BEN-15 ACA Reports - Coverage Option

Purpose

The purpose of this job aid is to see a list of Temporary employees with a Stability/Coverage Period that includes a specific key date in the Integrated HR-Payroll System.

In support of Affordable Care Act rules, Temporary employees may or may not be designated as Eligible to enroll in the in the High Deductible Health Plan at the time of hire or after a 12-month look-back measurement period. Each of these designation points is associated with a Stability/Coverage Period of 12 months in which the employee is either Eligible or Not Eligible.

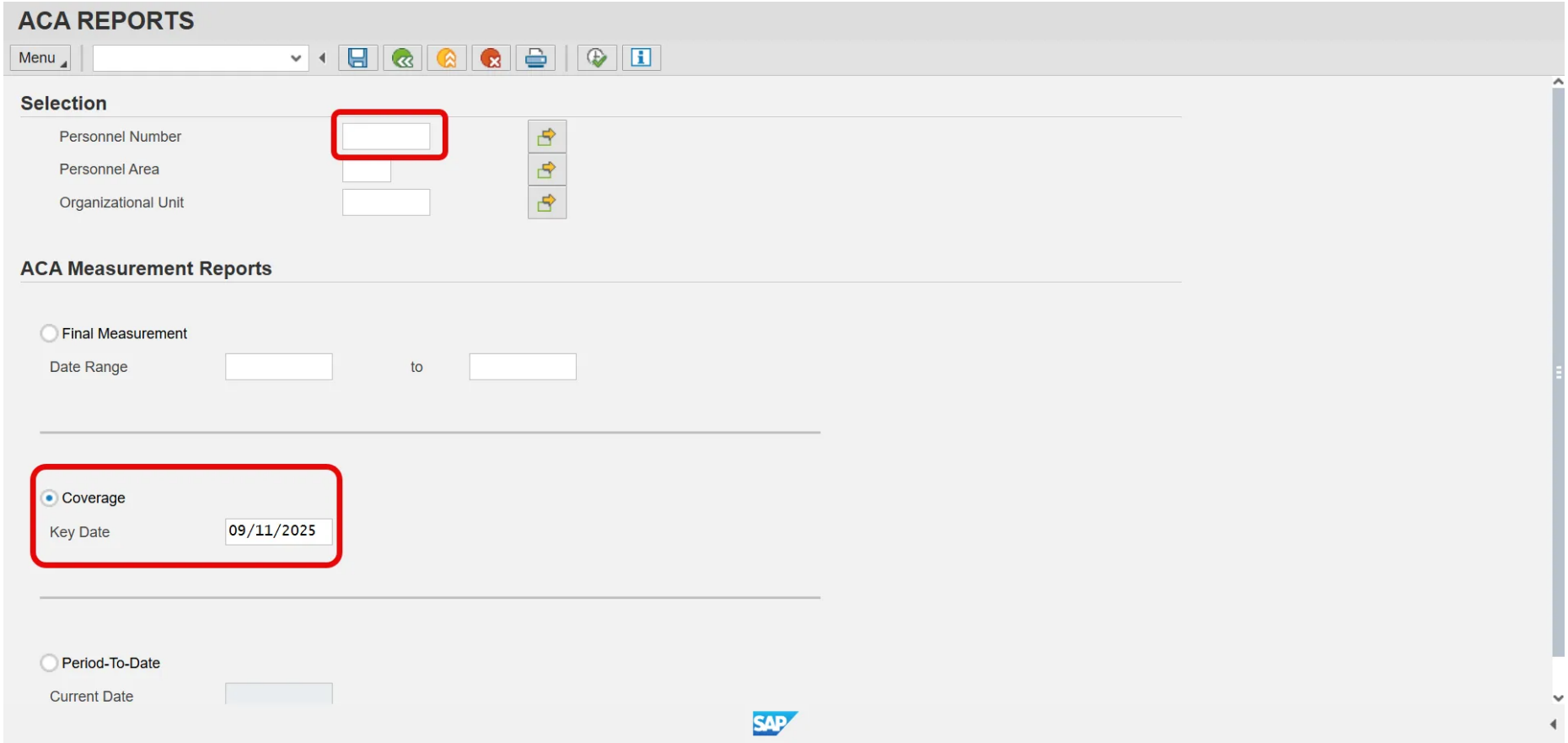
Agencies can run the ZBNR052 – ACA Reports Coverage option to see if their Temporary employees are Eligible or not on a specific Key Date.

