BEN-16 ACA Reports - Final Measurement Option

Purpose

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

In support of Affordable Care Act rules, Temporary employees' time will be measured over a 12-month look-back period to determine their average weekly hours. Agencies must offer the opportunity to enroll in the High Deductible Health Plan to any employees whose weekly average is calculated to be 30.00 hours or more. The measurement periods end on the last day of a month. The measurement calculation will be performed by an overnight batch job that runs the first 14 days of each month. Agencies should run the **ZBNR052 – ACA Reports** during that time to see which employees have just been measured and determined to be eligible. If additional time data is entered and approved, the calculation result will be updated nightly until the 14th of the month.

Employees must enroll within 30 days of the end of their measurement period, so identifying eligible employees sooner will give them more time to enroll.

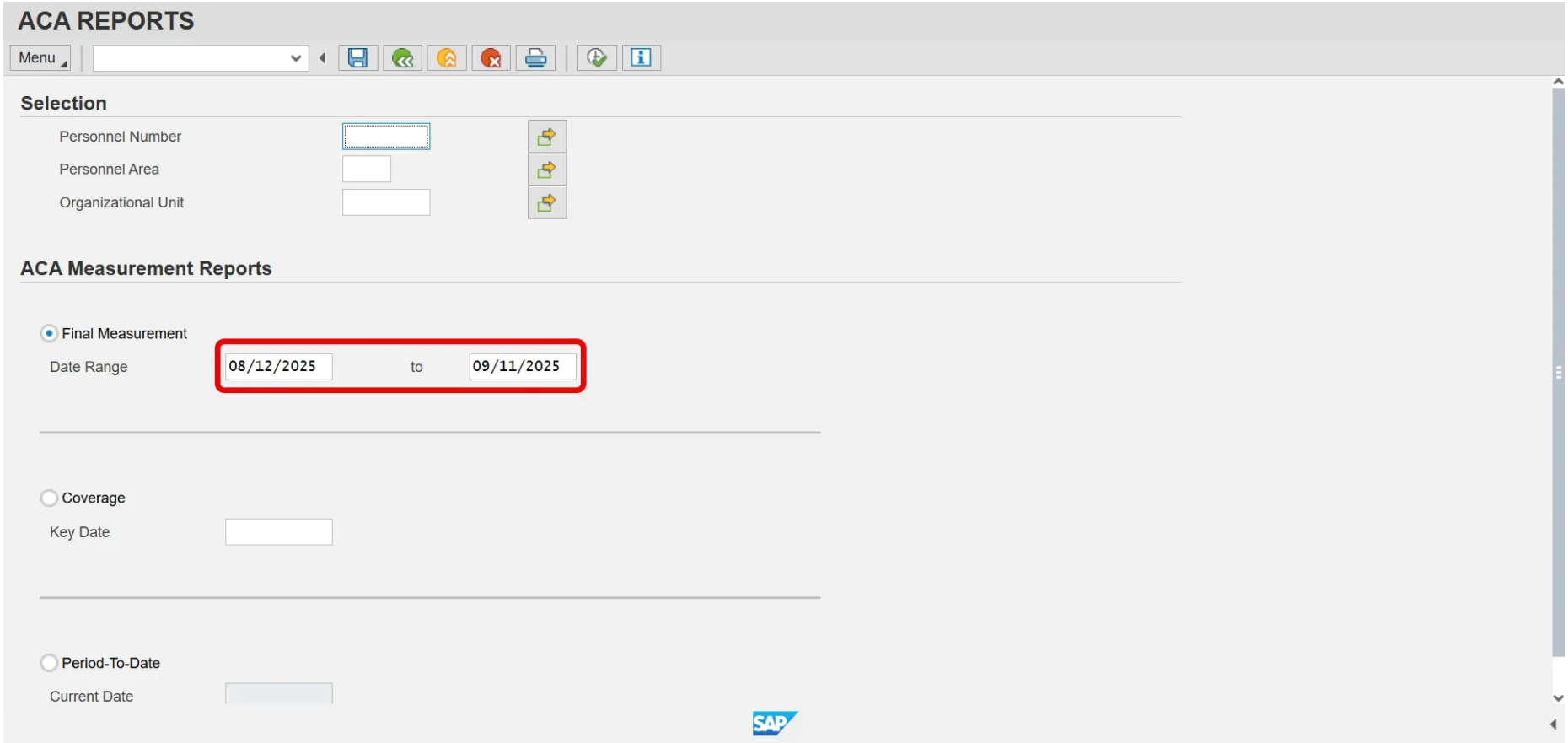
Initial Screen

There are 3 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.

