



## Affordable Care Act Hours Tracking Option Terminology & Definitions

This publication provides the notes from topics discussed during the Affordable Care Act (ACA) Hours Tracking Option Webinar you recently attended. The information (terminology/definitions) has been summarized specifically for school districts using the School Accounting System.

### **Basic Terminology:**

**Large Employer** - An employer who employs an average of at least 50 full-time and full-time equivalent employees on business days during the preceding calendar year.

**Full-Time Employee** - An employee who works at least 30 hours per week or has 30 hours of service in a week, including actual hours worked and hours paid for vacation, holiday, sick leave, etc.

**Measurement Period** - The total number of months to measure the hours worked for employees to determine if the employees are considered full-time. The measurement period must be from 3 to 12 months, as stipulated within the Affordable Care Act guidelines.

**Administrative Period** - The number of days or months used to administer the health insurance benefits for the employees (the time in which the benefits are offered and set up for the employees). The administrative period must be from 0 to 90 for days, or from 0 to 2 for months, as stipulated within the Affordable Care Act guidelines.

**Stability Period** - The number of months the employees offered health insurance will be covered (enrolled). The stability period must be from 6 to 12 months, and cannot be less than the measurement period, as stipulated within the Affordable Care Act guidelines. Typically, this would be the number of months in the school district's insurance plan year.

**First Stability Start Date** - The beginning date of the first stability period to track in the system for ongoing employees. Typically, this would be the beginning date of the school district's current insurance plan year.

**Service Break** - Applicable to educational organizations only, a period of time (measured in weeks) that the employee is not working and is not credited with any hours of service (such as from vacation or sick leave, etc.). The period must be at least 4 *consecutive* weeks in length (for example, summer break) to be considered a break in service.

**Note:** As stated within the Affordable Care Act guidelines, when calculating the total hours per week average for a measurement period for an employee with a service break, an employer can either exclude the service break weeks in the computation, or treat the employee as credited with hours of service for the service break at a rate equal to the average hours per week rate when the employee was working, with a maximum of up to 501 hours of service credited for service break periods in a calendar year. The School Accounting System uses the second method of crediting hours of service for the service break, up to 501 hours of service.

**Tip:** If an employee has had no hours of service credited for at least 26 consecutive weeks for educational organizations (or 13 weeks for non-educational organizations), the employee may be considered a new hire (rehire) for purposes of the Affordable Care Act as defined within the guidelines. Additionally, under a rule of parity within the Affordable Care Act guidelines, an employee may be considered a new hire (rehire) if the employee has had no hours of service during a period that is at least 4 consecutive weeks, but less than 26 weeks for educational organizations (or 13 weeks for non-educational organizations), and is longer than the employee's preceding period of employment (for example, if an employee works for 3 weeks, terminates, and then 10 weeks later is rehired, the employee can be treated as a new hire (rehire) because the 10-week break is more than 4 weeks, less than 26 weeks (for educational organizations; 13 weeks, for non-educational organizations), and is longer than the employee's preceding period of employment of 3 weeks).

**Special Unpaid Leave** - A period of unpaid leave for FMLA, USERRA, or jury duty (measured in hours, days, or weeks).

**Note:** As stated within the Affordable Care Act guidelines, when calculating the total hours per week average for a measurement period for an employee with special unpaid leave, an employer can either exclude the special unpaid leave weeks in the computation, or treat the employee as credited with hours of service for the special unpaid leave at a rate equal to the average hours per week rate when the employee was working. The School Accounting System uses the second method of crediting hours of service for the special unpaid leave.

**Exempt From Tracking Hours** - A field in the Employee File that should be selected for employees who are offered health insurance benefits, regardless if they are considered full time or not. The employees with the Exempt From Tracking Hours field selected will be filtered out when using the ACA Hours Tracking option.

**Note:** Selecting this field does not affect if hours worked are tracked in the software.

**Tip:** Even if the Exempt From Tracking Hours field is selected for the applicable employees, it is a good idea to track the hours worked for ALL of your employees, including those that are already offered health insurance. That way you are prepared in case an employee would ever happen to change positions and go from a full-time position to a part-time position. If you had been previously tracking the hours worked for an employee that changes from a full-time to a part-time position, all the prior hours worked will already be there for the measurement period and you will not have to go back and try to determine their hours for the past. Also, if you will be utilizing the Large Employer Calculation option (accessed from within the Affordable Care Act (ACA) Reporting Setup option) to determine if your organization is considered a large employer, all hours worked must be tracked for all employees.

**Trending Full Time** - A field in the ACA Hours Tracking option that indicates if the employee is trending towards working full time (if the number in the Hours Per Week field is equal to or greater than the number entered in the Trending Hours field, a checkmark will appear in the Trending Full Time field).

# Affordable Care Act Hours Tracking Completion Checklist

Follow the steps below to set up and utilize the Affordable Care Act (ACA) Hours Tracking option in the Payroll module of the School Accounting System.

## **Step 1: Define and Create Measurement, Administrative, and Stability Periods**

- Complete the Report Options tab (screen) of the Affordable Care Act (ACA) Hours Tracking option to define the length of the measurement, administrative, and stability periods for ongoing and newly hired employees; specify the starting date of the first stability period; and create the current year's measurement, administrative, and stability periods. See **Handout #3** for step-by-step instructions on completing the Report Options tab of the Affordable Care Act (ACA) Hours Tracking option.

**Tip:** For second and subsequent years using the Affordable Care Act (ACA) Tracking option, only Steps 1, 2, 6, and 7 on **Handout #3** need to be completed.

## **Step 2: Set Up System to Track Hours Worked for Employees**

- Set up the School Accounting System to track the hours worked for contract and unit employees for use with the Affordable Care Act (ACA) Hours Tracking option. See **Handout #4**.

**Note:** Complete the Adjustments tab (screen) of the Affordable Care Act (ACA) Hours Tracking option to quickly update the fields utilized with tracking hours worked for unit and contract employees, to change the dates or calculate the hours worked for posted pay period entries and employee absences, and to change the dates or calculate the hours worked for contract employees in posted payroll calculation batches, if needed. See **Handout #8** for step-by-step instructions on completing the Adjustments tab of the Affordable Care Act (ACA) Hours Tracking option.

**Tip:** For second and subsequent years using the Affordable Care Act (ACA) Hours Tracking option, complete this step for new employees and new pay codes, and if needed, for any ongoing employees who may need to be updated.

## **Step 3: Complete ACA Fields in Employee File for Employees**

- For the applicable employees, complete the ACA fields in the Employee File each year as follows:
  - 1) For employees hired within the current measurement period, review the Track as ACA New Hire field in the Employee Dates List on the Employment screen for the appropriate Hire/Rehire Date, and if applicable, select the field to have the employee reflected as a new hire for the corresponding measurement period. A checkmark will appear in the box if the field is selected.

**Note:** An employee will automatically be included as an ongoing employee in measurement periods that begin after the first Hire/Rehire Date and before the last Termination Date.

**Tip:** As defined within the Affordable Care Act guidelines, if an employee has had no hours of service credited for at least 26 consecutive weeks for educational organizations (or 13 weeks for non-educational organizations), the employee may be considered a new hire (rehire) for purposes of the Affordable Care Act. Additionally, under a rule of parity within the Affordable Care Act guidelines, an employee may be considered a new hire (rehire) if the employee has had no hours of service during a period that is at least 4 consecutive weeks, but less than 26 weeks for educational organizations (or 13 weeks for non-educational organizations), and is longer than the employee's preceding period of employment (for example, if an employee works for 3 weeks, terminates, and then 10 weeks later is rehired, the employee can be treated as a new hire (rehire) because the 10-week break is more than 4 weeks, less than 26 weeks (for educational organizations; 13 weeks, for non-educational organizations), and is longer than the employee's preceding period of employment of 3 weeks). Therefore, if an employee leaves and then is rehired *after* 26 weeks (for educational organizations; 13 weeks for non-educational organizations), select the Track as ACA New Hire field for the rehire date, if desired, and if an employee leaves and then is rehired *within* 26 weeks (for educational organizations; 13 weeks

for non-educational organizations), do not select the Track as ACA New Hire field for the rehire date unless the rule of parity applies.

- 2) Complete the appropriate fields on the ACA Hours screen for the current measurement period for the ongoing and newly hired employees. See **Handout #5**. The measurement period fields that need to be completed on the ACA Hours screen include:
  - Exempt From Tracking Hours field
  - Report As Full Time field
  - Initial Benefit Status field (applicable for new employees only)
  - Initial Benefit Eligibility Date field (applicable for new employees only)
  - Service Break field
  - Service Break Weeks field (if applicable and if different from the default)
  - Special Unpaid Leave Weeks field (if applicable)
  - Benefit Status field (typically, completed as part of Step 5 below)

**Note:** If desired, utilize the Adjust Affordable Care Act Hours Data option to quickly complete all the fields on the ACA Hours screen noted above, except the Special Unpaid Leave Weeks field, for a group of selected employees, or copy the data entered for a prior measurement period. See **Handout #6**.

**Tip:** To verify the information entered on the ACA Hours screen for employees, print the Employee ACA Report - Measurement Periods for the applicable Measurement Start Date.

#### **Step 4: View Hours Worked for Employees to Determine Full Time Status Throughout and at End of Measurement Period**

- The hours worked by employees can be viewed throughout and at the end of the measurement period from within the Affordable Care Act (ACA) Hours Tracking option or on the ACA Hours screen in the Employee File. To view the hours worked for all ongoing employees tracked during the measurement period and determine if the employees are considered full time (or trending towards full time), utilize the Hours Tracking screen within the Affordable Care Act (ACA) Hours Tracking option; refer to **Handout #7** for detailed instructions on completing the Hours Tracking tab. To view the hours worked for new employees hired during the measurement period and determine if the employees are considered full time (or trending towards full time), utilize the New Hires screen within the Affordable Care Act (ACA) Hours Tracking option; refer to **Handout #7** for detailed instructions on completing the New Hires tab. To view the hours worked for an employee for a measurement period (or for all measurement periods in which the employee had payroll earnings), utilize the ACA Hours screen in the Employee File.

**Note:** To determine if employees have a difference in the number of service break weeks defined on the ACA Hours screen in the Employee File and the number of weeks the system calculates for service breaks in a measurement period (based on the payroll earnings records with hours worked greater than 0 in posted and unposted payroll calculation batches), and if applicable, update the weeks for selected employees, utilize the Service Break Calculations screen within the Affordable Care Act (ACA) Hours Tracking option. Refer to **Handout #7** for detailed instructions on completing the Service Break Calculations tab.

**Tip:** To view a list of full-time employees (those with the Report as Full Time field selected or those with a total hours per week average of 30 or greater), print the Employee ACA Report - Full Time Employees for the applicable Measurement Start Date.

#### **Step 5: During Administrative Period, Complete Stability Period Field on ACA Hours Screen in Employee File for Employees**

- During the administrative period, complete the Benefit Status field on the ACA Hours screen in the Employee File for the upcoming stability period for the ongoing and newly hired employees.

