BEN-17 ACA Reports - Period-To-Date Option

Purpose

The purpose of this job aid is to see an estimate of Average Weekly Hours for Temporary employees who are in the middle of a Measurement Period.

In support of Affordable Care Act rules, Temporary employees' time will be measured over a 12-month look-back period to determine their average weekly hours. Agencies must offer the opportunity to enroll in the High Deductible Health Plan to any employees whose weekly average is calculated to be 30.00 hours or more.

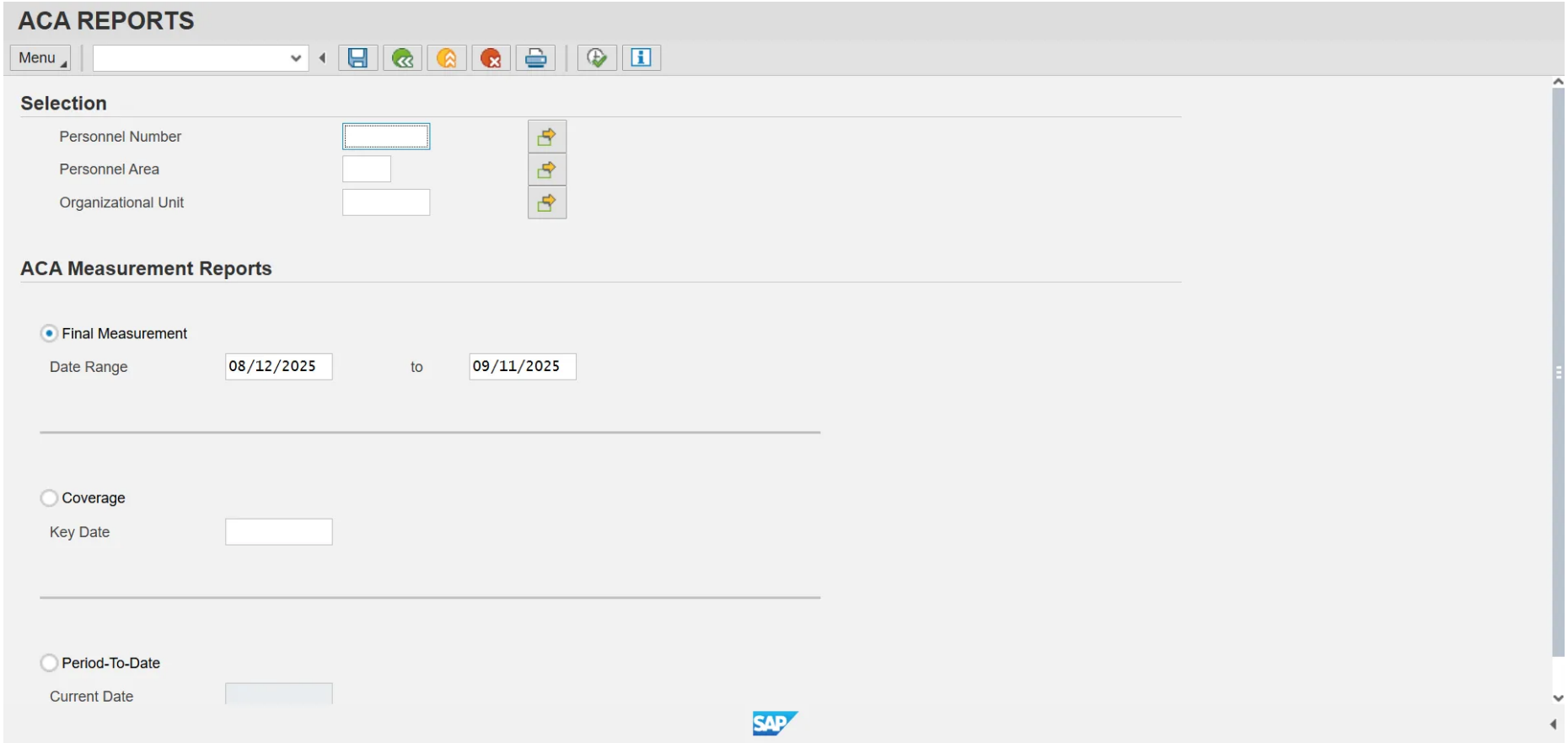
Agencies can run the **ZBNR052 – ACA Reports** Period-To-Date option at any time in order to see what their Temporaries' Average Weekly Hours have been so far in the current Measurement Period. Managers can see if their Temporaries have been working more or less than 30 hours per week.

