TIME REPORTING FOR ACA
(Affordable Care Act)
Agenda

• Introduction & Background
• Lump Sums
• Time & Labor Setup
• Employee Time Entry
• Payroll Coordinator Time Entry
• Processing
• Review
• Additional Information
• References
• Questions
Introduction & 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.
Introduction & Background

• In order to limit potential penalties under the ACA, it is necessary to implement policies and procedures across the UWS that provide a uniform set of standards for employees who are ACA eligible but who are not classified as benefits eligible under Wisconsin law and/or employees who are paid on a non-hourly basis.

• Additional information is available on the UWSA website: https://www.wisconsin.edu/ohrwd/aca/ and https://www.wisconsin.edu/ohrwd/aca-admin/
Introduction & Background

- Effective 1/1/2016, employees paid lump sum payments are required to report hours worked.

- The Time & Labor module in HRS has been changed to allow for recording hours worked for ACA tracking purposes.

- A new time reporting code (TRC) of ACAHW was created to allow employees, who are being paid via a lump sum, to record hours worked.
Lump Sums

• 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)

  – **KB 21524**: Earnings Code Descriptions
Lump Sums

• Hours will be assigned using the “Days Worked Equivalency” to all lump sums where hours are not recorded.

  – Days worked equivalency = 8 hours/day (excluding weekend/holidays) for each day of the appointment.
  – If the employee is actually working more than 8 hours per day, must record actual hours worked.
Lump Sums FAQ

Is time reporting required for:

• Overload payments?
  – Reporting time worked for Overloads (UOL) is not required as this should only be utilized for 1.0 FTE or greater.

• Employees on Visas?
  – If an employee is here on a visa, hours worked must be reported to meet the employer reporting requirement.

• Adjunct/Lecturers?
  – Reporting time worked is not required, we will use Safe Harbor
  – Includes job codes beginning with C or D (Ex: D80FN Assoc Lect)
  – Additional information will be forthcoming
• Employees who receive lump sum payments and have a primary job that is **benefits eligible with full employer contribution**?

  – Reporting time **is not** required but recommended.
  – The days worked equivalency would be applied if no time is recorded.
  – Ongoing monitoring of active jobs is recommended.
  – Applies to summer lump sum payments
• Employees who receive lump sum payments and have a primary job that is not benefits eligible or not eligible for the full employer contribution?

  – Reporting time is required.
  – The days worked equivalency would be applied if no time is recorded which may report employees as full-time for ACA = RISK
  – Applies to summer lump sum payments
Lump Sum FAQ

• Awards/Bonuses?
  – When entering lump sum payments for awards or bonuses using the Earnings Codes listed earlier, enter .25 ACAHW hours for one day on the timesheet.
    • Prevents “Days Worked Equivalency” calculation
    • Minimal impact on hours reporting for ACA
    • Additional information will be coming in the future

• Time when no work is performed?
  – If no work is performed during a given week, the timesheet should be left blank.
Time & Labor Setup

Setting up Time & Labor

[Image of a form with options for setting up time and labor, including fields for Full/Part, Officer Code, Shift Rate, Shift Factor, and Pay Basis.]
New time reporting code (ACAHW) created to allow employees, who are being paid via lump sum, to record hours worked.

- Hours can be entered by either the employee or payroll coordinator.
- TL Security will need to be setup if the employee is entering time.
- Supervisors may be added to allow for review but is not required.
Initial Setup:

– The new TRC is available in the drop-down on all existing timesheets for employees already enrolled in T&L (ex: University Staff & Student Help)
Initial Setup:

– Service Center enrolled and created timesheets for FA/AS/LI employees that have received at least one lump sum payment in the last year via a batch process.