**Note:** If desired, utilize the Adjust Affordable Care Act Hours Data option to quickly complete the field for a group of selected employees.

# Affordable Care Act Hours Tracking Report Options Tab

The Affordable Care Act (ACA) Hours Tracking option in Payroll is used to view hours worked for new and ongoing employees in order to determine if the employees are considered full time (or trending towards full time) and then must be offered health insurance. Within the Affordable Care Act (ACA) Hours Tracking option, the measurement, administrative, and stability periods are defined for ongoing and new employees. Additional information for tracking hours for employees for use with the Affordable Care Act (ACA) Hours Tracking option appears on the ACA Hours screen in the Employee File and then is reflected within this option.

The Report Options screen is where the settings for the measurement, administrative, and stability periods are defined, and the periods are created each year.

### Completing the Report Options Tab of the Affordable Care Act (ACA) Hours Tracking Option:

1. From the Payroll screen, select the **Government Reporting** menu and then **Affordable Care Act (ACA) Hours Tracking**.
2. At the Affordable Care Act (ACA) Hours Tracking screen, click the **Report Options** tab. See **Diagram A**.
3. If this is the first year using the Affordable Care Act (ACA) Hours Tracking option, complete the Ongoing Employees section.
  - In the First Stability Start Date (Insurance Start Date) field, enter the beginning date of the first stability period to track in the system for ongoing employees. Typically, this would be the beginning date of the school district's current insurance plan year. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Initially, **07/01/2014** (or **09/01/2014** for Nebraska school districts) will appear as the default but can be changed.
  - In the Measurement Period (Months) field, enter the total number of months to measure the hours worked for the ongoing employees to determine if the employees are considered full-time. The number must be from **3** to **12**, as stipulated within the Affordable Care Act guidelines. Initially, **12** will appear as the default but can be changed.

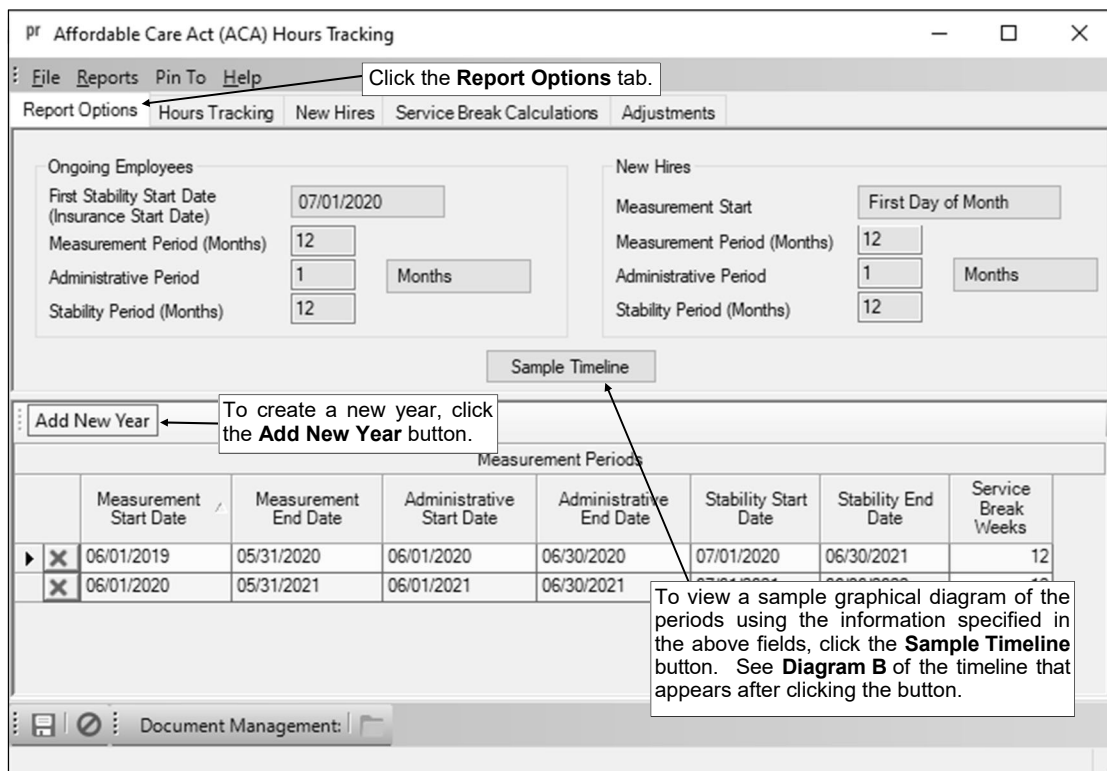


Diagram A

- Enter the number of days or months used to administer the health insurance benefits for the ongoing employees (the time in which the benefits are offered and set up for the ongoing employees) in the Administrative Period field. Then enter **Days** or **Months** in the field located just to the right of the Administrative Period field, or click the **down-arrow** button to select the correct one (initially, **Months** will appear as the default but can be changed). The number must be from **0** to **90** for days, or from **0** to **2** for months, as stipulated within the Affordable Care Act guidelines.

**Note:** The administrative period is the time between the measurement period and the stability period. The system calculates the measurement period start date by taking the date entered in the First Stability Start Date field and subtracting the number of months in the measurement period and subtracting the number of days or months in the administrative period. If the calculated measurement period start date does not fall on the 1st or 15th of a month, a warning icon will appear to the right of the field stating to verify the periods.

- Enter the number of months the ongoing employees offered health insurance will be covered (enrolled) in the Stability Period (Months) field. The number must be from **6** to **12**, and cannot be less than the number entered in the Measurement Period (Months) field, as stipulated within the Affordable Care Act guidelines. Typically, this would be the number of months in the school district's insurance plan year. Initially, **12** will appear as the default but can be changed.

**Note:** The fields in the Ongoing Employees section are disabled once a year of periods has been added (in the Measurement Periods List). If needed, delete the year in the Measurement Periods List by clicking the **Delete** button located to the left of the row to delete (and click **Yes** when prompted); then make the necessary changes to the above fields and then create the year again. A year can only be deleted if there is not any data entered for employees for it from within the Employee File.

4. If this is the first year using the Affordable Care Act (ACA) Hours Tracking option, complete the New Hires section.

- In the Measurement Start field, enter the appropriate option (**First Day of Month** or **Start Date**) for when to begin measuring the hours worked for newly hired employees. To begin measuring from the first day of the month following an employee's Hire/Rehire Date (as entered on the Employment screen in the Employee File), enter **First Day of Month**. To begin measuring from an employee's Hire/Rehire Date, enter **Start Date**. Initially, **First Day of Month** will appear as the default but can be changed.

**Note:** If **Start Date** is specified in this field, a warning icon will appear to the right of the field, because the calculated stability period start date (which is the start date for health insurance coverage) for new hires will not always be on the 1st of a month.

- In the Measurement Period (Months) field, enter the total number of months to initially measure the hours worked for the newly hired employees to determine if the employees are working full-time. The number must be from **3** to **12**, as stipulated within the Affordable Care Act guidelines. Initially, **12** will appear as the default but can be changed.
- Enter the number of days or months used to administer the health insurance benefits for the newly hired employees (the time in which the benefits are offered and set up for the newly hired employees) in the Administrative Period field. Then enter **Days** or **Months** in the field located just to the right of the Administrative Period field, or click the **down-arrow** button to select the correct one (initially, **Months** will appear as the default but can be changed). The number must be from **0** to **90** for days, or from **0** to **2** for months, as stipulated within the Affordable Care Act guidelines.

**Note:** The administrative period is the time between the measurement period and the stability period. The number of months in the measurement period plus the number of days or months in the administrative period cannot extend beyond the end of the 13th month after the Hire/Rehire Date for new employees. If **Days** is specified, a warning icon will appear to the right of the field, because the calculated stability period start date (which is the start date for health insurance coverage) for new hires will not always be on the 1st of a month.

- The number of months the newly hired employees offered health insurance will be covered (enrolled) appears in the Stability Period (Months) field. The number displayed in this field is the number from the Stability Period (Months) field within the Ongoing Employees section, and this field cannot be changed.

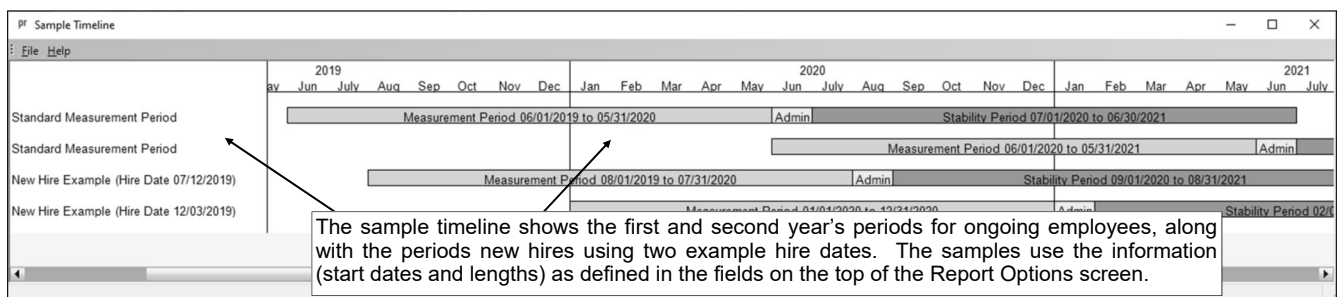
**Note:** The fields in the New Hires section are disabled once a year of periods has been added (in the Measurement Periods List). If needed, delete the year in the Measurement Periods List by clicking the **Delete** button located to the left of the row to delete (and click **Yes** when prompted); then make the necessary changes to the above fields and then create the year again. A year can only be deleted if there is not any data entered for employees for it from within the Employee File.

5. If desired, to view a sample graphical diagram of the measurement, administrative, and stability periods for the ongoing and new employees as based on the specified information, click the **Sample Timeline** button. See **Diagram B** of a sample timeline. After viewing the sample timelines, make any necessary changes to the above fields if needed until the desired results are obtained.
6. Each year (including the first, second, and subsequent years) using the Affordable Care Act (ACA) Hours Tracking option, click the **Add New Year** button located above the Measurement Periods List to create the periods as based on the specified information. After clicking the button, the periods for the new year will appear in the Measurement Periods List. In the Service Break Weeks field (column), enter the number to use as the default for the weeks in the break in service for the employees (**4 to 52**), or enter **0** if there is not a break in service. For example, if the majority of the employees who will have their hours worked tracked within the Affordable Care Act (ACA) Hours Tracking option have the summer off, enter **12** in the Service Break Weeks field (column).