Initial Screen

There are 4 steps to complete this process.

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

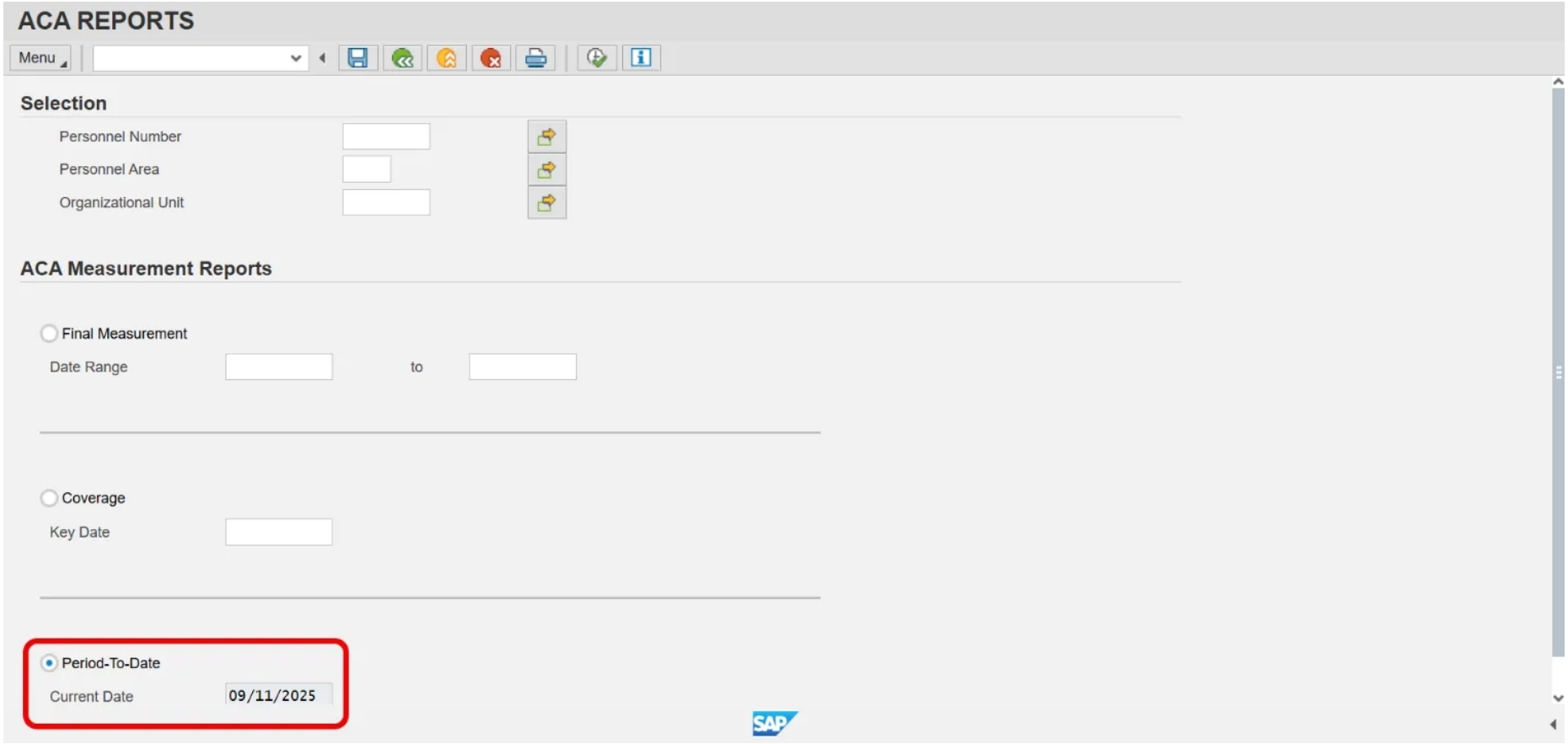
Image



Step 1. Enter employee's **Personnel Number** or leave empty to return all employees you have security to see.

Step 2. The **Final Measurement** option is selected by default. Instead, click the radio button for the **Period-To-Date** option.

Image



Step 3. Click the **Execute** button.

Step 4. View the Period-to-Date report results.