– Service Center also created TL Security for most of these employees.
### Time & Labor Setup

#### Filtering Timesheet Summary page

**Report Time**

**Timesheet Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group ID</td>
<td></td>
</tr>
<tr>
<td>Empl ID</td>
<td></td>
</tr>
<tr>
<td>Empl Rcd Nbr</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>A196290</td>
</tr>
<tr>
<td>Workgroup</td>
<td></td>
</tr>
</tbody>
</table>

**View By:** Week  
**Date:** 04/02/2016  
**Employee Selection Criteria**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Description</th>
<th>Working Title</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Reported Hours</th>
<th>Exception</th>
<th>Reported Absence</th>
<th>Approved/Submitted Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROHDE, MICHÉLE L</td>
<td>FINANCIAL SPECIALIST ADVANCED</td>
<td>FINANCIAL SPECIALIST ADVANCED</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
<td></td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td></td>
<td>UNIV SVC FRG ASSOC</td>
<td>UNIV SVC FRG ASSOC</td>
<td>40.00</td>
<td>0.00</td>
<td>40.00</td>
<td></td>
<td></td>
<td>40.00</td>
</tr>
</tbody>
</table>
Time & Labor Setup

Setup going forward:

- Employees being paid a lump sum, who will record hours, need to be set up in TL Security
  1. Enter appointment
Setup going forward:

2. TL Security needs to be setup
   - **KB 17043**: Create and Maintain Time and Labor Security
   - Includes new hire lump sum appointments, and appointments not paid in the past year and not part of initial setup
   - Timesheets will be created and self-service provisioned automatically for new hires and existing jobs that have received a lump sum payment in the past year. A ticket may be needed for existing appointments to set up Time Reporter Data in some cases.
For employees that will be entering time directly on the timesheet:

- Time can be entered as In/Out Punches or Number of hours worked per day
- Follows the same process as other time entry in HRS except using the new TRC (ACAHW)
- Time will be auto-approved during the next Time Admin process
Employee Time Entry

- In/Out Punch

- Number of hours per day
Payroll Coordinator Time Entry

• Payroll Coordinators may enter time for **ACA reporting** from paper timesheets, if preferred.

• Enter time on the timesheet using the ACAHW time reporting code

• Time is auto-approved during the next Time Admin process and can then be reviewed

• If the payroll coordinator will be doing the entry, it is not necessary to set up TL Security
• Hours entered using ACAHW will not process through payroll
  – Prevents duplicate payments

• Hours do not need to be approved
  – Streamlines process
Processing - Exceptions

• Hours greater than 12 for ACAHW or missed punches will cause exceptions
  – Review to correct missed or incorrect punches
  – Select “Allow” for Hours greater than 12 exceptions that are correct

- If an employee has both Reg hours and ACAHW hours on the same day and hours in combination exceed 12 hours = will not create an exception.
Reviewing hours entered using ACAHW

- Timesheet
  - Reported Hours Summary
- Summary of Hours
- Payable Time Detail
- Payable Time by TRC query
### Timesheet
- **Reported Hours Summary**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Sched Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>3/20</td>
<td>Submitted</td>
<td></td>
<td></td>
<td>1.00</td>
<td>ACAHW - ACA Worked No</td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Mon</td>
<td>3/21</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Tue</td>
<td>3/22</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Wed</td>
<td>3/23</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Thu</td>
<td>3/24</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Fri</td>
<td>3/25</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Sat</td>
<td>3/26</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Sun</td>
<td>3/27</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Mon</td>
<td>3/28</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Tue</td>
<td>3/29</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Wed</td>
<td>3/30</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Thu</td>
<td>3/31</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Fri</td>
<td>4/1</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Sat</td>
<td>4/2</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
<tr>
<td>Sun</td>
<td>4/3</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.1</td>
</tr>
</tbody>
</table>

**Summary of Hours**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>WEEK 1 (from 03-20 to 03-26)</th>
<th>WEEK 2 (from 03-27 to 04-03)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Reported Hours</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Total Scheduled Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td>1.00</td>
<td>1.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Review

- **Summary of Hours**

  ![Summary of Hours Image]

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Short Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAHW</td>
<td>ACA Worked</td>
<td>1.00000</td>
</tr>
</tbody>
</table>

Total 80 for Empl_Rcd:
• Payable Time Detail

- Since time entered using ACAHW is auto-approved, the time is in “Closed Status”.

