



ACA REPORTS – COVERAGE OPTION

JOB AID BEN-15

BEN

The purpose of this job aid is to see a list of Temporary employees with a Stability/Coverage Period that includes a specific key date in the Integrated HR-Payroll System.

In support of Affordable Care Act rules, Temporary employees may or may not be designated as Eligible to enroll in the in the High Deductible Health Plan at the time of hire or after a 12-month look-back measurement period. Each of these designation points is associated with a Stability/Coverage Period of 12 months in which the employee is either Eligible or Not Eligible.

Agencies can run the **ZBNR052 – ACA Reports** Coverage option to see if their Temporary employees are Eligible or not on a specific Key Date.

Initial Screen

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

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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.

The **Final Measurement** option is selected by default. Instead, click the radio button for the **Coverage** option. The current date will populate in the **Key Date** field automatically.

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

2. Click the **Execute**  button.
3. View the Coverage report results. The default report layout sorts the results to show EEs who will be measured sooner at the top of the list.

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Coverage Eligibility Status

Run Date : 11/05/2014
Key Date : 12/01/2014

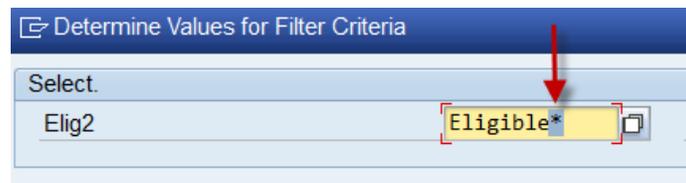
EE Number	Last Name	First Name	Eligibility	Coverage Start	Coverage End
		Bonnie	Eligible	10/01/2014	09/30/2015
		Virgil	Eligible	10/01/2014	09/30/2015
		Donald	Eligible	11/01/2014	10/31/2015
		Harold	Eligible	11/01/2014	10/31/2015

TIP: To directly filter for only Eligible EEs, right-click on a cell with the word **Eligible** in it and choose the **Set Filter...** option.

g Hours	Elig2	Cov2 Start	Cov2 End
34.25	Eligible	01/01/2015	12/31/2015
34.25	Eligible	Copy Text	
0.00	Not Elig	Details	
0.00	Not Elig	Optimize Width	
0.00	Not Elig	Find	
21.72	Not Elig	Set Filter...	
21.72	Not Elig	Spreadsheet...	
0.00	Not Elig		
0.00	Not Elig	01/01/2015	12/31/2015

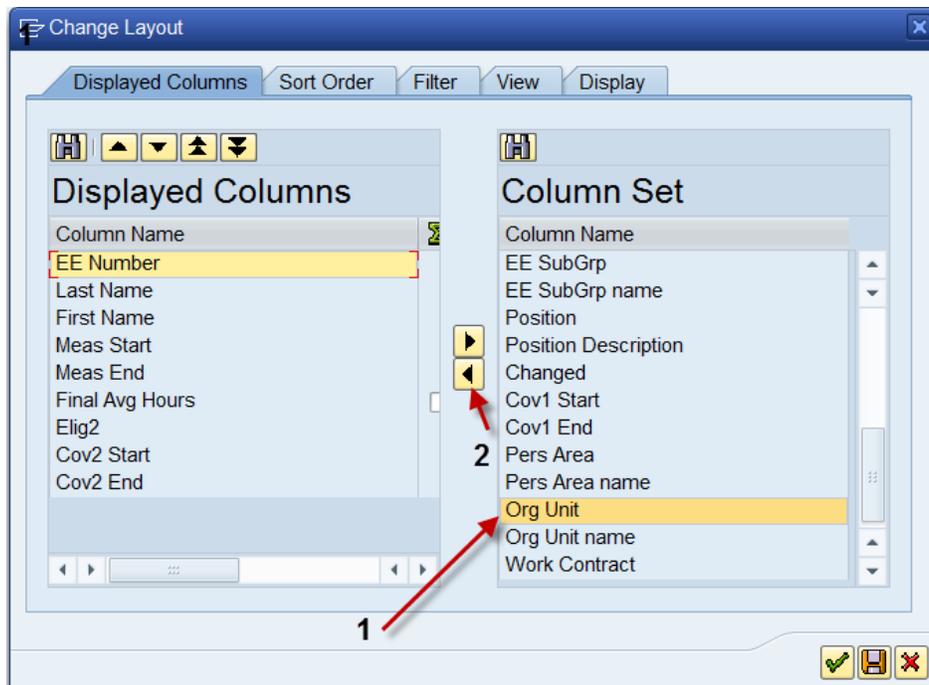
TIP: By default, the Coverage option report filters the results to only Eligible employees. To also see employees who are Not Eligible, click the **Delete Filter**  button.

Add an **asterisk** after the text, then click the **Green Check**  button.



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