Image

ACA REPORTS

Menu

Period-To-Date

Run Date : 12/19/2025

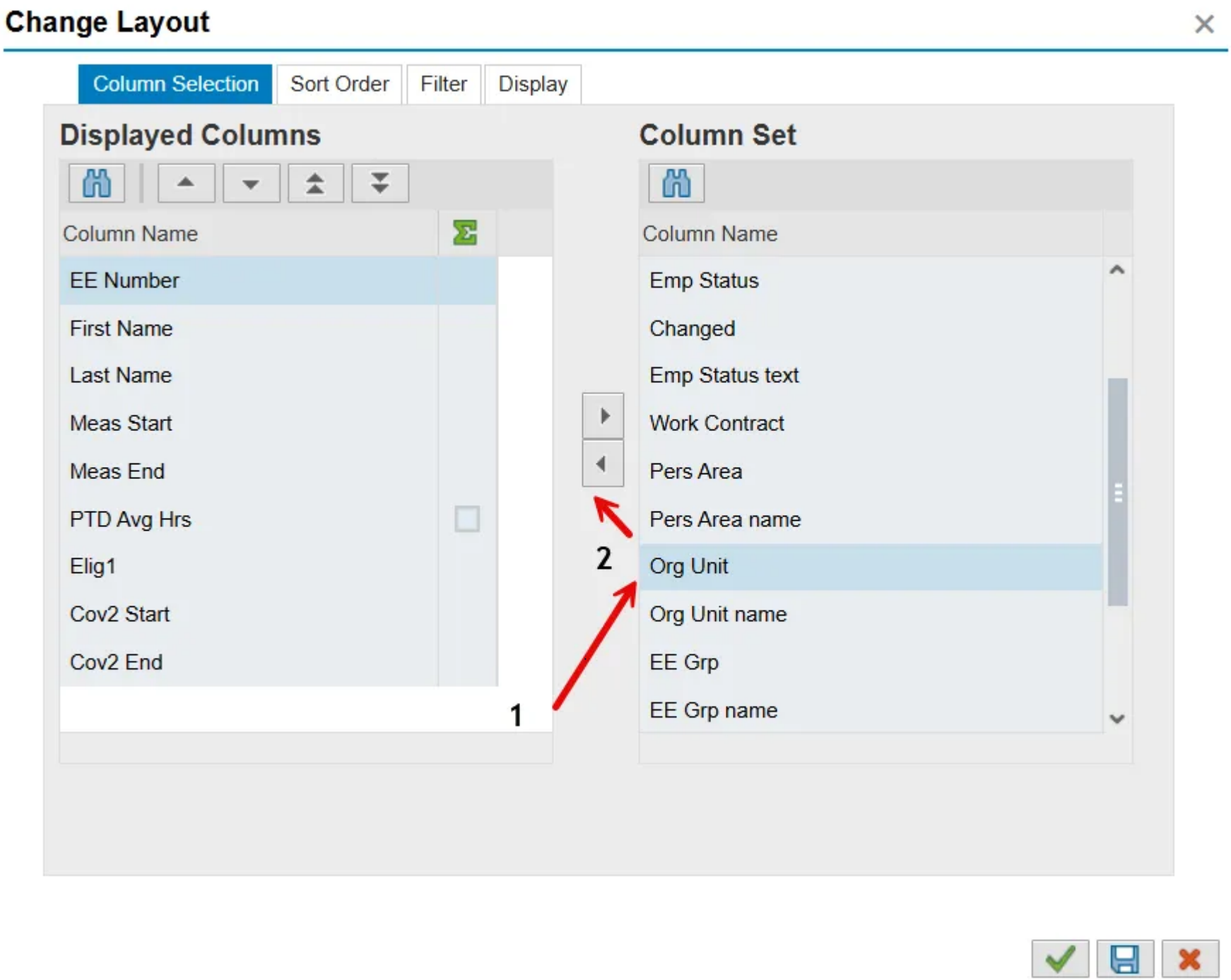
Sorted with next end date first

EE Number	First Name	Last Name	SubTy	Meas Start	Meas End	PTD Avg Hrs
	William		IMP	01/01/2025	12/31/2025	0.00
	Annalisa		IMP	01/01/2025		4.14
	Patricia		IMP	01/01/2025		3.58
	Deborah		IMP	01/01/2025		0.00
	Brian		IMP	01/01/2025		0.00
	Kiyoshi		IMP	01/01/2025		0.00
	Mark		IMP	01/01/2025		0.76
	Amy		IMP	01/01/2025		3.57
	Crystal		IMP	01/01/2025		4.14
	Barry		IMP	01/01/2025		0.00
	Sandra		IMP	01/01/2025		3.41
	John		IMP	01/01/2025		0.99
	Anthony		IMP	01/01/2025		3.22

The default report layout sorts the results to show EEs who will be measured sooner at the top of the list.

Tip: You can use the sort and filter buttons to rearrange the results. You can export the data for use in other programs, such as Excel and Word.

Image


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