**Tip:** A break in service is defined within the Affordable Care Act guidelines as at least 4 consecutive weeks during which an employee is not working and is not credited with any hours of service (such as from vacation or sick leave, etc.), and is applicable for educational organizations only. When calculating the total hours per week average for a measurement period for an employee with a service break, an employer can either exclude the service break weeks in the computation, or treat the employee as credited with hours of service for the service break at a rate equal to the average hours per week rate when the employee was working, with a maximum of up to 501 hours of service credited for service break periods in a calendar year. The School Accounting System uses the second method of crediting hours of service for the service break, up to 501 hours of service.

**Note:** If the dates for a period in the first year are not correct, delete the year by clicking the **Delete** button located to the left of the row to delete (and click **Yes** when prompted); then make the necessary changes to the above fields and then create the year again. A year can only be deleted if there is not any data entered for employees for it from within the Employee File.

7. Click the **Save** button.



**Diagram B**

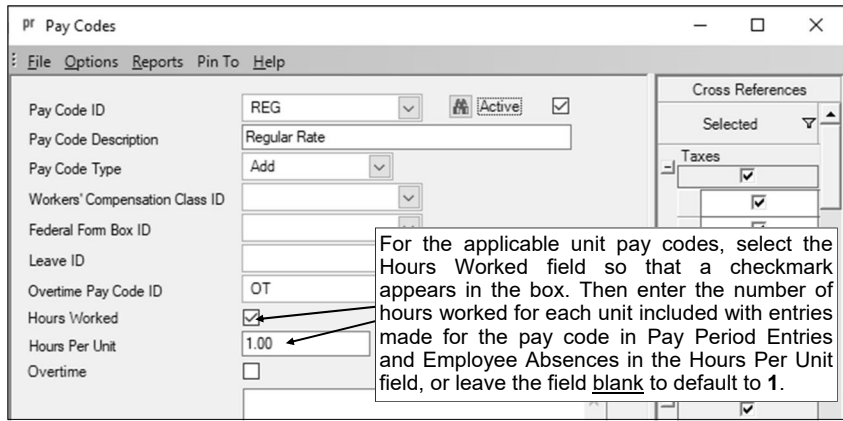
# Tracking Hours Worked

The hours worked by employees, whether contract or unit employees, can be tracked within the Payroll module of the School Accounting System. Tracking the hours the employees worked is required in some states for inclusion on applicable state government reports, such as the state retirement or unemployment report, and is also utilized with the Affordable Care Act (ACA) Hours Tracking option; however, any district wanting to track the hours worked can do so. To track hours worked within the School Accounting System, complete the steps below for all the applicable unit and contract employees.

## Tracking the Hours Worked for Unit Employees:

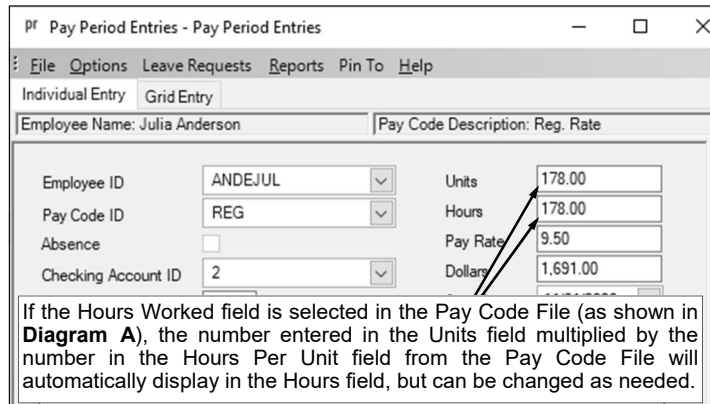
1. From the Payroll screen, select the **Maintenance** menu and then **Pay Codes**.
2. Bring up the pay code for which to have the hours worked tracked (for example, bring up the Regular Hourly Rate pay code).

**Diagram A**



3. Select the Hours Worked field. See **Diagram A**. A checkmark will appear in the box if the field is selected. By selecting this field, the Hours field for entries in Pay Period Entries and Employee Absences for this pay code will automatically be completed (based on the number in the Units field) in order to be included in the total hours worked for the employees.

4. Enter the number of hours worked for each unit included with entries made for the pay code in Pay Period Entries and Employee Absences in the Hours Per Unit field, or leave the field blank to default to 1. When the entries are made for this pay code in Pay Period Entries and Employee Absences, the number entered here will be multiplied by the number entered in the Units field for the entry and the total will be displayed in the Hours field.



**Diagram B**

5. Save the changes and then repeat the steps for each applicable pay code.

6. When making entries in a batch of Pay Period Entries or Employee Absences, the appropriate number will automatically display in the Hours field if the pay code is set up to track the hours worked in the Pay Code File. The number of hours can be changed for each entry if needed in order to correctly record the number of hours worked by the employee for the particular entry. See **Diagram B**.

## Tracking the Hours Worked for Contract Employees:

1. From the Payroll screen, select the **Maintenance** menu and then **Employees**.
2. Bring up the desired employee to edit.
3. Click the **Wages** tab.
4. On the Wages screen, double-click the desired contract from the lower left-hand corner of the screen.
5. Complete either the Hours Per Day field or the Hours Per Payroll field (see **Diagram C**); both fields cannot be completed for a pay code.



- If desired, enter the total number of hours the employee works for this contract per day in the Hours Per Day field. The number cannot be *greater than 24*, but can be up to 8 digits long (including the decimal point) and will be rounded to 4 decimal places by the system if capable. When calculating a payroll, the number entered in this field is multiplied by the number entered in the Days This Pay Period field for the payroll calculation batch to reflect the total number of hours worked in the pay period for the employee for the particular pay code.

pr Employees

Employee ID: GREEDAL Dale Green

Applies To: pr

Pay Code ID: C01 Active  Primary Pay Code

Fiscal Year End: 2021 Pay Group ID: CERTIFIED

Check Description: JH Soc Tch Total Hours: [ ]

Start Date: 09/01/2020 Checking Account ID: 1

Total Contract: 31,500.00 Check Sequence: 1

Contract Balance: 26,250.00 Percent of Deductions: [ ]

Total Payments: 12.00 Regular Days: 190.00

Remaining Payments: 10.00 Additional Days: [ ]

Pay Rate Same as Primary Pay Code:  Absence Per Day: 165.79

Pay Rate: 2,625.00 Hours Per Day: 8.00

Default Pay Rate: [ ] Hours Per Payroll: [ ]

For the applicable contract pay codes, complete either the Hours Per Day field or the Hours Per Payroll field.

**Diagram C**

- If desired, enter the number of total hours the employee works in a pay period in the Hours Per Payroll field. The number cannot be *greater than 2,080*, but can be up to 8 digits long (including the decimal point) and will be rounded to 4 decimal places by the system if capable. When calculating a payroll, the number entered in this field is reflected as the total number of hours worked in the pay period for the employee for the particular pay code.

**Note:** If a contract for an extracurricular activity is set up to be paid over 12 months and the Hours Per Day field or the Hours Per Payroll field is completed, keep in mind the hours worked are calculated for all 12 months when the contract is paid even though the activity may only be for a short period (for example, the coach of a sport may actually only work at that duty for 2 months while the contract is paid over 12 months); to avoid having the hours worked overstated, consider leaving the Hours Per Day field and the Hours Per Payroll field blank for the extracurricular activity contracts and then manually adjust the hours worked to include the extra duty hours as needed.

6. Save the changes and then repeat the steps for each applicable contract employee.
7. When calculating a payroll, complete the Days This Pay Period field on the Calculate Payroll screen by entering the number of days included in the pay period, if the Hours Per Day field is completed for one or more employees. See **Diagram D**. The system will then calculate the total hours worked for the pay period for the applicable employees by multiplying the number of days in the pay period by the hours per day (for example, 20 days X 8 hours per day = 160 hours for the pay period).

pr Calculate Payroll

Payroll Type: Regular

Batch Description: Regular Payroll

Processing Month: 11/2020

Check Date: 11/20/2020

Last Worked Date: 11/17/2020

Week Number for Deductions: Every Pay Period

Days This Pay Period: 20

Fiscal Year End: [ ]

Override General Ledger Entry Date: [ ]

Expense Payroll General Ledger Entry Date: [ ]

When calculating a payroll, enter the number of working days included in the pay period in the Days This Pay Period field.

Select All Unselect All

Selected	Pay Group ID	Pay Group Description	Exclude Contract Hours From ACA Tracking
<input checked="" type="checkbox"/>	ADMIN	Administration	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BUS	Bus Driver	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CERTIFIED	Certified	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DEDUCT	Deductions	<input type="checkbox"/>
<input type="checkbox"/>	EMPLOYEES	Employees	<input type="checkbox"/>
<input type="checkbox"/>	TECHNICAL	Technical	<input type="checkbox"/>

If applicable, select the Exclude Contract Hours From ACA Tracking field to not have the hours worked tracked for ACA purposes for the contract employees in the pay group.

**Diagram D**

**Note:** If applicable, select the Exclude Contract Hours From ACA Tracking field for a pay group in the Pay Groups List on the Calculate Payroll screen to not have the hours worked tracked for contract pay codes for employees for the Affordable Care Act (ACA) Hours Tracking option (will still be tracked for inclusion on the other applicable government reports, such as retirement and unemployment reports). Typically, the Exclude Contract Hours From ACA Tracking field is selected for a pay group only during the summer months when contract employees who are defined with a service break (on the ACA Hours screen in the Employee File) are getting paid for their time while on break; for example, if the contract employees in a certain pay group who are defined with a service break did not work any hours in June, July, and August, select the field for the appropriate pay group when completing a payroll calculation to pay the June, July, and August wages. The Exclude Contract Hours From ACA Tracking field is only applicable for the Payroll Types of Regular, Extra, or Pay Off Contracts, as hours worked are not tracked in payroll calculations with Payroll Types of Expense Payroll, Purchase Order, or Reversing GAAP.

**Viewing the Hours Worked for Unit and Contract Employees:**

1. Once the hours are tracked for the employees, the Hours Worked Report can be generated to view the hours worked for each employee for a specific payroll batch (by generating the report using the **Unposted** report selection during a check cycle), or for a particular month or range of months (by generating the report using the **Posted** report selection). The Hours Worked Report is accessed in Payroll under the **Check Cycle** menu and then **Pre-Check Reports**; or under the **Reports** menu and then **Check Cycle Pre-Check Reports (PR)**. See **Diagram E**.
2. Also, the hours will be included on the applicable state government reports and in the Affordable Care Act (ACA) Hours Tracking option (if applicable), and can be viewed and/or adjusted as needed.

