TIME REPORTING FOR ACA
(Affordable Care Act)
Part 2
Agenda

• Background
• Time & Labor Follow-up
• Lump Sum Payments
• Reports
• Marketplace Enrollment Notifications
• References
• Questions
• **Background**
• Time & Labor Follow-up
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Background

- The ACA requires the UWS to offer health insurance to all employees who are considered to be “full-time employees” or potentially face an Employer Shared Responsibility penalty.
  - This includes temporary and student employees
  - Under the ACA, a full-time employee is an employee who works an average of 30 or more hours per week or 130 hours per month (not including work study hours).
  - The ACA’s definition of who is benefits eligible differs from that found under Wisconsin state statute.
  - Under the ACA, the UWS is considered to be a single legal entity with regard to Employer Shared Responsibility.
• Full-Time Employee Determination
  – Must identify employees into one of four categories:
    • Full-time
    • Part-time
    • Variable hour
    • Seasonal
  – Determine status based upon hours of service
    • Not job category
Background

• Employee Categories
  – Full-time employee
    • Hires to work at least 30 hours per week or 130 hours per month
  – Part-time employee
    • Hired to work less than average of 30 hours per week
  – Variable hour employee
    • As of the date of hire, employer cannot reasonably determined average hours
    • May be full-time employee
Employee Categories

- Seasonal employee
  - Not limited to agricultural or retail worker

- Under recent guidance, a seasonal employee is an employee who is in a position for which the customary annual employment is 6 months or less
  - The person of employment should generally begin in the same part of the year each year (e.g. summer or winter)
• Hour of Service
  – For hourly employees, hours of service include:
    • Hours worked
      – Each hour for which the employee is paid or entitled to payment “for the performance of duties”, and
    • Paid Time Off
      – Each hour for which the employee is paid, or entitled to payment, due to (1) vacation, (2) holiday, (3) illness, (4) incapacity (including disability), (5) layoff, (6) jury duty, (7) military duty, or (8) leave of absence
Background

• Hour of Service
  – For non-hourly employees, hours of service include:
    • Hours worked and Paid-Time Off
      – FTE or Time Reporting
    • Days-Worked Equivalency
      – Credit 8 hours of service per day for each day for which the employee would be credited with at least one hour of service
Background

• Effective 1/1/2016, employees paid via lump sum payments are required to report hours worked. The Time & Labor module changed to allow for recording hours worked.
  – ACAHW time reporting code created

• Student Help
  – Hours paid using Federal Work Study funding are excluded.
  – Student Help limited to 25 hours per week when classes are in session.
  – New Student Help titles created to track Residence Assistants and Student Governance payments.
• Ongoing Employees:
  – If an employee is determined to have averaged at least 30 hours per week during a Standard Measurement Period, then that employee is considered to be a full-time employee for the following stability period so long as he or she remains employed, regardless of the number of hours worked (unless a change in position occurs).

  – Ongoing employees determined NOT to be full-time during the SMP are not considered to be full-time during the Stability Period (unless a change in position occurs)
    • But their hours will be reviewed again at the end of the next standard measurement period
Agenda

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Time & Labor Follow-up

• Hours greater than 12 for ACAHW will **NOT** cause exceptions
  – Volume, minimal value added, burdensome

• Total 80 report
  – ACAHW hours excluded.

• Weeks in which no work is performed
  – If no work is performed during a given week, the timesheet should be left blank.
Time & Labor Follow-up

• Hours worked reporting is required for ACA for the following lump sum earnings codes:
  – LWR - FA/AS/LI Lump Pmt
  – LW9 - FA/AS/LI Lump Pmt IC 19
  – HLP - University Staff Lump Pmt
  – HL8 - University Staff Lump Pmt IC 18
  – SLP - Student Hourly Lump Pmt
    • Including SL1, SL2, SL3 (used by Rec Sports)
  – LWU - SA Lump Pmt