EE Number
First Name
Last Name
Meas Start
Meas End
PTD Avg Hrs
Elig1
Cov2 Start
Cov2 End
1
2
Column Set
Column Name
Emp Status
Changed
Emp Status text
Work Contract
Pers Area
Pers Area name
Org Unit
Org Unit name
EE Grp
EE Grp name

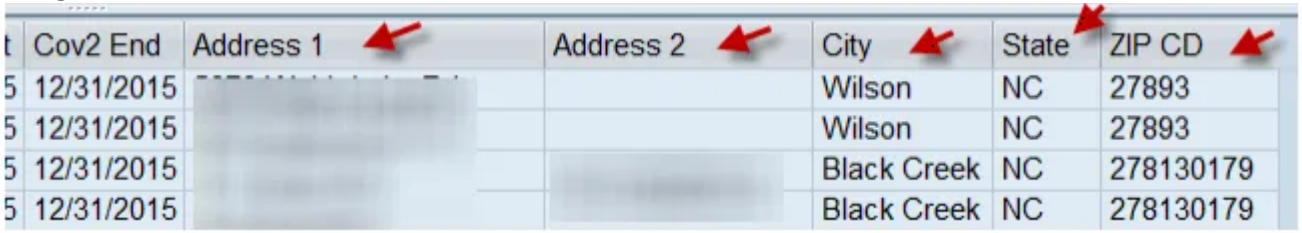
Tip: Additional fields can be added to the report results, such as Org Unit, Personnel Area, the EE's address, etc. Click the **Change Layout** button, select a field from the **Column Set**, and click the **Show Selected Fields** button. Then click the **Green Check** button.

Image



Cov2 End	Org Unit
01/31/2027	21026093
01/31/2027	21026502
01/31/2027	21026472
01/31/2027	21026034

Image



t	Cov2 End	Address 1	Address 2	City	State	ZIP CD
5	12/31/2015			Wilson	NC	27893
5	12/31/2015			Wilson	NC	27893
5	12/31/2015			Black Creek	NC	278130179
5	12/31/2015			Black Creek	NC	278130179

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