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

Image



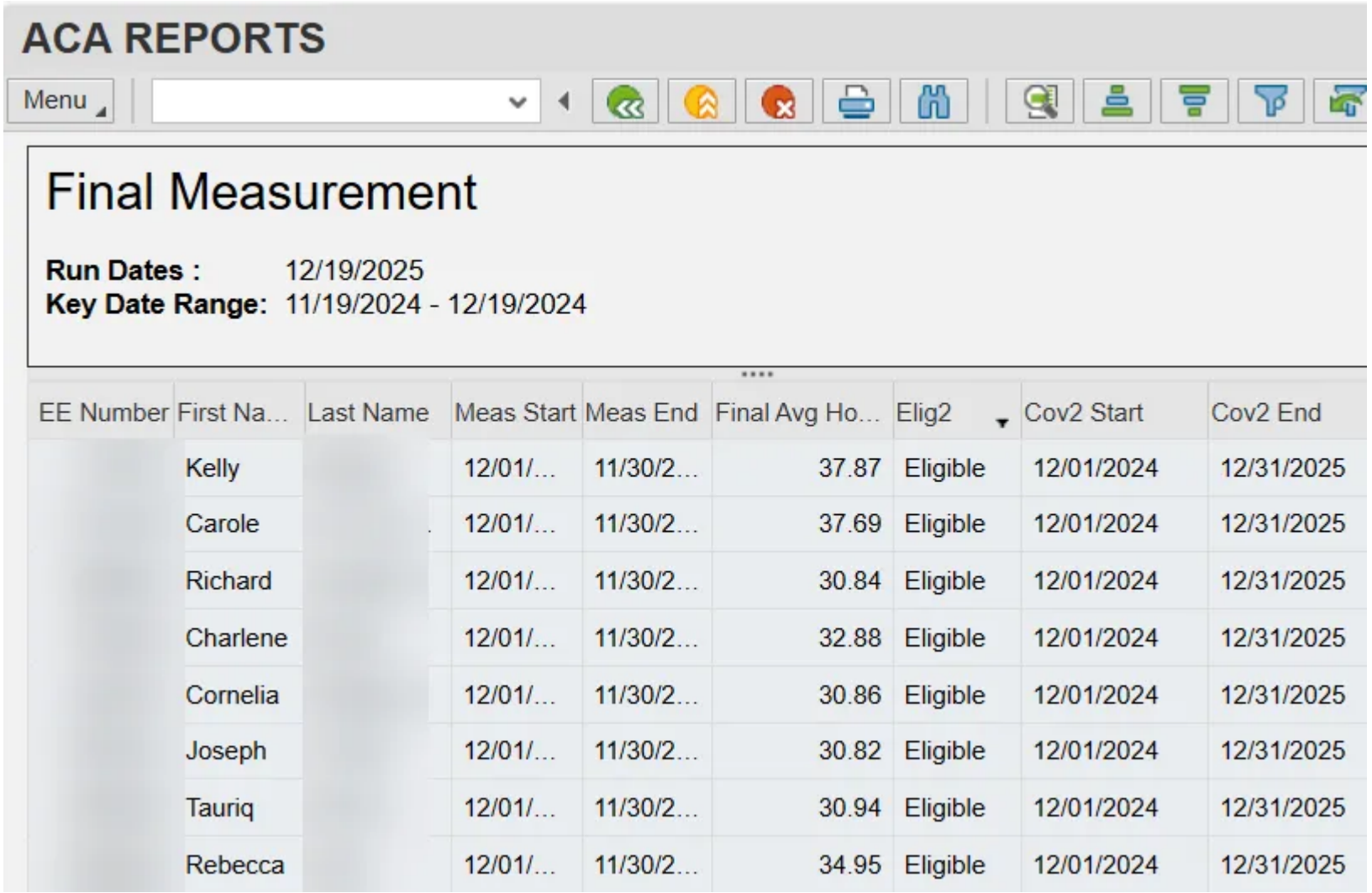
Step 1. Enter employees' **Personnel Number** or leave empty to return all employees you have security to see.