  – [KB 21524](#): Earnings Code Descriptions
• Awards/Bonuses
  – When entering lump sum payments for awards or bonuses, enter .25 ACAHW hours for one day in the pay period on the timesheet.
    • Prevents “Days Worked Equivalency” calculation
    • Minimal impact on hours reporting for ACA
    • Timesheet entry not needed for meritorious Performance Award payments using:
      – UPE (FAASLI Performance)
      – HPE (US Performance)
• On-Call Hours
  – Employers must credit an employee with an ACA hour of service for any on-call hour for which:
    • Payment is made or due by the employer
    • The employee is required to remain on-call on the employer’s premises, or
    • The employee’s activities while remaining on-call are subject to substantial restrictions
Agenda

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• Time & Labor Follow-up
• **Lump Sum Payments**
• Reports
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• Questions
Lump Sum Payments

- Hours will be assigned using the “Days Worked Equivalency” to all lump sums where hours are not recorded.
  - Days worked equivalency = 8 hours/day for each day in the period. Ex: February has 21 days = 168 hours
  - If the employee is actually working more than 8 hours per day, must record actual hours worked.
  - Used even if hours tracking is not required by UW.
Lump Sum Payments

- Additional pay or payline – best practice

- Additional Pay
  - Uses the current payroll calendar dates as earned begin & end date, unless the job begin or end dates fall within the pay period.
    - Cannot specify worked dates
    - Difficult to connect worked time to payment if not paid timely or if spread over multiple months

- Payline
  - Able to choose earned begin and end dates
  - Must be requested through Service Center or entered on UW Payline Adjustment Page
Lump Sum Payments

• Notes on Additional Pay:
  – Retroactive payments or prior period payments should not be entered in Additional Pay.
  – Additional Pay cannot be used to pay lump sum payments for terminated appointments.
  – Payments on bi-weekly payrolls (ex: SH) will be split into two 1 week payments.
  – Do not use the ‘Award’ box in Additional Pay.
    • Affects taxation and will not prevent Days Worked Equivalency for ACA
  – KB 17094: Enter Additional Pay
Lump Sum Payments

• Additional Pay example:
  – Employee works on 1/16, 1/29, 2/4, 2/5, and 3/31.
  – Would Add’l Pay or a payline be best? When will payments be processed on payroll? How is ACA reporting impacted?

<table>
<thead>
<tr>
<th>Payroll Month</th>
<th>Earnings Dates (visible in Review Paycheck)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1/15 - 1/31</td>
</tr>
<tr>
<td>Feb</td>
<td>2/1 - 2/28</td>
</tr>
<tr>
<td>Mar</td>
<td>3/1 - 3/31</td>
</tr>
<tr>
<td>Apr</td>
<td>4/1 - 4/30</td>
</tr>
<tr>
<td>May</td>
<td>5/1 - 5/23</td>
</tr>
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</table>
Lump Sum Payments

• For a payline, submit a WiscIT to the UW Service Center, providing:
  • Empl ID
  • Empl record
  • Earnings code
  • Payment begin & end date
  • Amount of payment
Agenda

• Background
• Time & Labor Follow-up
• Lump Sum Payments & Hours
• **Reports**
  • Marketplace Enrollment Notifications
• References
• Questions
Available Reports

- Query Library – can be run ad hoc
  - ACA Student Hours Over 25
  - ACA Analysis

- HRS – updated after monthly file process is run
  - Missing ACAHW Hours
  - Unmatched ACAHW Hours
  - ACA Hours Report

- Businessolver – distributed via email
  - Initial Measurement Period
  - Ongoing (Standard) Measurement Period
Reports