Iowa Lab Data 04/14/2015 12:11 PM		Hours Worked Report		Page: 1 User ID: SAS
Employee ID	Name	Hours Worked	Hours Worked for ACA Reporting	
Batch Description: Regular Payroll		Processing Month: 04/2015	Status:	Calculated Successfully
ANDEJUL	Anderson, Julia Kathleen	178.00	178.00	
BAXTJAC	Baxter, Jackie S	155.00	155.00	
CASPBET	Casper, Betty J	140.00	140.00	
GREEDAL	Green, Dale Joseph	176.00	176.00	
JACKKAT	Jackson, Kathy Marie	176.00	176.00	
JOHNJOE	Johnson, Joe P	176.00	176.00	
JOHNWIL	Johnson, William John	176.00	176.00	
MADISUS	Madison, Susie Ann	32.00	32.00	
PATTMAR	Patterson, Maria Lynn	88.00	88.00	
SAMPBEC	Sampson, Becky Sue	160.00	160.00	
SMITCAR	Smith, Carolyn Ann	176.00	176.00	
THOMRIC	Thomas, Rick M	160.00	160.00	
WATSMIC	Watson, Michael Lee	88.00	88.00	
WHITMAR	White, Mary Ann	176.00	176.00	
WILLBER	Williamson, Bert J	176.00	176.00	
		2,233.00	2,233.00	

**Diagram E**

# ACA Hours Screen in Employee File

## Completing the ACA Hours Screen in the Employee File:

1. From within the Employee File, click the **ACA Hours** tab. See **Diagram A**.
2. Each year's measurement and stability periods created from within the Affordable Care Act (ACA) Hours Tracking option that is applicable to the employee appears in the Measurement Periods List. For each current period, complete the following:
  - a. If the employee was hired within the current period being edited and the Track as ACA New Hire field was selected for the Hire/Rehire Date on the Employment screen, the employee's Hire/Rehire Date appears in the Initial Measurement Hire Date field to indicate the employee is being tracked as a new hire and this is an initial measurement period for the employee. The Initial Measurement Hire Date field cannot be changed.
  - b. The dates for when the measurement period (or initial measurement period, if applicable) begins and ends appear in the Start Date and End Date fields under Measurement Period. The dates default in based on the settings specified for the years within the Affordable Care Act (ACA) Hours Tracking option. The Start Date and End Date fields under Measurement Period cannot be changed.
  - c. If the hours worked do not need to be tracked for the employee (for example, if the employee is already offered benefits and will continue to always be offered benefits), select the Exempt From Tracking Hours field. A checkmark will appear in the box if the field is selected.  
**Note:** Employees with this field selected will initially be filtered out (not displayed) when viewing the total hours worked by employees within the Affordable Care Act (ACA) Hours Tracking option, while determining if employees are considered full time (or trending towards full time) and then must be offered health insurance. This field does not affect if the hours worked are actually tracked for the employee in the Payroll module.
  - d. If the hours worked are not being tracked for the employee and the employee does work full time (works an average of 30 hours or more per week), select the Report As Full Time field to include the employee in all the full-time employee counts on the appropriate Affordable Care Act reports, including Form 1094-C. A checkmark will appear in the box if the field is selected. If the hours worked are being tracked for the employee, leave the Report As Full Time field unselected to have the system determine the full-time status based on the hours worked by the employee and include the employee in the proper full-time employee counts, if applicable.  
**Note:** Employees with this field selected will initially be filtered out (not displayed) when viewing the total hours worked by employees within the Affordable Care Act (ACA) Hours Tracking option, while determining if employees are considered full time (or trending towards full time) and then must be offered health insurance. This field is disabled if **Ineligible** is specified in the Initial Benefit Status field.

Click the **ACA Hours** tab.

Complete the applicable fields for the employee for current measurement period.

For each defined measurement period in which the employee had payroll earnings, a line appears here showing the employee's total hours worked and average hours per week with and without breaks.

Measurement Period											Stability Period		
Initial Measurement Hire Date	Start Date	End Date	Exempt From Tracking Hours	Report as Full Time	Initial Benefit Status	Initial Benefit Eligibility Date	Default Service Break	Service Break	Service Break Weeks	Special Unpaid Leave Weeks	Start Date	End Date	Benefit Status
	06/01/2019	05/31/2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>			12	Yes			07/01/2020	06/30/2021	
	06/01/2020	05/31/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>			12	Yes					

Initial Measurement Period	Measurement Start Date	Measurement End Date	To Date Weeks	Service Break Weeks	Special Unpaid Leave Weeks	Hours Worked	With Service Break		Without Service Break		
							Through Last Worked Date	Hours Per Week	Full Time	Hours Per Week	Full Time
	06/01/2019	05/31/2020	52	12	.00	1,674.00	05/31/2020	41.8269	<input checked="" type="checkbox"/>	32.1923	<input checked="" type="checkbox"/>
	06/01/2020	05/31/2021	20	12	.00	344.00	10/20/2020	42.25	<input checked="" type="checkbox"/>	17.20	<input type="checkbox"/>

Diagram A

- e. If this is an initial measurement period for the employee (the employee was hired within the current period being edited and the Track as ACA New Hire field was selected for the Hire/Rehire Date on the Employment screen), enter the appropriate code (**Accepted**, **Declined**, or **Ineligible**) for the benefit status of the employee during the initial measurement period in the Initial Benefit Status field, or click the **down-arrow** button to select the correct one. If the employee was offered and accepted health insurance benefits during the initial measurement period, enter **Accepted**. If the employee was offered but did not accept health insurance benefits during the initial measurement period, enter **Declined**. If the employee was not eligible to be offered health insurance benefits during the initial measurement period but will have hours tracked for future consideration, enter **Ineligible** (only applicable if the Report As Full Time field is not selected).
- Note:** If the Report As Full Time field is selected, the Initial Benefit Status field must be completed and only Accepted or Declined can be entered (or selected).
- f. If **Accepted** or **Declined** is specified in the Initial Benefit Status field, the Initial Benefit Eligibility Date field is enabled. Enter the date in which the employee is eligible for the health insurance benefits during the initial measurement period (whether accepted or declined) in the Initial Benefit Eligibility Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date. This field is used to indicate if there is a waiting period before the employee is eligible for the health insurance benefits during the initial measurement period; if there is not a waiting period (the employee is eligible for the health insurance benefits immediately upon hiring), enter the employee's hire date here.
- g. The number entered as the default number of weeks in the break in service for employees for the specified year as defined within the Affordable Care Act (ACA) Hours Tracking option appears in the Default Service Break field. The Default Service Break field cannot be changed.
- h. In the Service Break field, enter the appropriate option (**No**, **Override**, or **Yes**) to indicate if the employee has a break in service, or click the **down-arrow** button to select the correct one. If the employee works all year long (does not have a break in service), enter **No**. If the employee has a break in service and the number of weeks in the break in service is *different* than the default (as shown in the Default Service Break field), enter **Override**. If the employee has a break in service and the number of weeks in the break in service is the *same* as the default (as shown in the Default Service Break field), enter **Yes**.
- Tip:** A break in service is defined within the Affordable Care Act guidelines as at least 4 consecutive weeks during which an employee is not working and is not credited with any hours of service (such as from vacation or sick leave, etc.), and is applicable for educational organizations only. When calculating the total hours per week average for a measurement period for an employee with a service break, an employer can either exclude the service break weeks in the computation, or treat the employee as credited with hours of service for the service break at a rate equal to the average hours per week rate when the employee was working, with a maximum of up to 501 hours of service credited for service break periods in a calendar year. The School Accounting System uses the second method of crediting hours of service for the service break, up to 501 hours of service.
- i. If **Override** is specified in the Service Break field, the Service Break Weeks field is enabled. If applicable, enter the number of weeks in the break(s) in service for the employee in the Service Break Weeks field. The number must be **0** or from **4** to **52** (no decimals).
- j. If the employee has a period of unpaid leave for FMLA, USERRA, or jury duty in the measurement period, enter the number of weeks in the Special Unpaid Leave Weeks field. The number must be **0** to **52** (including up to **4** decimal places).
- Tip:** As stated within the Affordable Care Act guidelines, when calculating the total hours per week average for a measurement period for an employee with special unpaid leave, an employer can either exclude the special unpaid leave weeks in the computation, or treat the employee as credited with hours of service for the special unpaid leave at a rate equal to the average hours per week rate when the employee was working. The School Accounting System uses the second method of crediting hours of service for the special unpaid leave.
- k. The dates for when the stability period begins and ends appear in the Start Date and End Date fields under Stability Period. The dates default in based on the settings specified for the years within the Affordable Care Act (ACA) Hours Tracking option. The Start Date and End Date fields under Stability Period cannot be changed.
- l. **Only during the administrative period**, enter the appropriate code (**Accepted**, **Declined**, or **Ineligible**) for the benefit status of the employee for the stability period in the Benefit Status field, or click the **down-arrow** button to select the correct one. If the employee was offered and accepted

benefits for the stability period, enter **Accepted**. If the employee was offered but did not accept benefits for the stability period, enter **Declined**. If the employee was not eligible to be offered benefits for the stability period but will have hours tracked for future consideration, enter **Ineligible**.

m. Click the **Save** button.

3. If desired, to view a graphical diagram of all the measurement, administrative, and stability periods for the employee, click the **Timeline** button.
4. The employee's total hours worked for each year's measurement period (in which the employee had payroll earnings) appears in the Hours Tracking List.
  - a. For each measurement period that displays, the following information appears:
    - A checkmark will appear in the Initial Measurement Period field if this is an initial measurement period for the employee (there is a date in the Initial Measurement Hire Date field (under Measurement Period) in the Measurement Periods List at the top of the screen).
    - The Measurement Start Date and Measurement End Date fields reflect the data from the Start Date and End Date fields (under Measurement Period) in the Measurement Periods List at the top of the screen.
    - The To Date Weeks field displays the number of weeks from the Measurement Start Date through the date shown in the Through Last Worked Date field.
    - If applicable, the number of service break weeks defined for the employee in the Measurement Periods List (above) or the default service break weeks defined within the Affordable Care Act (ACA) Hours Tracking option appears in the Service Break Weeks field. If the employee does not have a break in service, **0** appears in this field.
    - If applicable, the number of unpaid leave weeks for FMLA, USERRA, or jury duty defined for the employee in the Measurement Periods List (above) appears in the Special Unpaid Leave Weeks field. If the employee did not have special unpaid leave, **0** appears in this field.
    - The total number of hours the employee has worked during the specific measurement period appears in the Hours Worked field.
    - The Through Last Worked Date field displays the Last Worked Date from the latest posted or unposted payroll calculation batch if the current computer date is within the measurement period; otherwise, if the current computer date or the Last Worked Date from the latest posted or unposted payroll calculation batch is after the end of the measurement period, the date will be the Measurement End Date of the measurement period.
    - The Hours Per Week field under With Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and including the service break and special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week including the service break and special unpaid leave weeks, click the **Go To** button. See **Diagrams B** and **C**.
    - If the employee is considered to be working full time based on the number in the Hours Per Week field under With Service Break (is 30 or greater), a checkmark will appear in the Full Time field under With Service Break.
    - The Hours Per Week under Without Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and excluding the service break weeks but including the special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week excluding the service break weeks and including the special unpaid leave weeks, click the **Go To** button.
    - If the employee is considered to be working full time based on the number in the Hours Per Week field under Without Service Break (is 30 or greater), a checkmark will appear in the Full Time field under Without Service Break.
  - b. **Note:** If applicable, the hours from Payroll checks (or direct deposit stubs) that were voided are excluded.