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.

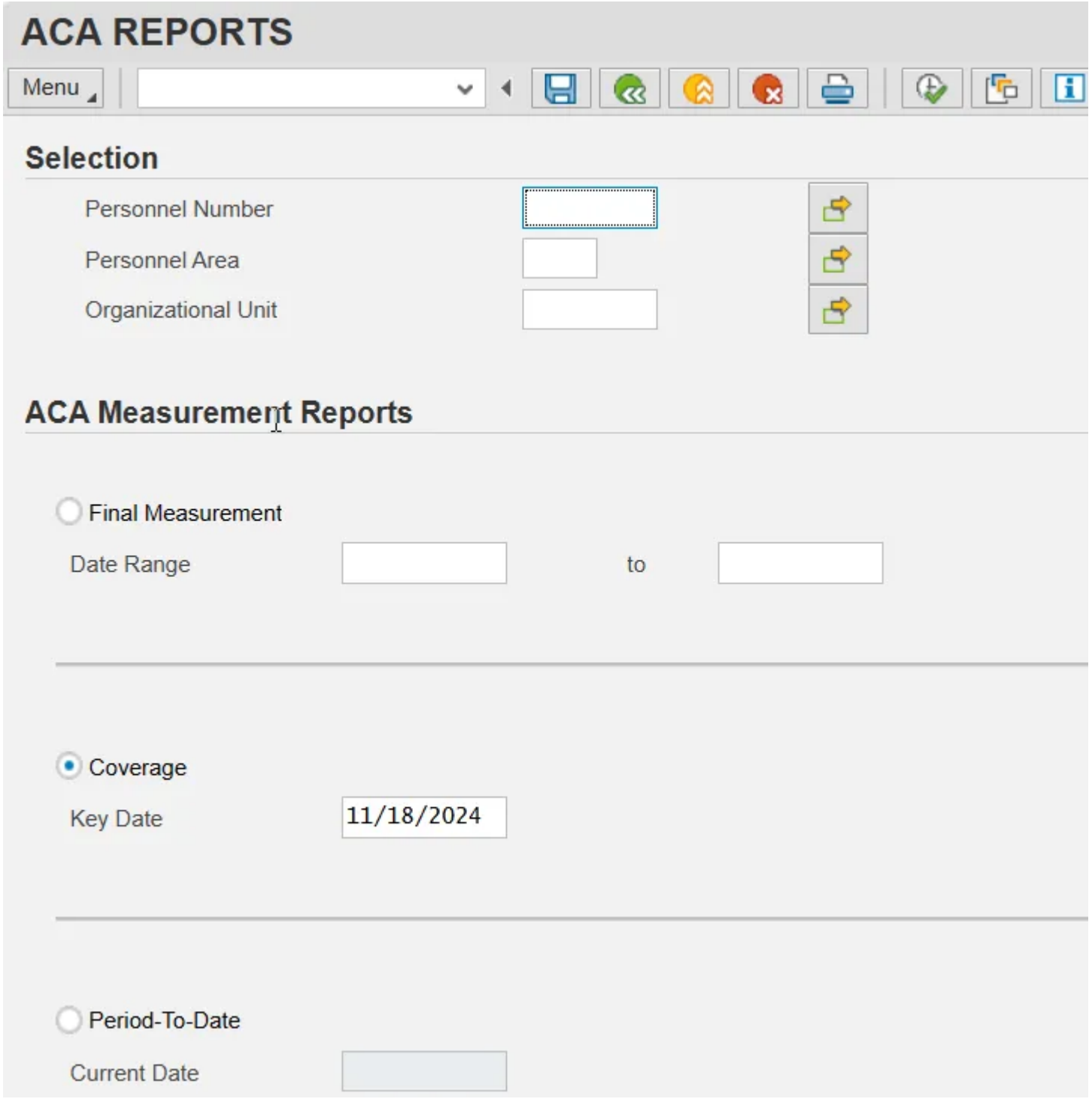
Image



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

The **Final Measurement** option is selected by default. Instead, click the radio button for the **Coverage** option. The current date will populate in the **Key Date** field automatically.

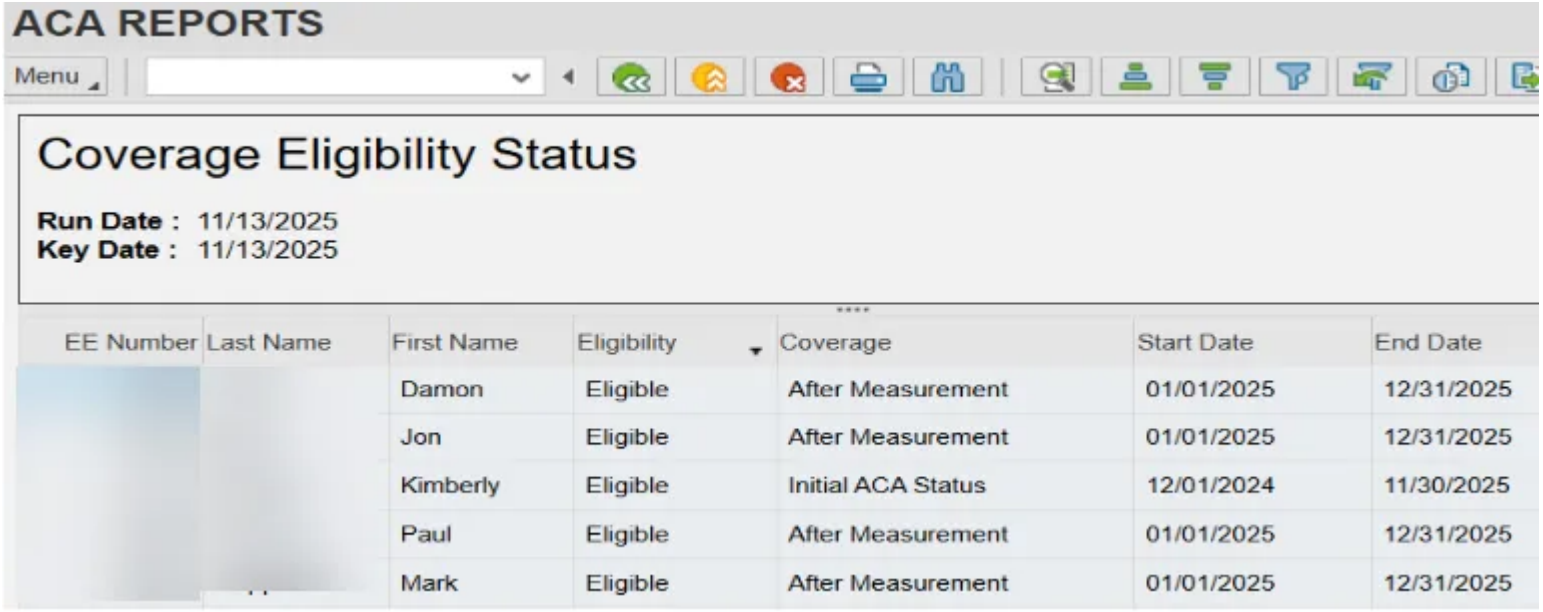
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ACA REPORTS
Menu
Selection
Personnel Number
Personnel Area
Organizational Unit
ACA Measurement Reports
Final Measurement
Date Range
to
Coverage
Key Date
11/18/2024
Period-To-Date
Current Date

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

Step 3. View the Coverage report results. The default report layout sorts the results to show EEs who will be measured sooner at the top of the list.