• Access to reports
  – Query Library
    • Pushed out to institutions in May. If you do not see the queries in your Human Resources folder, contact your Interactive Reporting Campus Admin.
    • ACA Analysis contains sensitive data requiring additional access.
    • Contact list: https://kb.wisc.edu/ir/page.php?id=6363
  – HRS
    • Need to request role via OIM
    • Role: HRS~BN ACA Reports
  – Business Solver
    • Sent out by OHRWD/UWSC
• ACA Student Hours Over 25
  – This query provides job and payroll information on Student Help (SH) employees who work more than 25 hours/week.
    • Where can I find a query that reflects all hours a student help employee has worked for a given bi-weekly pay period on my campus, highlighting those students who work more than 25 hours/week?
    • Where can I find a query that shows all student help jobs a student employee has on my campus?
    • Where can I find a query that reflects all student help employees in my department and hours they have worked for specific earned begin and end dates?
• ACA Student Hours Over 25

ACA Student Hours Over 25

HR / Payroll

Set Report Selection Criteria

Unless otherwise noted, you may enter:
(1) The entire code, or just what it begins with
(2) Multiple values, separated by commas (no spaces)

Job Dept Id: 
Example: A or A34 or A3496 or A349600

Earnings Begin Date and Earnings End Date in a mm/dd/yyyy format

Earnings Begin Date >= 
Earnings End Date <=

Example: 10/01/2015 thru 12/31/2015

After criteria selected, click "Process"

Process  Reset
Reports

- ACA Student Hours Over 25
• ACA Analysis
  – This query provides HR/Payroll/Benefits information on eligible employees.
    • Where can I find a query that provides information on employee jobs on my campus for a given timeframe (state group health and WRS benefit information, hours worked, pay basis type)?
    • Where can I find a query that provides reports on all hourly paid employees for my campus for a given timeframe, and whether they are working more than 30 hours/week (including students on workstudy)?
    • Where can I find a query that provides reports on lump sum basis jobs on my campus, and the average monthly amount they earned for the a given timeframe?
• ACA Analysis

**ACA Analysis**

**Human Resources**

Enter EPM Logon id

Enter Password

**Set Report Selection Criteria**

Unless otherwise noted, you may enter:
(1) The entire code, or just what it begins with (2) Multiple values, separated by commas (no spaces)

**DeptId**

DeptId MUST be filled in. Example: A, or A34 or A3495 or A349600

**Timeframe**

From

Thru

Timeframe (From and To Dates) MUST be filled in. Enter dates as mm/dd/yyyy. Example: From 12/01/2015 Thru 12/31/2015

**Workstudy Bus Unit**

Workstudy Business Unit MUST be entered. Example: UWMSN

**Workstudy Calendar Year**

Workstudy Calendar Year MUST be entered. Example: 2015

**After criteria is entered, click “Process”**

[Process]

[Reset]

Click “Reset” between multiple executions of this query
• ACA Analysis
  • Name
  • Empl ID
  • Empl Rec
  • Position
  • Dept ID
  • Empl class
  • Job Code
  • Pay Basis
  • Comp Rate
  • FTE
  • Pay Group
  • Empl has L job with other pay basis jobs
  • Full time indicator

• Coverage Beg Date
• Coverage End date
• Health Ins
• Coverage Description
• WRS Plan
• Visa Type
• Work Study Year
• Work Study Award
• Work Stud Job type
• Total job hours for timeframe selected
• Ave weekly hours for timeframe

• Ave monthly hours for timeframe
• Lump Sum Number of Workdays
• Lump Sum total
• Count of Lump Sum
• And more…..
• HRS – ACA Hours Report
  – Path: UW HR Reports>ACA Hours Reports
  – One report provides 3 separate outputs showing:
    • Missing ACAHW Hours - Lump sum payments with no ACAHW hours reported where Days-Worked Equivalency method is being used.
    • Unmatched ACAHW Hours – Time that has been entered in Time & Labor using ACAHW time reporting code with no corresponding lump sum payment
    • ACA Hours Report – Summary report showing all hours (regular, work study, ACAHW, and Days-Worked Equivalency)
Reports

• HRS – ACA Hours Report
  – Refer to KB 16540 for information on setting up Run Control IDs
• HRS – ACA Hours Report
  – Enter search criteria, click “Run”
Reports

