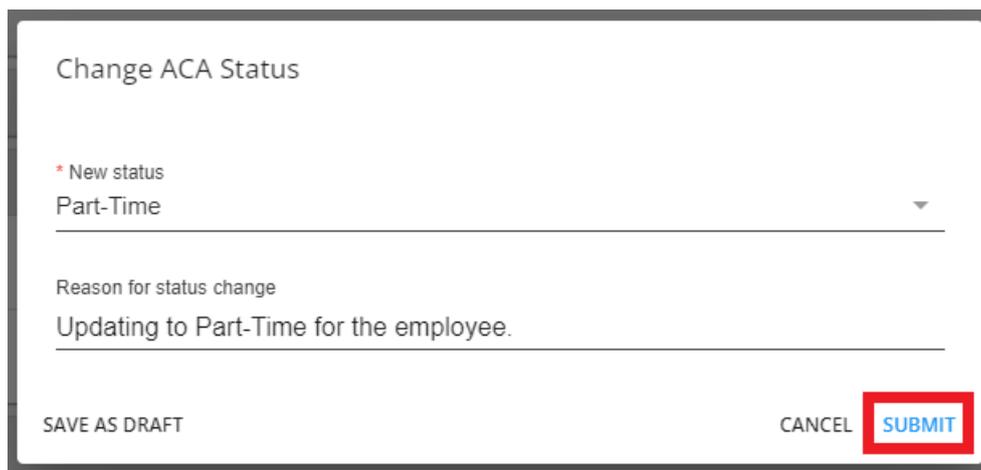
The screenshot shows the 'Details' page for an employee record. The navigation bar at the top includes: VISIFILE, DETAILS (selected), DOCUMENTS, MESSAGES, JOB MATCHING, ASSIGNMENTS, STORY, REFERENCES, PAY SETUP, ONBOARDING, PAY HISTORY, and CUSTOM DATA. The main content area is a list of sections, each with a red pencil icon for editing: Personal, Identification, How Heard Of, Interest Codes, Equal Employment Opportunity, and ACA. The ACA section is highlighted with a red box and contains the following information: ACA Status: Full-Time, Hire Date: 1/28/2015.

Select the "Edit" pencil to the right of the ACA card to open the "Change ACA Status" window:



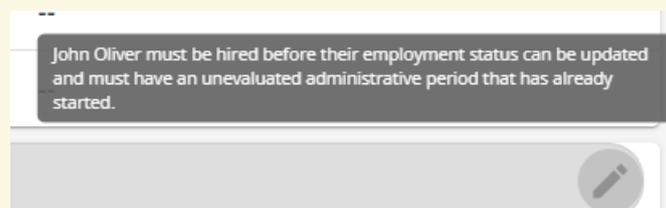
Within the "Change ACA Status" window, you will be able to select a new ACA status along with adding a reason for the status being changed.

Once the information has been added, select "Submit" to finalize the changes:



Note Employees who have not been hired and do not have an unevaluated administrative period cannot have their ACA details updated.

The following tooltip will appear for users attempting to edit ACA details when they are unable to:



Once the changes have been saved, they will be reflected within the ACA card of the employee record:

[VISIFILE](#)
[DETAILS](#)
[DOCUMENTS](#)
[MESSAGES](#)
[JOB MATCHING](#)
[ASSIGNMENTS](#)
[STORY](#)
[REFERENCES](#)
[PAY SETUP](#)
[ONBOARDING](#)
[PAY HISTORY](#)
[CUSTOM DATA](#)

- Personal
- Identification
- How Heard Of
- Interest Codes
- Equal Employment Opportunity
- ACA
 - ACA Status
Part-Time
 - Hire Date
1/28/2015

Note When navigating to an employee record without an ACA Hire Date, you will be prompted to add one along with the ACA Status:

[VISIFILE](#)
[DETAILS](#)
[DOCUMENTS](#)
[MESSAGES](#)
[JOB MATCHING](#)
[ASSIGNMENTS](#)
[STORY](#)
[REFERENCES](#)
[PAY SETUP](#)
[ONBOARDING](#)
[PAY HISTORY](#)
[CUSTOM DATA](#)

- Personal
- Identification
- How Heard Of
- Interest Codes
- Equal Employment Opportunity
- ACA
 - Hire date needed

After selecting the "+" to the right of the card, select the ACA Status and Hire Date and select "Submit" to save the changes:

Set Hire Date

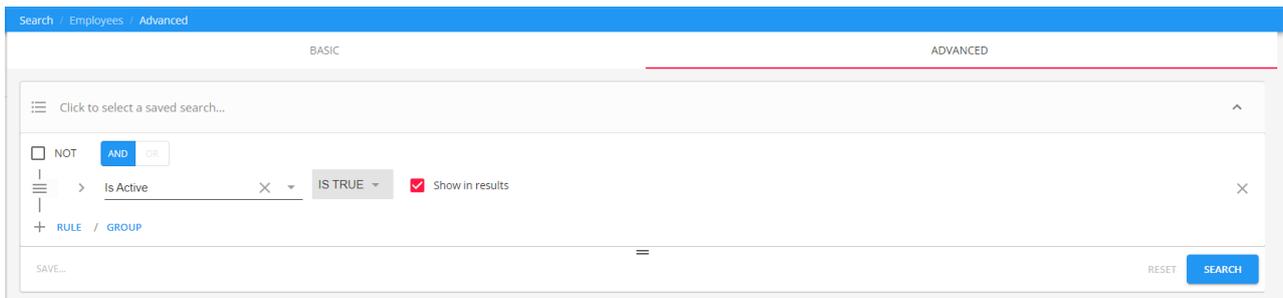
* ACA Status
Full-Time

* Hire Date
5/2/2022

SAVE AS DRAFT CANCEL **SUBMIT**

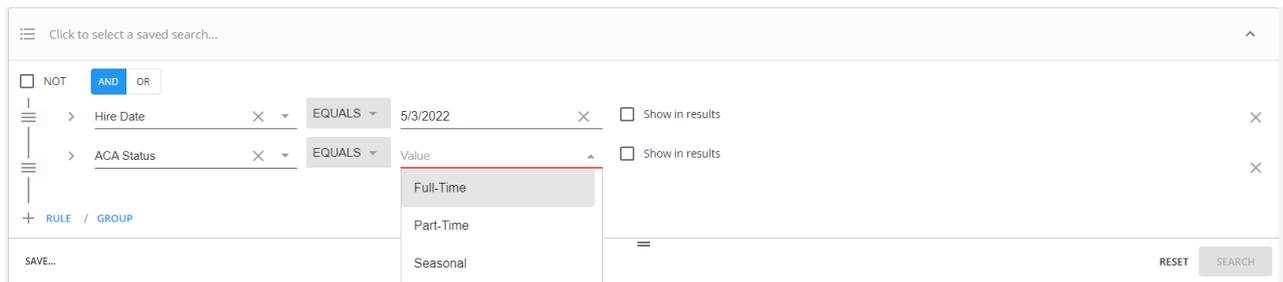
Searching ACA Status and Hire Date

Navigate to the employee search and select the "Advanced" tab on the right to open an advanced search:



Select the dropdown and find the "ACA Status" and/or "Hire Date" option(s).

Once "ACA Status" and/or "Hire Date" has been selected, you can narrow the search results by a specific ACA Status and dates by selecting within the dropdowns:



Select "Search" once the criteria has been selected.

Note For more information on searching within Beyond, please see the article titled [Beyond - Advanced Searching](#).

Related Articles