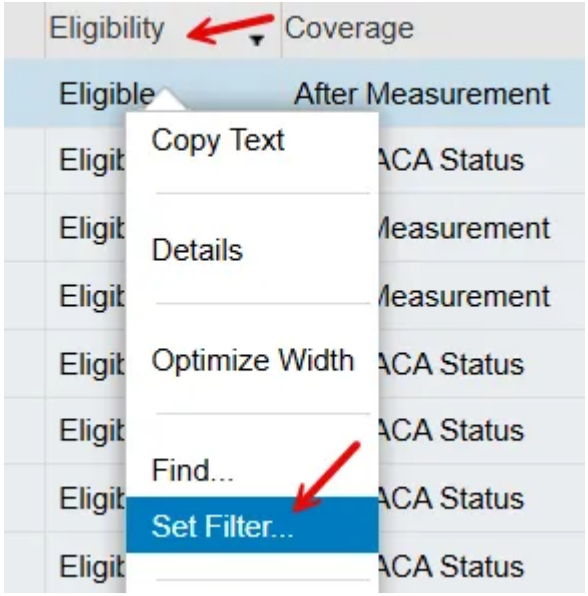
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EE Number	Last Name	First Name	Eligibility	Coverage	Start Date	End Date
		Damon	Eligible	After Measurement	01/01/2025	12/31/2025
		Jon	Eligible	After Measurement	01/01/2025	12/31/2025
		Kimberly	Eligible	Initial ACA Status	12/01/2024	11/30/2025
		Paul	Eligible	After Measurement	01/01/2025	12/31/2025
		Mark	Eligible	After Measurement	01/01/2025	12/31/2025

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



Tip: By default, the Coverage option report filters the results to only Eligible employees. To also see employees who are Not Eligible, click the **Delete Filter** button.

