



ACA REPORTS – PERIOD-TO-DATE

OPTION

JOB AID BEN-17


BEN

The purpose of this job aid is to see an estimate of Average Weekly Hours for Temporary employees who are in the middle of a Measurement Period.

In support of Affordable Care Act rules, Temporary employees' time will be measured over a 12-month look-back period to determine their average weekly hours. Agencies must offer the opportunity to enroll in the High Deductible Health Plan to any employees whose weekly average is calculated to be 30.00 hours or more.


Agencies can run the **ZBNR052 – ACA Reports** Period-To-Date option at any time in order to see what their Temporaries' Average Weekly Hours have been so far in the current Measurement Period. Managers can see if their Temporaries have been working more or less than 30 hours per week.


Initial Screen


Tip: Click the **Program documentation** button  to see helpful tips and additional details about the options on the initial screen.

ACA REPORTS

Selection

Personnel Number 

Personnel Area 

Organizational Unit 

ACA Measurement Reports

Final Measurement
Date Range to


Coverage
Key Date


Period-To-Date
Current Date


1. Enter employee's **Personnel Number** or leave empty to return all employees you have security to see.
2. The **Final Measurement** option is selected by default. Instead, click the radio button for the **Period-To-Date** option.

ACA REPORTS

Selection

Personnel Number 

Personnel Area 


Organizational Unit 

ACA Measurement Reports

Final Measurement
Date Range to

Coverage
Key Date


Period-To-Date
Current Date

3. Click the **Execute**  button.
4. View the Period-to-Date report results.

ACA REPORTS

Period-To-Date

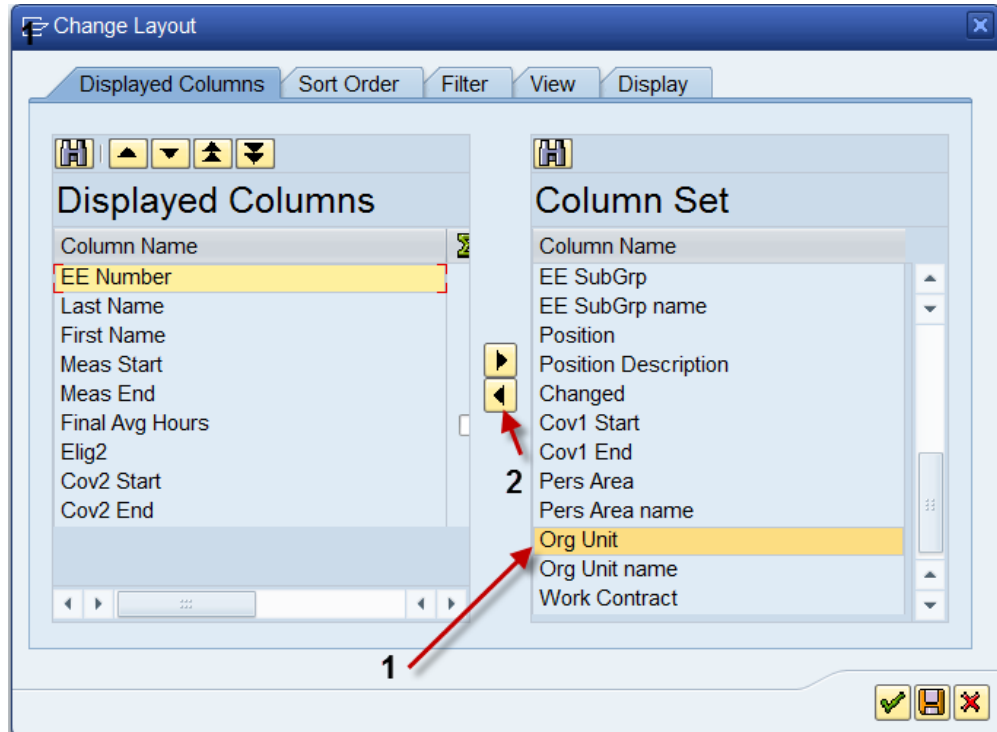
Run Date : 11/05/2014

Sorted with next end date first 

EE Number	First Name	Last Name	SubTy	Meas Start	Meas End	PTD Avg Hrs
	Barbara		IMP	12/01/2013	11/30/2014	19.16
	Kenneth		IMP	12/01/2013		17.30
	Joyce		IMP	12/01/2013		2.81
	Larry		IMP	12/01/2013		15.72
	Charles		IMP	12/01/2013		36.57
	Jboodka		IMP	12/01/2013		36.37
	Myrna		IMP	12/01/2013		0.00
	Pamela		IMP	12/01/2013		0.36
	Cecil		IMP	12/01/2013		38.58
	Kim		IMP	12/01/2013		38.75
	Marvin		IMP	12/01/2013		42.38
	Damion		IMP	12/01/2013		0.00
	Jensen		IMP	12/01/2013		34.94
	Brenda		IMP	12/01/2013		15.88
	Danielle		IMP	12/01/2013		16.14
	Nirmala		IMP	01/01/2014	12/31/2014	2.16
	Brenda		IMP	01/01/2014		26.78
	Doran		IMP	01/01/2014		33.91

The default report layout sorts the results to show EEs who will be measured sooner at the top of the list.

TIP: You can use the sort and filter buttons to rearrange the results. You can export the data for use in other programs, such as Excel and Word.



TIP: Additional fields can be added to the report results, such as Org Unit, Personnel Area, the EE’s address, etc. Click the **Change Layout** button, select a field from the **Column Set**, and click the **Show Selected Fields** button. Then click the **Green Check** button.

	Cov2 End	Org Unit
5	12/31/2015	20002420
5	12/31/2015	20002420
5	12/31/2015	20001944
5	12/31/2015	20001944

	Cov2 End	Address 1	Address 2	City	State	ZIP CD
5	12/31/2015			Wilson	NC	27893
5	12/31/2015			Wilson	NC	27893
5	12/31/2015			Black Creek	NC	278130179
5	12/31/2015			Black Creek	NC	278130179

Change Record

- 8/9/2022 – Updated format, added reference number, and made accessible – A. Durrence