- To view in Payable Time detail, change filter to include “CL” or “Closed” and then select refresh

- Filter will need to be changed each time you want to review ACAHW entry in Payable Time Detail for an employee
• Payable Time Detail
Review

• Payable Time Detail
Payable Time Detail

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses.

Start Date: 03/20/2016  End Date: 04/02/2016

Payable Time Detail displayed for up to thirty-one days.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Quantity</th>
<th>Taskgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/20/2016</td>
<td>Closed</td>
<td>Not Sent to Payroll</td>
<td>ACAHW</td>
<td>Hours</td>
<td>1.000000</td>
<td>UW_DEFAULT</td>
</tr>
</tbody>
</table>
• Payable Time by TRC query
  
  – To view time reported using ACAHW for a given date range by division or department, run the Payable Time by TRC query

  – **KB 20530**: Time and Labor Queries
    • Use link to go to Payable Time by TRC

  – **Navigation**: Reporting Tools > Query > Query Viewer
    • **Query Name**: UW_TL_775_RTTRC
Review

• Payable Time by TRC report
  – Enter Start & End date (required)
  – Enter Dept ID (A19, A1915, or A191500)
  – Enter “ACAHW” in TRC Code field
  – For all other blank fields, enter a wildcard character (%)
Review

• Payable Time by TRC query shows
  – Name, EID, ERN
  – Business Unit, Dept
  – Date
  – Hours
  – Additional fields for reference
 Corrections & Adjustments
 - Time entered using ACAHW in error can be corrected, including:
   - Time that should have been recorded under a different TRC
   - Actual ACA hours that were entered incorrectly
     - Incorrect dates, in/out punches, or number of hours
 - Necessary corrections are made the same way that other adjustments are made on the timesheet
 - However, since ACAHW time auto-approves during Time Admin, adjustments will be visible as both positive and negative entries:
   - Payable Time Detail
   - Payable Time by TRC report
   - Summary of hours will still show ACAHW with no hours
Review

- Corrections & Adjustments

---

**Payable Time**

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Reason Code</th>
<th>Time Reporting Code</th>
<th>Type</th>
<th>Quantity</th>
<th>Taskgroup</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/20/2016</td>
<td>Closed</td>
<td>Not Sent to Payroll</td>
<td>ACAHW</td>
<td>Hours</td>
<td>1.000000</td>
<td>UW_DEFAULT</td>
</tr>
<tr>
<td>03/20/2016</td>
<td>Closed</td>
<td>Not Sent to Payroll</td>
<td>ACAHW</td>
<td>Hours</td>
<td>-1.000000</td>
<td>UW_DEFAULT</td>
</tr>
</tbody>
</table>

**Manager Self Service**

Empl Rcd Nbr: 2
Working Title: SCHBUS -COMPASS
Pay End Date: 04/02/2016

**TRC Totals**

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Short Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 ACAHW</td>
<td>ACA Worked</td>
<td></td>
</tr>
</tbody>
</table>

Total 80 for Empl Rcd:
Timely payments

– In order to connect lump sum payments to the hours worked, timely entry of payments will be critical.
Year to Date Hours Collection:

- Institutions have been asked to provide the YTD hours worked that have been tracked but not entered in HRS.
- As part of the initial setup, the Service Center will upload these hours to the employee’s timesheet.
- A template has been provided.
  - The first column, Name, is optional and for the institution’s reference only.
  - The Empl ID, Empl Record Number, date the hours were worked, and number of hours worked on that date are required for the upload. Dates should be given as a single date and not a date range.
KB 16508: TL - Accessing a Timesheet (Employee & Manager)
KB 18370: Payable Time Detail
KB 17043: Create and Maintain Time and Labor Security
KB 15567: Review and Approve Exceptions
KB 16421: Using Timesheet View By
Earnings Codes Descriptions

**KB 21524**: Earnings Code Descriptions

UW System information on ACA:

https://www.wisconsin.edu/ohrwd/aca-admin/
https://www.wisconsin.edu/ohrwd/aca/
Questions?