



PayData ACA Management Report Quick Steps

The ACA Reports in Evolution are designed to help you make decisions on Benefits Offering for each employee as they move through their Measurement periods. Use these Quicksteps as a guide to take you quickly through the steps. For complete information regarding each of the reports, please refer to ACA user manual.

Step 1: ACA FTE Report

Use the ACA FTE Report (2711) to determine if your company meets the Applicable Large Employer status.

1. Go to Reports-Run Reports and select the ACA FTE Report.
2. Select the payroll(s) from which to generate the report.
3. On the Misc tab, update the parameters as appropriate and run the report.
4. Review the Full Time count and Full Time Equivalent count from the report. If the total when added together is more than 50, this employer would be considered an Applicable Large Employer.
5. Continue to Step 2.

Step 2: Inactive Employees

Use the Inactive Employees report to look back 13 weeks (26 weeks for Education organizations) in Payroll checks to see if any employees are currently inactive. Update the status of any inactive employee as needed.

1. Go to Reports-Run Reports and select the Inactive Employees Report (S2731).
2. Select the Payroll from which to look back 13 (or 26) weeks.
3. On the Misc tab, update the Number of weeks as needed. Default is 13.
4. Run the report and review any employees that show on the report.
5. Employees showing on the report have not been included in payrolls for the look back period of the report. Update the ACA status to New Hire on employees who are not on a protected leave.
6. Continue to Step 3.

Step 3: Rule of Parity

Use the ACA Rule of Parity report (S2834) to find employees who may qualify to have their ACA status set back to New Hire based on the Return to Service Rules.

1. Go to Reports-Run Reports and select the ACA Rule of Parity Report (S2834)
2. Select the payroll from which to look back 13 (or 26) weeks.
3. On the Misc tab, select Educational Organization if this company is considered an Educational Organization.
4. Run the report and review the ACA Rehire Status for each employee.
5. Employees showing as Continuing should not need a status change. Employees showing as Re-hire have had a break in service and should be reviewed for a status update.
6. Update any employee statuses to New Hire as needed. (Employees with a break in service that is not protected by ACA regulations)
7. Continue to Step 4.

Step 4: ACA Eligibility Analysis Report

Use the ACA Eligibility Analysis Report (S2713) to review the benefit eligibility of the employees in the company based on the ACA regulations. This report should be run to capture the benefit status as employees move through their Measurement Periods.

1. Go to Reports-Run Reports and select the ACA Eligibility Analysis Report (S2713).
2. Measurement and Stability Periods may be left as default unless the user wishes to override the company settings.
3. Update the Date of Hire fields to look for employees hired within a specific date range.
Example: If the Measurement period is 6 months, set the Hire Date Range to 6 months previous to find only employees who have just completed their Initial Measurement Period. For a measurement period ending June 2015, Set Date Range for 2014 – Dec to 2014 – Dec.
4. On the Misc. Tab, select the options and run the report.
5. Review the employees Average Hours per Week/Month. Employees who have completed their measurement period, and whose hours qualify them as full time can have their ACA Status set to Full Time.
6. Continue to Step 5.

Step 5: Offer Benefits to Full Time Employees

Employees who are now Full Time after their Measurement Period can be offered Benefits.

Once the Employee has selected their Benefit, created scheduled E/Ds and update the ACA Coverage field to the appropriate code.

Step 6: Measure Affordability

Use the ACA Affordability Report to determine if the benefits offered to the employees is considered Affordable under the ACA Regulations. This report can be run at any time.

1. Go to Reports-Run Reports.
2. Select the ACA Affordability Report.
3. On the parameters screen, select the options from which to generate the report.
4. Review the employees included on the report to see if any are showing with an affordability issue.