To view the detailed earnings records (including the number of hours worked) for the employee in the specific measurement period, click the plus sign (+) in the box in front of the measurement period. The payroll earnings information will appear with each payroll calculation batch (and pay period entry or employee absence batch) and pay code listed as a separate entry. If needed, make the desired changes to the entries.

- To adjust the number of hours worked, click in the Hours Worked field (column) for the desired entry and key the new number of hours worked (will be rounded to 4 decimal places).
  - If applicable, to change the starting or ending date, click in the Start Date or End Date field (column) for the desired entry and then enter the correct date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date.
  - To not have the hours worked for an entry tracked for the Affordable Care Act (ACA) Hours Tracking option (will still be tracked for inclusion on the other applicable government reports, such as retirement and unemployment reports), select the Exclude Contract Hours From ACA Tracking field. A checkmark will appear in the box if the field is selected. The Exclude Contract Hours From ACA Tracking field is only applicable for entries for contract pay codes, and the field will be selected or unselected by default, based on whether or not the Exclude Contract Hours From ACA Tracking field was selected when completing the payroll calculation for the entry.
- Tip:** Typically, the Exclude Contract Hours From ACA Tracking field is selected for entries during the summer months if a contract employee who is defined with a service break (on the ACA Hours screen in the Employee File) is getting paid while on break; for example, select the field for the appropriate entries that paid the June, July, and August wages for a contract employee who is defined with a service break for the summer months.
- Click the **Save** button to save any changes.

**Note:** Only the Hours Worked, Start Date, End Date, and Exclude Contract Hours From ACA Tracking fields that appear in white (rather than gray) can be adjusted.

To view the detailed earnings records for the employee in a measurement period, click the plus sign (+) in the box in front of the measurement period.

Click the **Go To** buttons to see the details for calculating the average hours per week with and without service breaks. See **Diagram C** for an example of the detailed calculation of the hours per week with service breaks.

Measurement Periods													
Measurement Period											Stability Period		
Initial Measurement Hire Date	Start Date	End Date	Exempt From Tracking Hours	Report as Full Time	Initial Benefit Status	Initial Benefit Eligibility Date	Default Service Break	Service Break	Service Break Weeks	Special Unpaid Leave Weeks	Start Date	End Date	Benefit Status
	06/01/20										07/01/2020	06/30/2021	
	06/01/20										07/01/2021	06/30/2022	

Hours Tracking												
Initial Measurement Period	Measurement Start Date	Measurement End Date	To Date Weeks	Service Break Weeks	Special Unpaid Leave Weeks	Hours Worked	With Service Break		Without Service Break			
							Through Last Worked Date	Hours Per Week	Full Time	Hours Per Week	Full Time	
	06/01/2019	05/31/2020	52	11	.00	571.50	05/31/2020	13.939		10.9904		
	06/01/2020	05/31/2021	20	11	.00	140.00	10/20/2020	15.5556		7.00		

**Diagram B**

In this example, the detailed calculation of the hours per week with service breaks (from **Diagram B**) is shown for Julia Anderson.

Average Hours Per Week Worked Calculation		
Hours Worked	318.00	Actual hours worked
To Date Weeks	24	Number of weeks measured through last worked date
Service Break Weeks	11	Number of weeks designated as service break weeks in the Employee File
Special Unpaid Leave Weeks	0.00	Number of weeks designated as special unpaid leave weeks in the Employee File
Weeks Worked	13.00	To Date Weeks - Service Break Weeks - Special Unpaid Leave Weeks
Average Hours Per Week Worked	24.4615	Hours Worked / Weeks Worked

Service Break Hours Capped Calculation		
Service Break Hours	269.0765	Service Break Weeks * Average Hours Per Week Worked
Service Break Hours (Capped)	269.0765	If Service Break Hours is > 501, then use 501, otherwise use Service Break Hours

Special Unpaid Leave Hours Calculation		
Special Unpaid Leave Hours	0.00	Special Unpaid Leave Weeks * Average Hours Per Week Worked

Hours Per Week Calculation		
Total Hours	587.0765	Hours Worked + Service Break Hours (Capped) + Special Unpaid Leave Hours
Hours Per Week	24.4615	Total Hours / To Date Weeks

**Diagram C**

# Adjust Affordable Care Act Hours Data

The Adjust Affordable Care Act Hours Data option is accessed from within the Employee File in Payroll and Human Resources. The Adjust Affordable Care Act Hours Data option is used to complete or change the data in the following fields located on the ACA Hours tab (screen) of the Employee File for selected employees: Exempt From Tracking Hours field, Report As Full Time field, Initial Benefit Status field (applicable for new employees only), Initial Benefit Eligibility Date field (applicable for new employees only), Service Break field, Service Break Weeks field (if applicable and if different from the default), and Benefit Status field. With the Adjust Affordable Care Act Hours Data option, the data entered for a prior measurement and stability period can also be copied to the current period.

## Steps to Adjust Affordable Care Act Hours Data:

1. From the Payroll or Human Resources screen, select the **Maintenance** menu and then **Employees**.
2. Select the **Options** menu and then **Adjust Affordable Care Act Hours Data**.
3. At the Adjust Affordable Care Act Hours Data screen, enter the Start Date of the measurement period for which to adjust the data in the Measurement Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. See **Diagram A**.
4. To adjust only the employees hired within the selected measurement period, select the New Hires field; otherwise, to adjust only the ongoing employees, leave the New Hires field unselected. A checkmark will appear in the box if the field is selected.
5. Complete the Adjust section as follows:
  - If applicable, select the Copy Previous Year field to copy the data in the Exempt From Tracking Hours, Service Break, Service Break Weeks, and Benefit Status fields as entered in the Employee File from the prior year's measurement period for the employees. A checkmark will appear in the box if the field is selected.

**Note:** If the measurement period specified in the Measurement Start Date field is the *first* measurement period being tracked in the system, or the New Hires field is selected, the Copy Previous Year field is disabled.

**Tip:** If the Copy Previous Year field is selected, the remaining fields in the Adjust section will be disabled since all the data will be copied from the prior year.

- To update the status for the Exempt From Tracking Hours field located on the ACA Hours screen in the Employee File for the employees, select the Exempt From Tracking Hours field, and then select the appropriate status (**Exempt** or **Non-Exempt**) in the input field to the right of the field (or click the **down-arrow** button to select the correct one). A checkmark will appear in the box if the field is selected.

Diagram A

- To update the status for the Report As Full Time field located on the ACA Hours screen in the Employee File for the employees, select the Report As Full Time field, and then select the appropriate status (**No** or **Yes**) in the input field to the right of the field (or click the **down-arrow** button to select the correct one). A checkmark will appear in the box if the field is selected.
  - If the New Hires field is selected, the Initial Benefit Status field is enabled. If applicable, select the Initial Benefit Status field to update the status for the Initial Benefit Status field located on the ACA Hours screen in the Employee File for the employees, and then select the appropriate status (**Accepted**, **Declined**, or **Ineligible**) in the input field to the right of the field (or click the **down-arrow** button to select the correct one). A checkmark will appear in the box if the field is selected.
  - If the Initial Benefit Status field is selected and completed with **Accepted** or **Declined**, the Initial Benefit Eligibility Date field will be selected by default in order to update the date in the Initial Benefit Eligibility Date field located on the ACA Hours screen in the Employee File for the employees (a checkmark will appear in the box for the Initial Benefit Eligibility Date field and it cannot be changed). If applicable, enter the date in which the employee is eligible for the health insurance benefits during the initial measurement period (whether accepted or declined) in the input field to the right of the Initial Benefit Eligibility Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date.
  - To update the status for the Service Break field located on the ACA Hours screen in the Employee File for the employees, select the Service Break field, and then select the appropriate status (**No**, **Override**, or **Yes**) in the input field to the right of the field (or click the **down-arrow** button to select the correct one). A checkmark will appear in the box if the field is selected.
  - If the Service Break field is selected with **Override** specified as the status, the Service Break Weeks field will be selected by default in order to adjust the number of weeks entered in the Service Break Weeks field located on the ACA Hours screen in the Employee File for the employees (a checkmark will appear in the box for the Service Break Weeks field and it cannot be changed). If applicable, enter the number of weeks to update for the employees for the break in service in the input field to the right of the Service Break Weeks field. The number must be **0** or from **4** to **52** (no decimals).  
**Tip:** A break in service is defined within the Affordable Care Act guidelines as at least 4 consecutive weeks during which an employee is not working and is not credited with any hours of service (such as from vacation or sick leave, etc.), and is applicable for educational organizations only. When calculating the total hours per week average for a measurement period for an employee with a service break, an employer can either exclude the service break weeks in the computation, or treat the employee as credited with hours of service for the service break at a rate equal to the average hours per week rate when the employee was working, with a maximum of up to 501 hours of service credited for service break periods in a calendar year. The School Accounting System uses the second method of crediting hours of service for the service break, up to 501 hours of service.
  - To update the status for the Benefit Status field located on the ACA Hours screen in the Employee File for the employees, select the Benefit Status field, and then select the appropriate status (**Accepted**, **Declined**, or **Ineligible**) in the input field to the right of the field (or click the **down-arrow** button to select the correct one). A checkmark will appear in the box if the field is selected.
6. Click the **Display** button to select the employees for which to adjust the data.
  7. The employees that can be adjusted appear in the Employee Selection List on the bottom of the screen. If the New Hires field is selected, only the employees hired within the selected measurement period appear; otherwise, if the New Hires field is unselected, only the ongoing employees appear. The information currently entered into the applicable fields on the ACA Hours screen in the Employee File appear under Existing Values for each employee, while the new values to be updated in the fields appear under New Values. Specify the employees for which to adjust by clicking the box for the Selected column to the left of the desired employee. A checkmark will appear in the box if the employee is selected. To select all the employees listed on the screen, click the **Select All** button located above the Employee Selection List. If desired, change the filters to modify the employees displayed here.  
**Note:** If needed, the fields under New Values can be adjusted if they appear in white (rather than gray).
  8. Click the **Execute** button.
  9. A message will appear in the status bar at the bottom of the screen once the option is complete.



# Affordable Care Act Hours Tracking Hours Tracking, New Hires, and Service Break Calculations Tabs

The Hours Tracking screen in the Affordable Care Act (ACA) Hours Tracking option is used throughout and at the end of the measurement period to view the hours worked for the ongoing employees and shows if they are considered full time or trending towards full time. The New Hires screen shows similar information as on the Hours Tracking screen but for new employees, and can also be used to quickly view new employees who are currently in their administrative period. The Service Break Calculations screen is used to determine if employees have a difference in the number of service break weeks defined on the ACA Hours screen in the Employee File and the number of weeks the system calculates for service breaks in a measurement period (based on the payroll earnings records with hours worked greater than 0 in posted and unposted payroll calculation batches), and if applicable, update the weeks for selected employees.