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

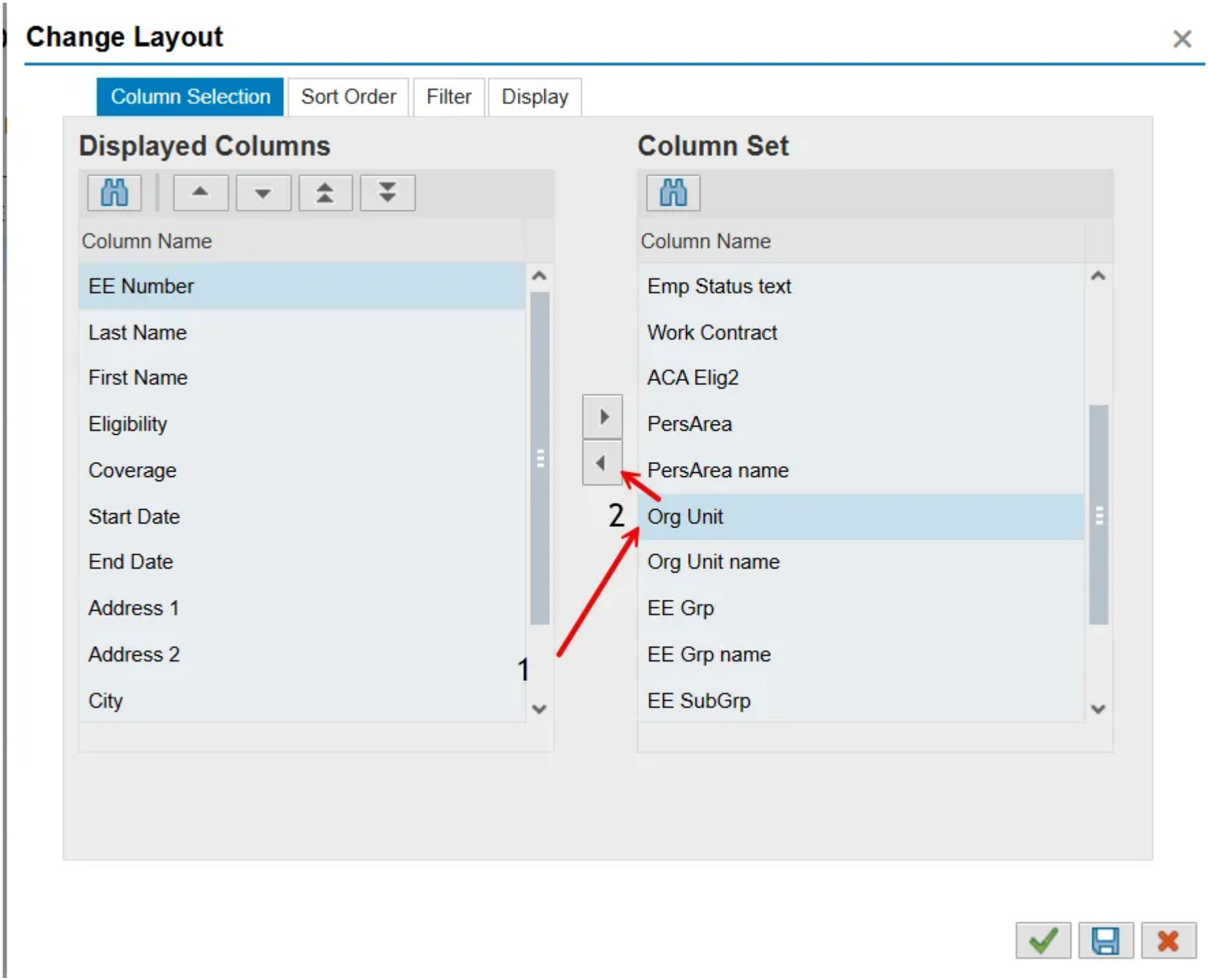
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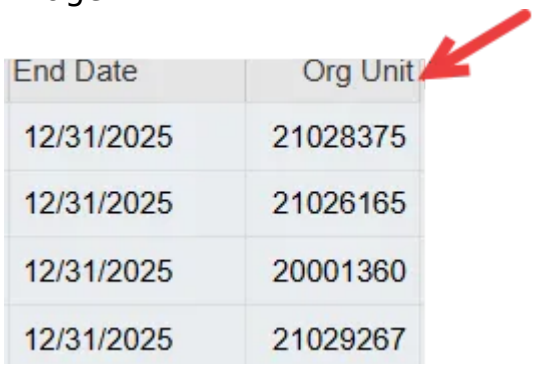
Tip: You can use the sort and filter buttons to rearrange the results. You can export the data for use in other programs, such as Excel and Word.

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


Change Layout
Column Selection
Sort Order
Filter
Display
Displayed Columns
Column Name
EE Number
Last Name
First Name
Eligibility
Coverage
Start Date
End Date
Address 1
Address 2
City
1
2
Column Set
Column Name
Emp Status text
Work Contract
ACA Elig2
PersArea
PersArea name
Org Unit
Org Unit name
EE Grp
EE Grp name
EE SubGrp

Image



End Date	Org Unit
12/31/2025	21028375
12/31/2025	21026165
12/31/2025	20001360
12/31/2025	21029267

Image



End Date	Address 1	Address 2	City	State	ZIP CD
12/31/2025			Apex	NC	27523
12/31/2025			Willow Spring	NC	27592
12/31/2025			Mills River	NC	28759
12/31/2025			Garner	NC	27529

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