• HRS – ACA Hours Report search criteria
  o Year = Calendar year being reviewed (i.e. 2016)
  o Month = Numeric value for beginning month
    o Jan=1, Feb=2, Mar=3, etc
  o Process Thru Month = Numeric value for ending month
  o Campus (Optional) = Narrow search to specific campus
    o Green Bay = UWGBY, Madison = UWMSN, etc
    o Optional field, wildcard not needed
  o Pay Group Starts With (Optional) = Narrow search to specific pay group
  o Can be run for one employee. If left blank, reports processes for all employees.
• HRS – ACA Hours Report
  – After clicking “Run” the report selection screen appears. Select the reports to be reviewed. All three may be checked. Click “OK”
Reports

- HRS – ACA Hours Report
  - Open each report from the Process Monitor
Reports

• HRS – Missing ACAHW Hours
  – Lump sum payments with no ACAHW hours reported where Days-Worked Equivalency method is being used.

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>EMPLID</th>
<th>Name</th>
<th>Common-Law Category</th>
<th>Month</th>
<th>Regular Hour</th>
<th>Workstudy Hour</th>
<th>Lump Sum Hour</th>
<th>Calculated Lump Sum Hour</th>
<th>Total Hours</th>
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</table>
• HRS – Missing ACAHW Hours
  – Example: FAASLI employee received lump sum payment in January for 1/1/16-1/8/16 = 48.0 hours using Days-Worked Equivalency

<table>
<thead>
<tr>
<th>BY EMPLIDs Missing ACAHW Hours</th>
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<tr>
<td>Month</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>Earnings</th>
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<tr>
<td>Begin Date: 01/01/2016</td>
</tr>
<tr>
<td>End Date: 01/08/2016</td>
</tr>
<tr>
<td>Add Line #:</td>
</tr>
<tr>
<td>Reason: Not Specified</td>
</tr>
<tr>
<td>Employment Record: 0</td>
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<tr>
<td>Benefit Record: 0</td>
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<table>
<thead>
<tr>
<th>Salaried</th>
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<td>Hours: 0.00</td>
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<tr>
<td>Rate: 0.00000</td>
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<tr>
<td>Earnings: 0.00</td>
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<table>
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<tr>
<th>Overtime</th>
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<tbody>
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<td>Rate: 0.00000</td>
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<tr>
<td>Earnings: 0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Other Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description: FAASLI Lump - No IC/Tax/Res</td>
</tr>
<tr>
<td>Rate Used: Hourly Rate</td>
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<td>Rate: 0.00000</td>
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<tr>
<td>Earnings: 0.00</td>
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39
• HRS – Unmatched ACAHW Hours
  – Time that has been entered in Time & Labor using ACAHW time reporting code with no corresponding lump sum payment.

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>EMPLID</th>
<th>Name</th>
<th>Common-Law Categ</th>
<th>Month</th>
<th>Unmatched</th>
<th>Regular Hour</th>
<th>Workstudy Hour</th>
<th>Lump Sum Hour</th>
<th>Calculated Lump Sum Hour</th>
<th>Total Hours</th>
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</thead>
<tbody>
<tr>
<td>UWGBY</td>
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## Reports

- **HRS – ACA Hours Report – Summary**
  - Summary report showing all hours (regular, work study, ACAHW, and Days-Worked Equivalency)

### ACA 2016 UWGBY Hours Report

<table>
<thead>
<tr>
<th>Bus Unit</th>
<th>EMPLID</th>
<th>Name</th>
<th>Common-Law Category</th>
<th>Month</th>
<th>Regular Hours</th>
<th>Workstudy Hour</th>
<th>Lump Sum Hour</th>
<th>Calculated Lump Sum Hour</th>
<th>Total Hours</th>
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Reports

• HRS – ACA Hours Report
  – Common Law Category
  – Month (1=Jan, 2=Feb, etc)
  – Regular Hours
  – Workstudy Hours
    • Not included in Total Hours
  – Lump Sum Hours
    • Hours pulled from Time & Labor using ACAHW
  – Calculated Lump Sum Hours
    • Hours using Days-Worked Equivalency
• BusinesSolver

  – **Initial and Ongoing (Standard) Measurement Period**
    • “Initial” refers to the initial measurement period (newly hired, variable hour employees) and “Ongoing” refers to the ongoing or standard measurement period (all employees hired prior to the start of the period).