### Completing the Hours Tracking Tab of the Affordable Care Act (ACA) Hours Tracking Option:

1. From the Payroll screen, select the **Government Reporting** menu and then **Affordable Care Act (ACA) Hours Tracking**.
2. At the Affordable Care Act (ACA) Hours Tracking screen, click the **Hours Tracking** tab. See **Diagram A**.
3. Enter the starting date of the measurement period to view in the Measurement Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

**Note:** Only the measurement periods that were created on the Report Options tab (in the Affordable Care Act (ACA) Hours Tracking option) are available to be entered in this field.

4. The ending date of the selected measurement period appears in the Measurement End Date field and cannot be changed.
5. The date through which the weeks and hours per week are based on appears in the Through Last Worked Date field and cannot be changed.

**Note:** The date in this field will be the Last Worked Date from the latest posted or unposted payroll calculation batch if the current computer date is within the specified measurement period; otherwise, if the current computer date or the Last Worked Date from the latest posted or unposted payroll calculation batch is after the end of the measurement period, the date will be the Measurement End Date of the specified measurement period.

6. The number of weeks from the Measurement Start Date through the date shown in the Through Last Worked Date field appears in the To Date Weeks field and cannot be changed.
7. Enter the number of average hours per week to use as the value for when to consider employees as trending towards working full time (getting close to working an average of 30 hours per week) in the Trending Hours field. Initially, **28** will appear in the field by default, but it can be changed. The employees who work an average of the number specified in this field or higher will have the Trending Full Time field selected.

Diagram A

8. Click the **Display** button.
9. The Hours Tracking List appears showing the employees, the total hours worked during the measurement period, the average hours worked per week with and without breaks, if they are considered full time, and if they are trending towards full time. Only the ongoing employees who had payroll earnings in the measurement period and do **not** have the Exempt From Tracking Hours field or the Report As Full Time field selected appear by default. If desired, change the filters to modify the employees displayed here.
  - For each employee that displays, the following information appears:
    - The Exempt From Tracking Hours, Report As Full Time, and Benefit Status fields reflect the information from those fields as defined for the employee on the ACA Hours screen in the Employee File and cannot be changed.
    - If applicable, the number of service break weeks defined for the employee on the ACA Hours screen in the Employee File, or the default service break weeks defined on the Report Options tab in the Affordable Care Act (ACA) Hours Tracking option, appears in the Service Break Weeks field. If the employee does not have a break in service, **0** appears in this field.
    - If applicable, the number of unpaid leave weeks for FMLA, USERRA, or jury duty defined for the employee on the ACA Hours screen in the Employee File appears in the Special Unpaid Leave Weeks field. If the employee did not have special unpaid leave, **0** appears in this field.
    - The total number of hours the employee has worked during the specific measurement period appears in the Hours Worked field.
    - The Hours Per Week field under With Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and including the service break and special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week including the service break and special unpaid leave weeks, click the **Go To** button.
    - If the employee is considered to be working full time based on the number in the Hours Per Week field under With Service Break (is 30 or greater), a checkmark will appear in the Full Time field under With Service Break.
    - If the employee is trending towards working full time based on the number in the Hours Per Week field under With Service Break (is equal to or greater than the number entered in the Trending Hours field located at the top of the screen), a checkmark will appear in the Trending Full Time field under With Service Break.
    - The Hours Per Week under Without Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and excluding the service break weeks but including the special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week excluding the service break weeks and including the special unpaid leave weeks, click the **Go To** button.
    - If the employee is considered to be working full time based on the number in the Hours Per Week field under Without Service Break (is 30 or greater), a checkmark will appear in the Full Time field under Without Service Break.
    - If the employee is trending towards working full time based on the number in the Hours Per Week field under Without Service Break (is equal to or greater than the number entered in the Trending Hours field located at the top of the screen), a checkmark will appear in the Trending Full Time field under Without Service Break.

**Note:** If applicable, the hours from Payroll checks (or direct deposit stubs) that were voided are excluded.

  - To view the detailed earnings records (including the number of hours worked) for an employee, click the plus sign (+) in the box in front of the employee. The payroll earnings information will appear with each payroll calculation batch (and pay period entry or employee absence batch) and pay code listed as a separate entry. If needed, make the desired changes to the entries.
    - To adjust the number of hours worked, click in the Hours Worked field (column) for the desired entry and key the new number of hours worked (will be rounded to **4** decimal places).

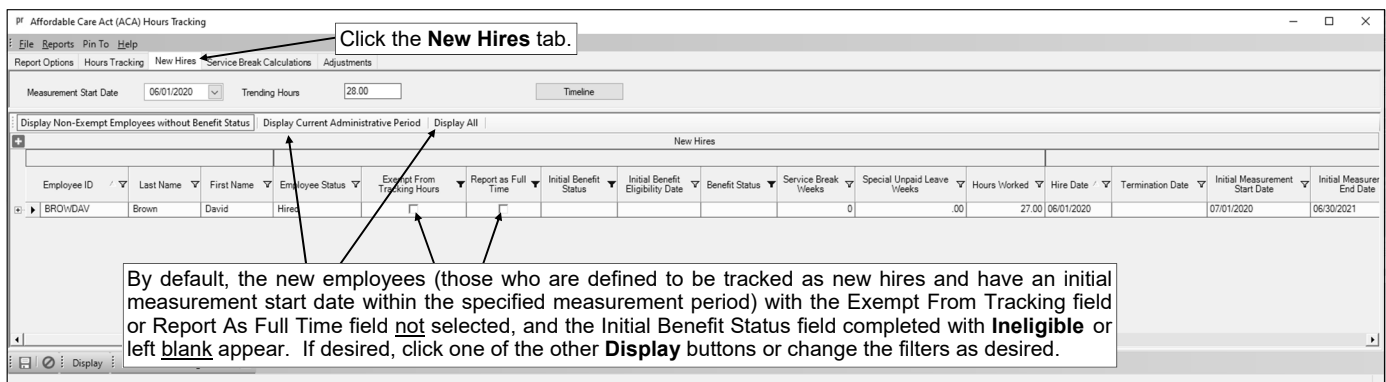
- If applicable, to change the starting or ending date, click in the Start Date or End Date field (column) for the desired entry and then enter the correct date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date.
- To not have the hours worked for an entry tracked for the Affordable Care Act (ACA) Hours Tracking option (will still be tracked for inclusion on the other applicable government reports, such as retirement and unemployment reports), select the Exclude Contract Hours From ACA Tracking field. A checkmark will appear in the box if the field is selected. The Exclude Contract Hours From ACA Tracking field is only applicable for entries for contract pay codes, and the field will be selected or unselected by default, based on whether or not the Exclude Contract Hours From ACA Tracking field was selected when completing the payroll calculation for the entry.  
**Tip:** Typically, the Exclude Contract Hours From ACA Tracking field is selected for entries during the summer months if a contract employee who is defined with a service break (on the ACA Hours screen in the Employee File) is getting paid while on break; for example, select the field for the appropriate entries that paid the June, July, and August wages for a contract employee who is defined with a service break for the summer months.
- Click the **Save** button to save any changes.

**Note:** Only the Hours Worked, Start Date, End Date, and Exclude Contract Hours From ACA Tracking fields that appear in white (rather than gray) can be adjusted.

10. If desired, to view a graphical diagram of the specified measurement period and the next measurement period, along with the administrative and stability periods, click the **Timeline** button.
11. To print the information for the ongoing employees, print one of the applicable reports available under the **Reports** menu from within the Affordable Care Act (ACA) Hours Tracking option, or if desired, export the information in the Hours Tracking List to a file using the Export Grid option.

### **Completing the New Hires Tab of the Affordable Care Act (ACA) Hours Tracking Option:**

1. From the Payroll screen, select the **Government Reporting** menu and then **Affordable Care Act (ACA) Hours Tracking**.
2. At the Affordable Care Act (ACA) Hours Tracking screen, click the **New Hires** tab. See **Diagram B**.
3. Enter the starting date of the measurement period to use as the basis for which newly hired employees to display in the Measurement Start Date field (only the employees tracked as new hires who have an initial measurement start date within the date range of the specified measurement period will appear). Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.  
**Note:** Only the measurement periods that were created on the Report Options tab (in the Affordable Care Act (ACA) Hours Tracking option) are available to be entered in this field.
4. Enter the number of average hours per week to use as the value for when to consider employees as trending towards working full time (getting close to working an average of 30 hours per week) in the Trending Hours field. Initially, **28** will appear in the field by default, but it can be changed. The employees who work an average of the number specified in this field or higher will have the Trending Full Time field selected.
5. Click the **Display** button.
6. The New Hires List appears showing the employees who are defined to be tracked as new hires (the Track as ACA New Hire field was selected for the applicable Hire/Rehire Date on the Employment screen) and have an initial measurement start date within the date range of the specified measurement



**Diagram B**

period. To view only the newly hired employees who do not have the Exempt From Tracking Hours field or the Report As Full Time field selected, and have the Initial Benefit Status field (and Benefit Status field, if applicable) completed with **Ineligible** or left blank, click the **Display Non-Exempt Employees without Benefit Status** button located above the New Hires List. To view only the newly hired employees who are currently in the administrative period (have an administrative period start date prior to the current computer date and an administrative period end date after the current computer date), click the **Display Current Administrative Period** button. To view all the newly hired employees with an initial measurement start date within the date range of the specified measurement period, click the **Display All** button. By default, the **Display Non-Exempt Employees without Benefit Status** button is selected. If desired, change the filters to modify the employees displayed here.

**Tip:** By default, the employees are listed on the screen by order of Hire Date.

- For each employee that displays, the following information appears:
  - The Exempt From Tracking Hours, Report As Full Time, Initial Benefit Status, Initial Benefit Eligibility Date, and Benefit Status fields reflect the information from those fields as defined for the employee on the ACA Hours screen in the Employee File and cannot be changed.
  - If applicable, the number of service break weeks defined for the employee on the ACA Hours screen in the Employee File, or the default service break weeks defined on the Report Options tab in the Affordable Care Act (ACA) Hours Tracking option, appears in the Service Break Weeks field. If the employee does not have a break in service, **0** appears in this field.
  - If applicable, the number of unpaid leave weeks for FMLA, USERRA, or jury duty defined for the employee on the ACA Hours screen in the Employee File appears in the Special Unpaid Leave Weeks field. If the employee did not have special unpaid leave, **0** appears in this field.
  - The total number of hours the employee has worked during the specific measurement period appears in the Hours Worked field.
  - The applicable dates for the employee appear in the appropriate date fields under New Hire Dates.
  - If an employee has multiple hire dates that fall within the selected measurement period, the Duplicate field under New Hire Dates will be selected indicating the employee has multiple records displaying.
  - The Through Last Worked Date field displays the Last Worked Date from the latest posted or unposted payroll calculation batch if the current computer date is within the measurement period; otherwise, if the current computer date or the Last Worked Date from the latest posted or unposted payroll calculation batch is after the end of the measurement period, the date will be the Measurement End Date of the measurement period.
  - The To Date Weeks field displays the number of weeks from the Measurement Start Date through the date shown in the Through Last Worked Date field.
  - The Hours Per Week field under With Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and including the service break and special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week including the service break and special unpaid leave weeks, click the **Go To** button.
  - If the employee is considered to be working full time based on the number in the Hours Per Week field under With Service Break (is 30 or greater), a checkmark will appear in the Full Time field under With Service Break.
  - If the employee is trending towards working full time based on the number in the Hours Per Week field under With Service Break (is equal to or greater than the number entered in the Trending Hours field located at the top of the screen), a checkmark will appear in the Trending Full Time field under With Service Break.
  - The Hours Per Week under Without Service Break reflects the average hours per week from the beginning of the measurement period through the date in the Through Last Worked Date field, and excluding the service break weeks but including the special unpaid leave weeks in the calculation, if applicable. To see the details for calculating the average hours per week

excluding the service break weeks and including the special unpaid leave weeks, click the **Go To** button.