Step 2. Click the **Execute** button.

By default, the Final Measurement Date Range option is selected and will return a list of employees with a measurement period that just ended.

Step 3. View the Final Measurement report results.

Image



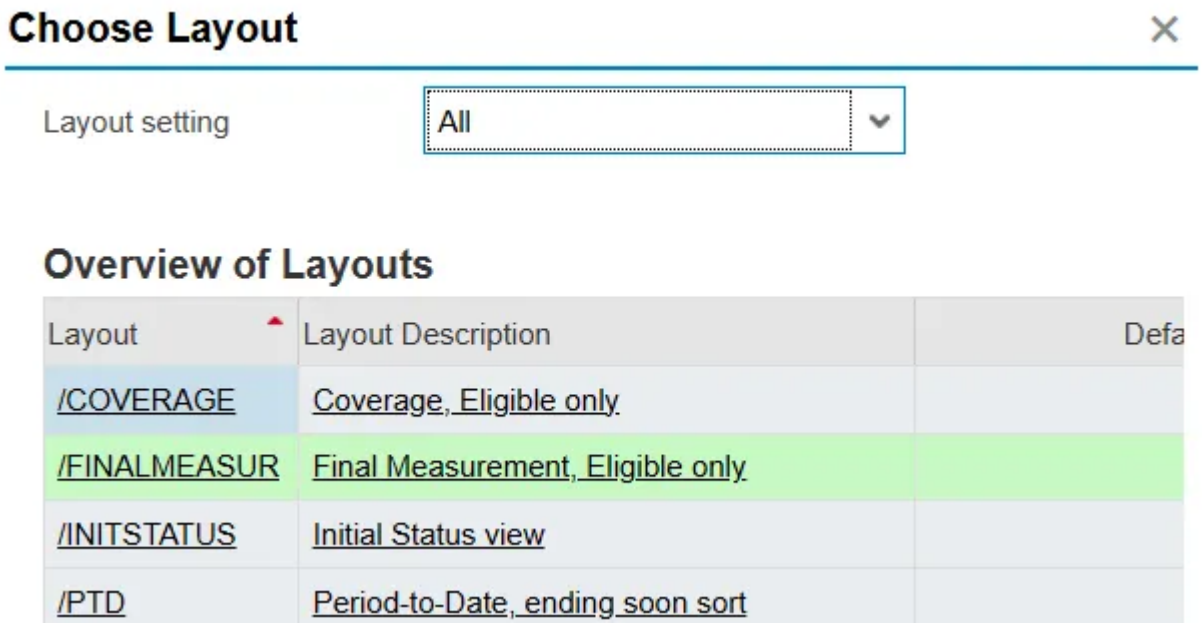
EE Number	First Na…	Last Name	Meas Start	Meas End	Final Avg Ho…	Elig2	Cov2 Start	Cov2 End
	Kelly		12/01/…	11/30/2…	37.87	Eligible	12/01/2024	12/31/2025
	Carole		12/01/…	11/30/2…	37.69	Eligible	12/01/2024	12/31/2025
	Richard		12/01/…	11/30/2…	30.84	Eligible	12/01/2024	12/31/2025
	Charlene		12/01/…	11/30/2…	32.88	Eligible	12/01/2024	12/31/2025
	Cornelia		12/01/…	11/30/2…	30.86	Eligible	12/01/2024	12/31/2025
	Joseph		12/01/…	11/30/2…	30.82	Eligible	12/01/2024	12/31/2025
	Tauriq		12/01/…	11/30/2…	30.94	Eligible	12/01/2024	12/31/2025
	Rebecca		12/01/…	11/30/2…	34.95	Eligible	12/01/2024	12/31/2025

