

AFFORD-reporting for Affordable Care Act

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overview

The AFFORD Report will assist in determining if an employee will exceed 30 hours per week or 130 hours per month and therefore, be classified as full-time under the Affordable Care Act (ACA). The report will use the "retire hours" functionality that is already built into the software in the UPDCAL program as well as use any AD RH entries in the ADTSCN . The report will be available in txt and csv format.

The report files created are called AFFORD.TXT and AFFORD.CSV.

accessing the program

The program may be executed by typing:

```
$ RUN OECN$PAY:USPRPT
```

at the \$ prompt, then select AFFORD from the main menu.

In the menu system type:

```
Menu>AFFORD
```

sample screens

Screen 1 of 2


```

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|
|                          AFFORD - Affordable Care Act Reporting
|
| Report File Specifications:
| Print options page? (Y,N)      Y
|
| Sort Options:
| Sort          :                ID
|
| Selection Criteria:
| Beginning Date:                02/19/2013
| Ending Date:                   08/31/2013
|
| Exclude based on termination date? (Y/N):      Y
| Exclude employees with insurance? (Y/N):      Y
| Calculate based on number of weeks or months? (W/M): W
| Calendar for calculating breaks:              E
|
| Retrieve retire hours from history                                1 of 2
|
|  XX  Execute          XX  Cancel          XX  Next Screen
|  XX  First Screen    XX  Reset
|  XX  First Screen    XX  Reset
|  XX  Exit            XX  Prev Screen
|
|-----


```

Field Definitions

- Information in the **Print options page** includes a summary of the selected options on the report.
- **Sort** the report based on the available selection options. Options include:
 - ID - Employee ID
 - N - Employee Name
- Enter the **Beginning Date** of your measurement period. When running for the weekly option, the beginning date should always be the first period beginning date from the first payroll you want included. When running for the monthly option, you should enter the first day of the month for the first payroll you want included in the measurement period. A warning message will appear for the monthly option if the beginning day is not "01". This is just a warning and can be overridden by hitting the Accept key again. The beginning date option offers the following choices:
 - For WEEKLY calculations - Enter the payroll beginning date for the start of the measurement period in MM/DD/YYYY format.
 - For MONTHLY calculations - Enter the first day of the month for the start of the measurement period in MM/DD/YYYY format.

 For Semi-Monthly districts that don't use the 15 and last day of the month as your paydates, you will want to use the Beginning Period Date of your first payroll of the month.

- Enter the **Ending Date** of your measurement period. When running for the weekly option, the ending date should always be the last period ending date from the last payroll you want included. When running for the monthly option, you should enter the last day of the month for the last payroll you want included in the measurement period. A warning message will appear for the monthly option if the ending day is not greater than "27". This should be the last day of the month. This is just a warning message and can be overridden by hitting the Accept key again. The ending date option offers the following choices:
 - For WEEKLY calculations - Enter the payroll ending date for the end of the measurement period.
 - For MONTHLY calculations - Enter the last day of the month for the end of the measurement period.

 For Semi-Monthly districts that don't use the 15 and last day of the month as your paydates, you will want to use the Ending Period Date of your last payroll of the month.

- **Exclude based on termination date?** If answered "Y" and an employee's BIOSCN termination date is prior to the ending date entered, the employee will not be included on the report. This will allow the district to optionally exclude terminated employees from the report since they would not be eligible for coverage per ACA rules. The exclude based on termination date options are:

The AFFORD.TXT is a detail report that contains a break down by employee. It contains each payroll and it's corresponding retirement hours from the payroll history files, along with any adjustment hours. It also provides a per employee total of this information and the calculation to determine the average hours per week or per month. If the employee averages 30 or more hours per week or 130 hours per month a pound sign (#) will print next to the Total hours per week or month for the employee. In addition, the report will provide a Total number of employees exceeding 30 hours per week or 130 hours per month count at the bottom of the report..

DATE: 09/04/13		RETIRE HOURS FOR AFFORDABLE CARE ACT				AFFORD	
TIME: 9:31 am		TIGER TEST VILLAGE SCHOOLS				PAGE:	
1							
Employee	Start	Stop	Job Pay	Check	Retire	AD	
RH Total Hrs/(Total Days/7)							
ID Employee Name	Date	Date	Nbr Grp Pay Date	Number	Hours	Adj	
Hours = Total Hours Per Week							
XXXXXXXXX1	FIELDER, PRINCE A.	02/19/2013	08/31/2013				
0.00			01 M 07/12/2013	573231	18.00		
0.00			01 M 07/26/2013	573428	44.00		
0.00			01 M 08/09/2013	573625	40.00		
0.00			01 M 08/23/2013	573824	4.00		
-----				TOTALS:	106.00		
0.00	106.00/(13/7)= 56.99 #						
XXXXXXXXX2	MARTINEZ, VICTOR C	02/19/2013	08/31/2013				
0.00			01 M 03/22/2013	571219	22.00		
0.00			01 M 04/19/2013	571753	24.00		
0.00			01 M 05/03/2013	572034	24.00		
0.00			01 M 05/17/2013	572308	16.00		
0.00			01 M 05/31/2013	572580	40.00		
0.00			01 M 06/14/2013	572820	29.50		
0.00			01 M 06/28/2013	573029	5.00		
0.00			01 M 07/12/2013	573232	56.00		
0.00			01 M 07/26/2013	573429	65.50		
0.00			01 M 08/09/2013	573626	62.50		
0.00			01 M 08/23/2013	573825	9.00		
0.00			01 M 09/06/2013	574041	71.00		
20.00			00 06/21/2013	0	0.00		
-----				TOTALS:	424.50		
20.00	444.50/(115/7)= 27.05						

TOTAL NUMBER OF EMPLOYEES ON REPORT : 2
TOTAL NUMBER OF EMPLOYEES WITH HOURS/WEEK => 30: 1 (# NEXT TO TOTAL HOURS/WEEK,
DENOTES => 30 HOURS PER WEEK CALCULATED)

sample report-AFFORD.CSV

The AFFORD.CSV is a comma separated file that can be viewed/modified using a spreadsheet program such as Excel. It provides one entry per employee (summarized). The CSV file contains the following fields: employee id, last name, first name, middle initial, total hours calculated for the measurement period, start date used for counting, stop date used for counting, total number of days in the period, total number of weeks or months in the period, average hours calculated and a flag signifying if the employee's average exceeded 30 hours/week or 130 hours/month

```
"EMPLOYEE_ID", "LAST", "FIRST", "MI", "START_DT", "STOP_DT", "TOTAL_HOURS", "TOTAL_DAYS", "NUM
_WKS_OR_MTHS", "HRS_PER_WK_OR_MTH", "MORE_30_HR_FLAG"
"XXXXXXXX1", "FIELDER", "PRINCE", "A", "20130219", "20130831", 106.00, 13.00, 1.86, 56.99, "Y"
"xxxxxxxxx2", "MARTINEZ", "VICTOR", "C", "20130219", "20130831", 444.50, 115.00, 16.43, 27.05, "N"
"
[End of file]
```



-If a calendar stop date is not entered for an inactive job, that job will be considered active and could be included on the report if other criteria is met.

-Only those jobs meeting the input specifications that have **retire hours** or **AD RH entries** in ATDSCN will be included on the report.