• **Measurement periods** to determine the average number of hours of service for twelve month periods. Drives the reporting category (Full/Part/Variable) for **Stability Period**

• **Stability Periods** determine when penalties might apply if coverage is not offered.
• **BusinesSolver**
  
  – **Initial and Ongoing (Standard) Measurement Period**
    
    • “Initial” refers to the initial measurement period (newly hired, variable hour employees) and “Ongoing” refers to the ongoing or standard measurement period (all employees hired prior to the start of the period).

    • **Measurement periods** to determine the average number of hours of service for twelve month periods. Drives the reporting category (Full/Part/Variable) for **Stability Period**

    • **Stability Periods** determine when penalties might apply if coverage is not offered.
Measurement and Stability Periods

12-month Standard Measurement Period
Drives Stability Period

- 10/15 – 10/16 measurement period
- 10/16 – 10/17 measurement period
- 10/17 – 10/18 measurement period
- 1/1/17 – 12/31/17 stability period
- 1/1/18 – 12/31/18 stability period
- 1/1/19 – 12/31/19 stability period
• Pulling it all together:
  – Review Reports
  – Watch for employees trending near 130 hours average
  – Employees averaging over 130 will have to be moved to Full-Time category
Agenda

- Background
- Time & Labor Follow-up
- Lump Sum Payments & Hours
- Reports
- **Marketplace Enrollment Notifications**
- References
- Questions
Marketplace Enrollment Notifications

• Health Insurance Marketplace Enrollment Notifications may be sent to the Institutions
  – Employers receive a notice for employees enrolled in Marketplace coverage
  – We have 30 Days to respond

• What to Do When You Get Marketplace Enrollment Notifications
  – Put Empl ID and date received in upper right hand corner of the letter
  – Redact any personal identifying information (ex: SSN)
  – Submit ticket request to your Affinity Group, attach Notice
  – Additional information as we work through the process
Dear John Smith:

The person listed below submitted an application for health coverage through the Health Insurance Marketplace in Virginia and indicated that he or she is an employee of Nice Guys Printing at the address shown above.

This person reported that he or she:
- didn’t have an offer of health care coverage from Nice Guys Printing;
- did have an offer of health coverage, but it wasn’t affordable or didn’t provide minimum value; or
- was in a waiting period and unable to enroll in health care coverage.

The employee has been determined eligible for advance payments of the premium tax credit (APTC) or cost sharing reductions (CSRs) for at least one month during 2016 to help pay for Marketplace coverage and has enrolled in coverage through the Marketplace.

<table>
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<tr>
<th>Employee Name</th>
<th>Birthday</th>
<th>Last 4 digits of Social Security Number (if available)</th>
<th>Marketplace ID</th>
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<td>Jane Doe</td>
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Why am I getting this notice?

This notice informs you that your employee was found eligible for APTC or CSRs and that, if various conditions are met, you may have to pay an employer shared responsibility payment to the Internal Revenue Service (IRS) in the future. It also notifies you of your opportunity to appeal this eligibility determination.

Certain employers (those with at least 50 full-time employees or full-time equivalent employees, called...
Agenda

- Background
- Time & Labor Follow-up
- Lump Sum Payments & Hours
- Reports
- Marketplace Enrollment Notifications
- **References**
- Questions
UW System information on ACA:
https://www.wisconsin.edu/ohrwd/aca-admin/
https://www.wisconsin.edu/ohrwd/aca/