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

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

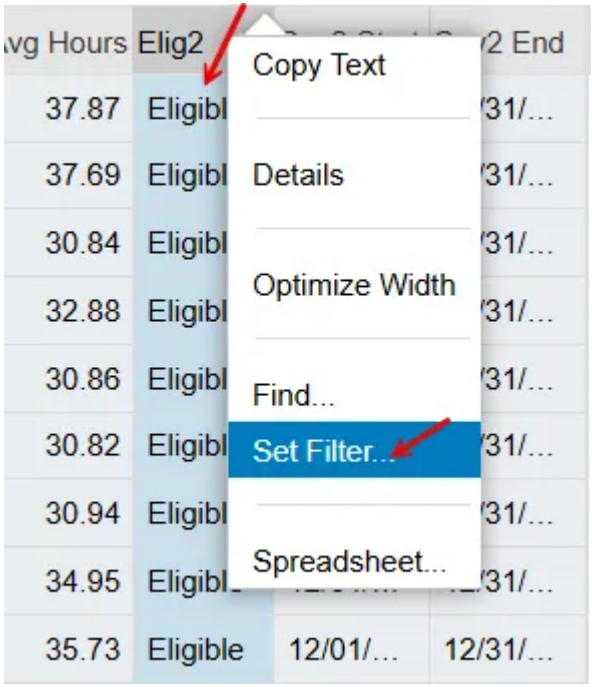
Tip: Click the **Choose Layout** button and choose the **/FINALMEASUR** layout while in the Final Measurement report results to the default filter results that just shows the EEs who are Eligible.

Image



Tip: To directly filter for only Eligible EEs, right-click on a cell with the word Eligible in it and choose the **Set Filter…** option.

