# **AFFORD-reporting for Affordable Care Act**

overview

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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

		AFFORD	- Affordable Care Act Reporting	
Report	File Specific	ations:		
Print	options page?	(Y,N)	Y	
Sort (	Options:			
Sort	:		ID	
Select	ion Criteria:			
Beginning Date:			02/19/2013	
Ending Date:			08/31/2013	
Exclu	ide based on te	rminatio	on date? (Y/N): v	
Exclu	ude employees w	ith insu	rance? (Y/N): Y	
Calcu	late based on	number o	of weeks or months? (W/M): W	
Caler	ndar for calcul	ating br	reaks: E	
	ve retire hour	s from h	nistory	1 of 2
Retrie	eve recric nour	D II OM I	1100017	1 01 2
Retrie				
Retrie XX	Execute	XX Ca	ancel XX Next Screen	
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#### **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.

A 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.

A 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:

- Y Do not report if termination date is prior to the ending date
- N Report (even if terminated) if they meet all other specifications
- Exclude employees with insurance? If answered "Y", the program will exclude any employee that currently has an active health insurance deduction setup. It will use the USPSDAT/DEDNAM "Include as employer-sponsored health coverage?:" flag set to "Y" to determine which deduction types to consider as health insurance. A deduction will be considered active if the start date on the deduction is before the ending date entered and if the stop date on the deduction is after the ending date entered. A deduction is also considered active when no starting or ending date is present on the deduction. The exclude employees with insurance options are:
  - Y-Exclude employees who have Employer-Sponsored insurance
  - N-Include ALL employees (with or without Employer-Sponsored Insurance)
- Calculate based on number of weeks or months? If answered "W", the program will calculate based on 30 hours per week. If answered "M", the program will calculate based on 130 hours per month. Calculate based on number of weeks or months options are:
  - W-All calculations will be based on a per WEEK calculation
     This option is required to be used when 26 pays (bi-weekly) is used for payroll processing.
  - M-All calculations will be based on a per MONTH calculation
    - This option should only be used when 24 pays (semi-monthly) is used for payroll processing, because a semi-monthly
      payroll would include the first day of the month and last day of the month respectively. The monthly option will NOT
      provide accurate amounts when ran for a district with 26 pays since a single pay period may stretch across multiple
      months.
- Calendar for calculating breaks. Per the ACA any break of 4 or more weeks cannot be included in the counts used to determine if an employee has averaged 30 or more hours per week (or 130 hours per month) in a given measurement period. This prompt is an effort to support this rule. If you enter a calendar type it will use the given calendar to determine if there is a break stretching more than 27 days and will exclude these days from the calculated average. Any combination of 28 consecutive days with a blank, C (calamity), or H (holiday) on the calendar will be excluded. In theory you could create one or more calendars to be used specifically for this report.



	AFFORD - Affordable	e Care Act Reporting	
Pay Groups:			
Employee Selection:			
Potrious ratirs bo	ing from higtory		2 of 2
Ketileve letile no	ars from miscory		
VV Execute	VV Cancel	VV Nevt Sareen	i i
XX Execute XX First Screen	XX Cancel XX Reset	XX Next Screen	
XX Execute XX First Screen XX Help	XX Cancel XX Reset XX Save/Recall	XX Next Screen	

#### **Field Definitions**

- The Pay Groups allows up to 30 individual pay groups to be selected. If pay groups are entered, only the pay groups specified would be included on the report.
- The Employee ID's allows up to 30 specific employees to be selected. Only the selected employees will be included on the report.

## sample report-AFFORD.TXT

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 Check Retire AD Employee Start Stop Job Pay RH Total Hrs/(Total Days/7) ID Employee Name Date Date Nbr Grp Pay Date Number Hours Adj Hours = Total Hours Per Week XXXXXXXX1 FIELDER, PRINCE A. 02/19/2013 08/31/2013 07/12/2013 573231 18.00 01 M 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 0.00 \_\_\_\_\_ 106.00 TOTALS: 106.00/(13/7) = 56.99 #0.00 XXXXXXX2 MARTINEZ, VICTOR C 02/19/2013 08/31/2013 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 0.00 00 06/21/2013 0 0.00 20.00 \_\_\_\_\_ 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"
"XXXXXX1","FIELDER","PRINCE","A","20130219","20130831",106.00,13.00,1.86,56.99,"Y"
"xxxxxxx2","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.