- If the employee is considered to be working full time based on the number in the Hours Per Week field under Without Service Break (is 30 or greater), a checkmark will appear in the Full Time field under Without Service Break.
- If the employee is trending towards working full time based on the number in the Hours Per Week field under Without Service Break (is equal to or greater than the number entered in the Trending Hours field located at the top of the screen), a checkmark will appear in the Trending Full Time field under Without Service Break.

**Note:** If applicable, the hours from Payroll checks (or direct deposit stubs) that were voided are excluded.

- To view the detailed earnings records (including the number of hours worked) for an employee, click the plus sign (+) in the box in front of the employee. The payroll earnings information will appear with each payroll calculation batch (and pay period entry or employee absence batch) and pay code listed as a separate entry. If needed, make the desired changes to the entries.
  - To adjust the number of hours worked, click in the Hours Worked field (column) for the desired entry and key the new number of hours worked (will be rounded to 4 decimal places).
  - If applicable, to change the starting or ending date, click in the Start Date or End Date field (column) for the desired entry and then enter the correct date. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the correct date.
  - To not have the hours worked for an entry tracked for the Affordable Care Act (ACA) Hours Tracking option (will still be tracked for inclusion on the other applicable government reports, such as retirement and unemployment reports), select the Exclude Contract Hours From ACA Tracking field. A checkmark will appear in the box if the field is selected. The Exclude Contract Hours From ACA Tracking field is only applicable for entries for contract pay codes, and the field will be selected or unselected by default, based on whether or not the Exclude Contract Hours From ACA Tracking field was selected when completing the payroll calculation for the entry.

**Tip:** Typically, the Exclude Contract Hours From ACA Tracking field is selected for entries during the summer months if a contract employee who is defined with a service break (on the ACA Hours screen in the Employee File) is getting paid while on break; for example, select the field for the appropriate entries that paid the June, July, and August wages for a contract employee who is defined with a service break for the summer months.
  - Click the **Save** button to save any changes.

**Note:** Only the Hours Worked, Start Date, End Date, and Exclude Contract Hours From ACA Tracking fields that appear in white (rather than gray) can be adjusted.

7. If desired, to view a graphical diagram of the specified measurement period, the next measurement period, and the initial measurement periods for all the employees displayed on the screen, along with the administrative and stability periods, click the **Timeline** button.
8. To print the information for the newly hired employees, print one of the applicable reports available under the **Reports** menu from within the Affordable Care Act (ACA) Hours Tracking option, or if desired, export the information in the New Hires List to a file using the Export Grid option.

### **Completing the Service Break Calculations Tab of the Affordable Care Act (ACA) Hours Tracking Option:**

1. From the Payroll screen, select the **Government Reporting** menu and then **Affordable Care Act (ACA) Hours Tracking**.
2. At the Affordable Care Act (ACA) Hours Tracking screen, click the **Service Break Calculations** tab. See **Diagram C**.
3. Enter the starting date of the measurement period for which to view the service break calculations in the Measurement Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.

**Note:** Only the measurement periods that were created on the Report Options tab (in the Affordable Care Act (ACA) Hours Tracking option) are available to be entered in this field.

4. To view the service break calculations for only the newly hired employees (those with an initial measurement start date within the selected measurement period), select the New Hires field; otherwise,

PF Affordable Care Act (ACA) Hours Tracking

File Reports Pin To Help

Report Options Hours Tracking New Hires Service Break Calculations ← adjustments

Measurement Start Date 06/01/2020 New Hires

Service Breaks

										Existing Values			New Values	
Selected	Employee ID	Last Name	First Name	Employee Status	Salary Type	Pay Group ID	Through Last Worked Date	Calculated Break Weeks	Service Break Weeks	Special Unpaid Leave Weeks	Service Break Weeks	Special Unpaid Leave Weeks		
<input type="checkbox"/>	ANDEJUL	Anderson	Julia	Hired	Unit	HOTLUNCH	11/17/2020	16	11		16			
<p>The unit employees who have service break gaps of four weeks and greater in posted and unposted payroll calculation batches in the specified measurement period, and who have a difference from the number of weeks calculated in the service break gaps and the number of weeks entered in the Service Break Weeks field on the ACA Hours screen in the Employee File, appear here.</p>														
<p>To view the service break gaps of four weeks and greater for an employee, click the plus sign (+) in the box in front of the measurement period.</p>														
<p>Click the <b>Execute</b> button to update the Service Break Weeks field and the Special Unpaid Leave Weeks field on the ACA Hours screen in the Employee File for the selected employees with the specified New Values. In this example, the Service Break Weeks for Julia Anderson will be updated to 13, which is the Calculated Service Break Weeks.</p>														

Display Document Management

Diagram C

to view the service break calculations for only the ongoing employees, leave the New Hires field unselected. A checkmark will appear in the box if the field is selected.

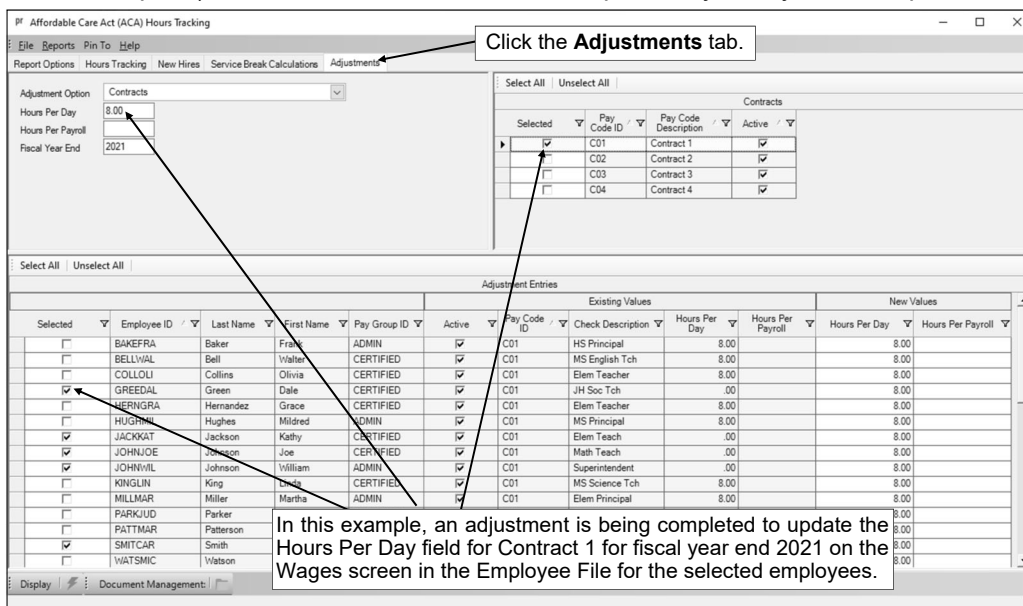
5. Click the **Display** button.
  6. The Service Breaks List appears showing the unit employees who have service break gaps (payroll earnings records with hours worked greater than 0 with periods of end dates to start dates) of four weeks and greater in posted and unposted payroll calculation batches in the specified measurement period, and who have a difference in the number of weeks calculated in the service break gaps and the number of weeks entered in the Service Break Weeks field on the ACA Hours screen in the Employee File. If desired, change the filters to modify the employees displayed here.
  7. For each employee, the number of weeks the system calculated in the service break gaps of four weeks and greater in posted and unposted payroll calculation batches in the measurement period appears in the Calculated Break Weeks field, and the number of weeks currently entered in the Service Break Weeks field and the Special Unpaid Leave Weeks field on the ACA Hours screen in the Employee File appears in the Service Break Weeks and Special Unpaid Leave Weeks fields (columns) under Existing Values.
- Note:** To view the service break gaps, including the starting and ending dates, of four weeks and greater for an employee, click the plus sign (+) in the box in front of the employee. The service break gaps will appear with each gap listed as a separate entry.
8. If desired, the values in the Service Break Weeks field and the Special Unpaid Leave Weeks field on the ACA Hours screen in the Employee File can be updated for employees. The new values the fields will be changed to appear in the Service Break Weeks and Special Unpaid Leave Weeks fields (columns) under New Values; the Service Break Weeks field will default to the number of weeks in the Calculated Break Weeks field. The fields under New Values can be edited for an employee as needed (the Service Break Weeks must be **0** or from **4** to **52** with no decimals, while the Special Unpaid Leave Weeks must be **0** to **52** with up to **4** decimal places). Specify which employees to update by clicking the box for the Selected column to the left of the desired employee in the Service Breaks List. A checkmark will appear in the box if the employee is selected. Then click the **Execute** button.
  9. To print the information for the service break calculations for the employees, complete a print screen, print grid, or if desired, export the information in the Service Breaks List to a file using the Export Grid option.

# Affordable Care Act Hours Tracking Adjustments Tab

The Adjustments screen is used to update the fields utilized with tracking hours worked for unit and contract employees, change the dates or calculate the hours worked for posted pay period entries and employee absences, and change the dates or calculate the hours worked for contract employees in posted payroll calculation batches, if needed.