Image

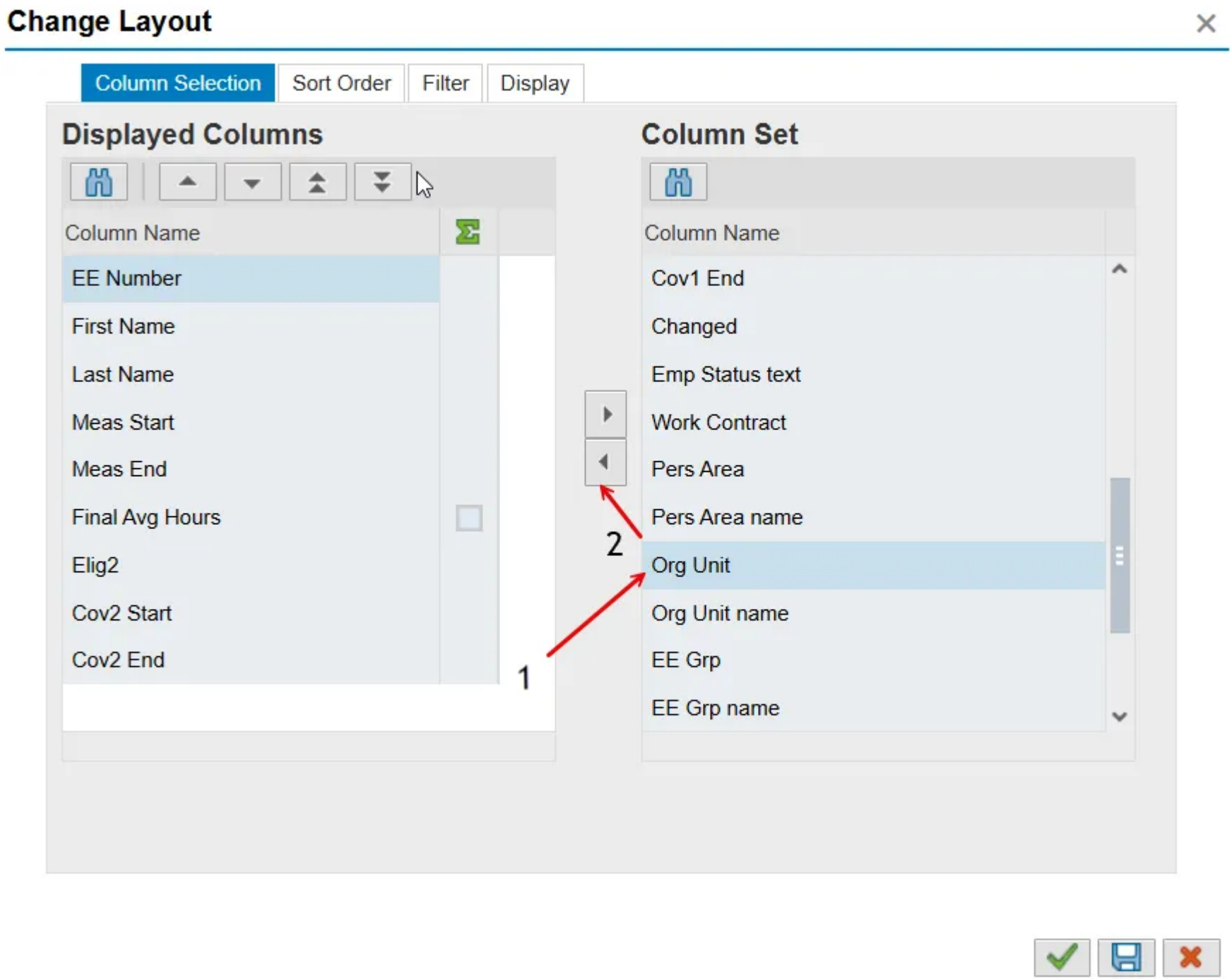


Image



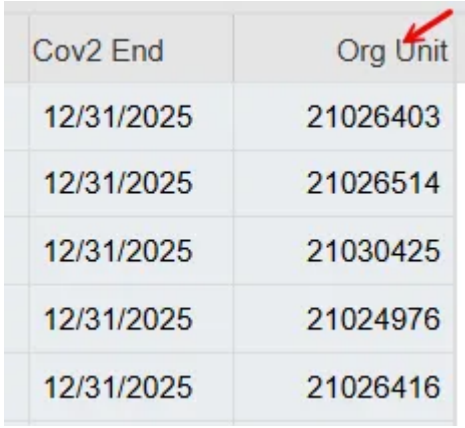
Add an **asterisk** after the text. Then click the **Green Check** button.

Image


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
EE Number
First Name
Last Name
Meas Start
Meas End
Final Avg Hours
Elig2
Cov2 Start
Cov2 End
Column Set
Column Name
Cov1 End
Changed
Emp Status text
Work Contract
Pers Area
Pers Area name
Org Unit
Org Unit name
EE Grp
EE Grp name
1
2

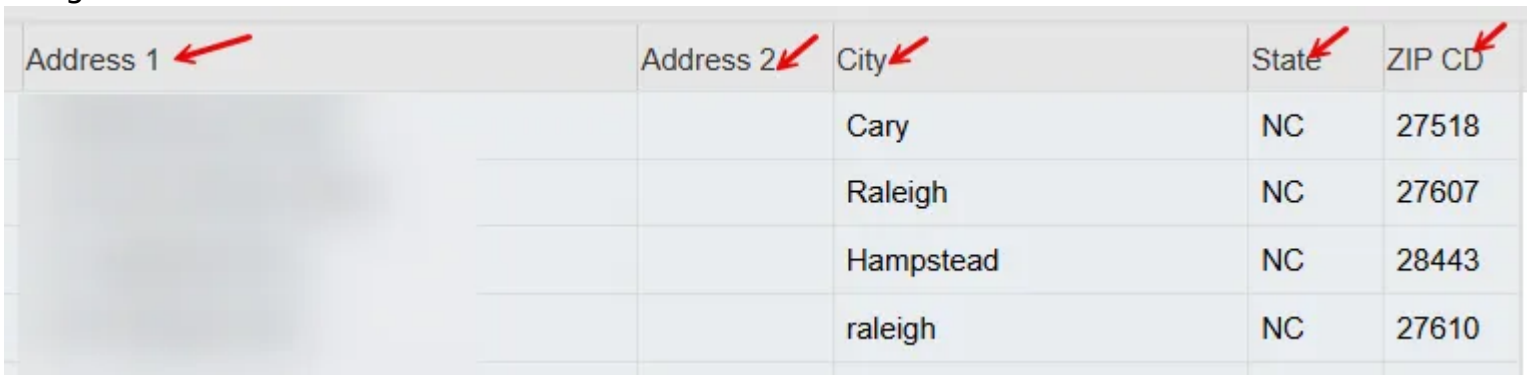
Tip: Additional fields can be added to the report results, such as Org Unit, Personnel Area, the EE's address, etc. Click the **Change Layout** button, select a field from the **Column Set**, and click the **Show Selected Fields** button. Click the **Green Check** button.

Image



Cov2 End	Org Unit
12/31/2025	21026403
12/31/2025	21026514
12/31/2025	21030425
12/31/2025	21024976
12/31/2025	21026416

Image



Address 1	Address 2	City	State	ZIP CD
[redacted]		Cary	NC	27518
		Raleigh	NC	27607
		Hampstead	NC	28443
		raleigh	NC	27610

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