



# ACA REPORTS – FINAL MEASUREMENT

## OPTION

### JOB AID BEN-16

**BEN**

The purpose of this job aid is to see a list of Temporary employees in the Integrated HR-Payroll System who are newly eligible to enroll in the High Deductible Health Plan.

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. The measurement periods end on the last day of a month. The measurement calculation will be performed by an overnight batch job that runs the first 14 days of each month. Agencies should run the **ZBNR052 – ACA Reports** during that time to see which employees have just been measured and determined to be eligible. If additional time data is entered and approved, the calculation result will be updated nightly until the 14<sup>th</sup> of the month. Employees must enroll within 30 days of the end of their measurement period, so identifying eligible employees sooner will give them more time to enroll.

## Initial Screen

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

The **Final Measurement** option is selected by default.

**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. Click the **Execute**  button.  
By default, the Final Measurement Date Range option is selected and will return a list of employees with a measurement period that just ended.
3. View the Final Measurement report results.

ACA REPORTS								
Final Measurement								
Run Dates : 11/05/2014								
Key Date Range: 10/09/2014 - 11/10/2014								
EE Number	First Name	Last Name	Meas Start	Meas End	Final Avg Hou...	Elig2	Cov2 Start	Cov2 End
	Truman		11/01/2013	10/31/2014	34.25	Eligible	01/01/2015	12/31/2015
	Truman		11/01/2013	10/31/2014	34.25	Eligible	01/01/2015	12/31/2015
	James		11/01/2013	10/31/2014	32.47	Eligible	01/01/2015	12/31/2015
	James		11/01/2013	10/31/2014	32.47	Eligible	01/01/2015	12/31/2015
	Timothy		11/01/2013	10/10/2014	30.92	Eligible	11/01/2014	10/31/2015
	Fredrick		11/01/2013	10/31/2014	32.97	Eligible	01/01/2015	12/31/2015
	Fredrick		11/01/2013	10/31/2014	32.97	Eligible	01/01/2015	12/31/2015

**TIP:** You may see two rows for the same employee. This situation will occur for Temporaries who were hired prior to November 2013, or who are hired in the month of October. The results are showing a row for both the IMP and SMP record subtypes, which have the same Measurement End dates for these employees. The Subtype field can be added to the results to show this difference.

**TIP:** To also see employees who are Not Eligible, click the **Delete Filter**  button. This removes the /FINALMEASUR layout which filters for only "Eligible" values in the Elig2 column.

**TIP:** Click the **Choose Layout**  button and choose the /FINALMEASUR layout while in the Final Measurement report results to the default filter results that just shows the EEs who are Eligible.

Choose Layout		
Layout setting	All	
Layout	Layout description	Def
/COVERAGE	Coverage, Eligible only	
<b>/FINALMEASUR</b>	<b>Final Measurement, Eligible only</b>	
/PTD	Period-to-Date, ending soon sort	

**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		
0.00	Not Elig		
21.72	Not Elig		
21.72	Not Elig		
0.00	Not Elig		
0.00	Not Elig		
0.00	Not Elig	01/01/2015	12/31/2015

Determine Values for Filter Criteria

Select.

Elig2      Eligible\*

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

Change Layout

Displayed Columns    Sort Order    Filter    View    Display

Displayed Columns

Column Name
EE Number
Last Name
First Name
Meas Start
Meas End
Final Avg Hours
Elig2
Cov2 Start
Cov2 End

Column Set

Column Name
EE SubGrp
EE SubGrp name
Position
Position Description
Changed
Cov1 Start
Cov1 End
Pers Area
Pers Area name
Org Unit
Org Unit name
Work Contract

1      2

**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. 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