## Completing the Adjustments Tab of the Affordable Care Act (ACA) Hours Tracking Option:

1. From the Payroll screen, select the **Government Reporting** menu and then **Affordable Care Act (ACA) Hours Tracking**.
2. At the Affordable Care Act (ACA) Hours Tracking screen, click the **Adjustments** tab. See **Diagram A**.
3. In the Adjustment Option field, enter the type of adjustment to complete (**Contract Hours, Contract Last Worked Date, Contracts, Exclude Contract Hours From ACA Tracking, Pay Codes, Pay Period Entry Dates, or Pay Period Entry Hours**), or click the **down-arrow** button to select the correct one. To update the hours worked for contract employees in selected payroll calculation batches using the Hours Per Day field (multiplied by the number of days in the pay period entered at the time of the adjustment) or the Hours Per Payroll field on the Wages screen in the Employee File, enter **Contract Hours**. To update the last worked date on earnings records for contract employees for selected payroll calculation batches, enter **Contract Last Worked Date**. To update the Hours Per Day or Hours Per Payroll field on the Wages screen in the Employee File for certain contract pay codes for selected employees, enter **Contracts**. To update the Exclude Contract Hours From ACA Tracking field for contract pay code entries from posted payroll calculation batches, enter **Exclude Contract Hours From ACA Tracking**. To update the Hours Per Unit field in the Pay Code File for the selected unit pay codes, enter **Pay Codes**. To update the Start Date and End Date fields (and the Hours field, if needed) for entries included in a particular posted batch of pay period entries or employee absences, enter **Pay Period Entry Dates**. To update the Hours field for posted pay period or employee absence entries with selected pay codes by multiplying the number entered in the Hours Per Unit field in the Pay Code File by the Units field for an entry (or manually update the Hours field, and also update the Start Date and End Date fields, if needed), enter **Pay Period Entry Hours**.
4. If **Contracts** is specified as the Adjustment Option, complete the following:
  - Complete either the Hours Per Day field or the Hours Per Payroll field; both fields cannot be completed.
    - If desired, in the Hours Per Day field, enter the number to update into the Hours Per Day field on the Wages screen in the Employee File for the selected contract pay codes and employees. This should be the number of total hours an employee works per day for the contract. The number cannot be greater than **24**, but can be up to **7** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. When



calculating a payroll, the number entered in the Hours Per Day field (on the Wages screen) is multiplied by the number entered in the Days This Pay Period field for the payroll calculation batch to reflect the total number of hours worked in the pay period for the employee for the particular pay code. Typically, the Hours Per Day field (on the Wages screen) is only completed for the main contract.

- If desired, in the Hours Per Payroll field, enter the number to update into the Hours Per Payroll field on the Wages screen in the Employee File for the selected contract pay codes and employees. This should be the total hours an employee works in a pay period for the contract. The number cannot be *greater than 2,080*, but can be up to **8** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable. When calculating a payroll, the number entered in the Hours Per Payroll field (on the Wages screen) is reflected as the total number of hours worked in the pay period for the employee for the particular pay code.
  - In the Fiscal Year End field, enter the **4-digit** year of the ending fiscal year date for which contracts to update.
  - In the Contracts List, specify which contract pay codes to update by clicking the box for the Selected column to the left of the desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the contract pay codes listed on the screen, click the **Select All** button located above the Contracts List. If desired, change the filters to modify the pay codes displayed here.
  - Click the **Display** button.
  - All the employees who have the selected contract pay codes for the specified year appear in the Adjustment Entries List. For each employee's contract, the number currently entered in the Hours Per Day or Hours Per Payroll field on the Wages screen in the Employee File appears in the appropriate field (column) under Existing Values, and the number that the field will be changed to appears under New Values. If needed, the Hours Per Day or Hours Per Payroll field under New Values can be edited for an employee's contract. Specify which employees to adjust by clicking the box for the Selected column to the left of the desired employee in the Adjustment Entries List. A checkmark will appear in the box if the employee is selected. To select all the employees listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the employees displayed here.
  - Click the **Execute** button to complete the adjustment.
5. If **Pay Codes** is specified as the Adjustment Option, complete the following:
- In the Hours Per Unit field, enter the number for which to update in the Hours Per Unit field in the Pay Code File for the selected pay codes. The number should be the number of hours worked for each unit included with entries made for the pay code in Pay Period Entries and Employee Absences; then when the entries are made for this pay code in Pay Period Entries and Employee Absences, the number entered here will be multiplied by the number entered in the Units field for the entry and the total will be displayed in the Hours field. The number can be up to **7** digits long (including the decimal point) and will be rounded to **4** decimal places by the system if capable.
  - Click the **Display** button.
  - In the Adjustment Entries List, specify which unit pay codes to update by clicking the box for the Selected column to the left of the desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the unit pay codes listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the pay codes displayed here.
- Note:** As reflected in the Hours Worked field under New Values (in the Adjustment Entries List), the Hours Worked field will also be updated (selected) for the specified pay codes during this process, if the field is not already selected.
- Click the **Execute** button to complete the adjustment.
6. If **Contract Hours** is specified as the Adjustment Option, complete the following:
- In the Run Payroll Batches List, specify which posted payroll calculation batches to adjust by clicking the box for the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected. To select all the batches listed on the screen, click the **Select All** button located above the Run Payroll Batches List. If desired, change the filters to modify the batches displayed here.
  - If the Hours Per Day field is utilized for one or more employees, enter the number of days in the pay period to calculate for the adjustment in the Days This Pay Period field under the New Value



section for each selected payroll calculation batch in the Run Payroll Batches List. The number can be up to **2** digits long (no decimals). When completing the adjustment, the number entered in this field is multiplied by the number entered in the Hours Per Day field on the Wages screen in the Employee File for the applicable contract pay codes. If the days in the pay period had previously been entered for the batch (when first calculating the batch or completing a prior adjustment for the batch), the Days This Pay Period field under the Existing Value section will be completed and the same number will appear in this field by default but can be changed.

- Click the **Display** button.
  - All the employees and each of their contract pay codes in the selected payroll calculation batches appear in the Adjustment Entries List. The current information for each entry, including the batch, pay code check description, last worked date, and hours worked, appears under Existing Values. The new value for the hours worked that will be updated for the entries appears in the Hours Worked field under New Values; the Hours Worked field for the entries will default to the total of the Hours Per Day field for the contract pay code multiplied by the number in the Days This Pay Period field under New Value (above), or the number in the Hours Per Payroll field for the contract. The Hours Worked field under New Values can be edited for an entry as needed. Then specify which entries to adjust by clicking the box for the Selected column to the left of the desired entry in the Adjustment Entries List. A checkmark will appear in the box if the entry is selected. To select all the entries listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the entries displayed here.
  - Click the **Execute** button to complete the adjustment.
7. If **Contract Last Worked Date** is specified as the Adjustment Option, complete the following:
- Click the **Display** button.
  - In the Adjustment Entries List, specify which posted payroll calculation batches to adjust the last worked date on earnings records for contract employees by clicking the box for the Selected column to the left of the desired batch description. A checkmark will appear in the box if the batch is selected. To select all the batches listed on the screen, click the **Select All** button located above the Adjustments Entries List. If desired, change the filters to modify the batches displayed here.
  - For each selected payroll calculation batch in the Adjustment Entries List, enter the new date to use as the last worked date on earnings records for contract employees in the Last Worked Date field under New Value. Use the **mm/dd/yyyy format** or click the **down-arrow** button to select the desired date. The current last worked date for each payroll calculation batch appears in the Last Worked Date field under Existing Value.
  - Click the **Execute** button to complete the adjustment.
8. If **Exclude Contract Hours From ACA Tracking** is specified as the Adjustment Option, complete the following:
- Enter the date range of the posted payroll calculation batches for which to display the contract pay code entries in the Start Date and End Date fields. Use the **mm/dd/yyyy format** or click the **down-arrow** button to select the desired date.
  - Click the **Display** button.
  - All the contract pay code entries from the posted payroll calculation batches with a Last Worked Date in the specified date range appear in the Adjustment Entries List. The current information for each entry, including the batch, pay code ID, check description, last worked date (for the payroll calculation batch), hours, and the Exclude Contract Hours From ACA Tracking field, appears under Existing Values. The Exclude Contract Hours From ACA Tracking field under New Values is the only field that may be changed for the entries. Select the Exclude Contract Hours From ACA Tracking field under New Values for an entry, or leave it unselected, as needed. Then specify which entries to adjust by clicking the box for the Selected column to the left of the desired entry in the Adjustment Entries List. A checkmark will appear in the box if the entry is selected. To select all the entries listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the entries displayed here.
  - Click the **Execute** button to complete the adjustment.
9. If **Pay Period Entry Dates** is specified as the Adjustment Option, complete the following:
- In the Batch Description field, enter the description of the posted batch of pay period entries or employee absences containing the entries to adjust, or click the **down-arrow** button to select the correct one.

- Enter the new date to use as the Start Date for the entries in the New Start Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date specified as the Start Date for the selected batch will appear in the field by default, but can be changed.
  - Enter the new date to use as the End Date for the entries in the New End Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date specified as the End Date for the selected batch will appear in the field by default, but can be changed.
  - Select the Change Leave Dates field to also update the Start Date and End Date for all the absence entries for leaves included in the specified batch. A checkmark will appear in the box if the field is selected.  
**Note:** If this field is not selected, the absence entries for leaves will still appear after clicking the **Display** button, but the new dates would have to manually be changed for each desired entry instead of the system automatically using the new dates specified above.
  - Click the **Display** button.
  - All the entries in the specified batch appear in the Adjustment Entries List. The current information for each entry, including the pay code, leave (if applicable), units, hours, start date, and end date, appears under Existing Values. The new information that will be changed for the entries appears under New Values; the Start Date and End Date fields for the entries will default to the specified new start and end dates, if applicable. The Hours, Start Date, and End Date fields under New Values can be edited for an entry as needed. Then specify which entries to adjust by clicking the box for the Selected column to the left of the desired entry in the Adjustment Entries List. A checkmark will appear in the box if the entry is selected. To select all the entries listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the entries displayed here.
  - Click the **Execute** button to complete the adjustment.
10. If **Pay Period Entry Hours** is specified as the Adjustment Option, complete the following:
- Enter the range of dates of the posted pay period and employee absence entries to adjust in the Start Date and End Date fields. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.
  - Select the Zero Hours Worked field to update the entries to reflect zero (**0**) in the Hours field. A checkmark will appear in the box if the field is selected.
  - In the Pay Codes List, specify which pay codes to adjust by clicking the box for the Selected column to the left of the desired pay code. A checkmark will appear in the box if the pay code is selected. To select all the pay codes listed on the screen, click the **Select All** button located above the Pay Codes List. If desired, change the filters to modify the pay codes displayed here.
  - Click the **Display** button.
  - All the entries in the specified date range for the selected pay codes appear in the Adjustment Entries List. The current information for each entry, including the batch, pay code, leave (if applicable), units, hours, start date, and end date, appears under Existing Values. The new information that will be changed for the entries appears under New Values; the Hours field for the entries will default to the total of the Hours Per Unit field in the Pay Code File multiplied by the Units field (unless the Zero Hours Worked field is selected, then **0** will appear). The Hours, Start Date, and End Date fields under New Values can be edited for an entry as needed. Then specify which entries to adjust by clicking the box for the Selected column to the left of the desired entry in the Adjustment Entries List. A checkmark will appear in the box if the entry is selected. To select all the entries listed on the screen, click the **Select All** button located above the Adjustment Entries List. If desired, change the filters to modify the entries displayed here.
  - Click the **Execute** button to complete the adjustment.