WebFOCUS Reports for ACA Employee-Eligibility Evaluation

The Affordable Care Act (ACA) requires that employers offer health insurance to employees working full-time as defined by the ACA. The High Deductible Health Plan (HDHP) is offered to temporary employees and permanent part-time (.50-.749 FTE) employees meeting the ACA criteria of full-time. For ACA-eligible employees selecting HDHP, the employer pays the employer premium for the plan.

WebFOCUS Reports

The SSC WebFOCUS portal (https://reporting-ga.uncecs.edu/ibi_apps/) has reports that can be used to evaluate Banner employee data for ACA eligibility. These reports can be used for both the monthly Initial Measurement of specific employees during the relevant measurement period OR for the annual Standard Measurement evaluation in October. The reports are:

- HGAWJOBT, Jobs for Temporary Employees
- PGAWTSPH, Temporary and Student Employees' Payroll History
- HGAWPPTH, Permanent Less Than .75 FTE Employees' Jobs and Hours
- HGAWCRSD, Course Detail for Temporary Employees

The PGAWTSPH, HGAWPPTH and HGAWCRSD reports summarize hours worked by Eclass. Employees may have jobs across multiple Eclasses and therefore employee hours worked may be reported on multiple reports. The hours worked from the separate reports must be combined for each employee to determine ACA-eligibility (work study excluded). These reports do not include payments for flat rate jobs (other than Faculty Adjunct). The estimated number of hours worked in flat rate temporary jobs (other than Faculty Adjunct jobs) must be manually calculated and be included in the ACA eligibility evaluation.

The HGAWJOBT report does not provide hours worked but provides a master list of jobs assigned to the employee. Hours worked can be manually added to the HGAWJOBT to track total hours by employee.

Common Report Functions and Parameters

The reports collect a large amount of data and it's recommended that they be run in DEFERRED mode. Reports running for a one-year date range can take up to 30 minutes to complete.

If the "Include Totals?" parameters are set to "N", employee totals will be excluded and blank lines will be eliminated between records, making the report easier to use for filtering, VLOOKUP's and other excel functions. Change the "Include Totals?" to "Y", to include total hours worked by employee.

Hours worked in Work Study jobs are not included in the ACA evaluation. Employees with only Work Study jobs are not included in the reports. However, an employee with a work study jobs(s) as well as jobs in other Eclasses will be included on the reports. Exclude work study jobs when evaluating employees for ACA eligibility.

The "Hire Date" parameter includes the option of "Current Hire Date" or "Original Hire Date" (PEAEMPL). Your ACA evaluation may require use of either option, depending on your objective.

Employee home addresses on the reports are seen in Banner on the PPAIDEN screen. Banner tracks multiple address types, i.e. permanent, campus. The campus selects which address type to show on WebFOCUS reports via the Campus.FEX file. To modify the address type used on the report, the authorized campus WebFOCUS designee should make a change request to the WebFOCUS help desk, ssc-reporting@northcarolina.edu.

1. HGAWJOBT, Jobs for Temporary Employees

Provides a list of all jobs (both temporary and permanent) for temporary employees during a specified date range (i.e., the look back period) for specified Banner Ids. If no Banner Ids are specified, all temporary employees will show on the report for the specified date range. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.

This report selects temporary employees by employee Eclass; FA (Faculty Adjunct), GR (Graduate Student), SH (SHRA Temp Hourly), TS (EHRA Temp Flat Pay), UF (Undergraduate Flat Rate) and UG (Hourly Student

See below for screen shots of the parameters required and a sample report.

2. PGAWTSPH, Report for Students and Temporaries

Temporary and Student Employees' Payroll History: Provides a list of temporary and student employees who are not terminated on PEAEMPL and received pay during the specified pay cycle range. The report shows payroll history for these employees that represents regular pay (i.e., the earn code is in the 100 range). It computes the average number of hours paid for each employee during the specified period of time. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.

See below for screen shots of the parameters required and a sample report.

3. HGAWPPTH, Permanent – Less than .75 Employees' Jobs and Hours Worked

Detail list of permanent < .75 FTE employees' jobs and hours worked. The report shows all jobs worked during the specified lookback period. It also shows overtime/comp time (for hourly jobs) from the payroll history during this period. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.

See below for screen shots of the parameters required and a sample report.

4. HGAWCRSD, Course Detail for Temporary Employees

Detail list of the academic courses, labs, etc. taught by temporary employees during specified terms for specified Banner Ids. If no Banner Ids are specified, the course detail for all temporary employees show on the report for the specified terms. This report includes the associated credit hours. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.

The report requires BOTH dates in the date range parameters AND terms in the term parameter. The date range selects information from HR data and academic term codes are required to select the course data. Academic term details are on the SOATERM Banner form.

The HGAWCRSD report returns the number of credit hours taught by employee by term. To translate credit hours taught to full-time equivalent (FTE) assign three hours of work per week are assigned for each credit hour assigned to a semester —long course. For example, an adjunct faculty member teaching one three hour class would be calculated as working nine hours per week.

Special Circumstances may warrant more or fewer hours of work be credited for each semester hour. Campuses must seek approval from UNC System Office, University Benefits Director if an adjunct faculty member would be credited with less than 3 hours or work per week /per credit hour assigned to a semester long course. If a faculty member will be credited with more than 3 hours of work per week/per credit hour assigned to a semester long course, it must be in writing and approved by the campus Chief Academic Officer.

This chart can be used as a guide to convert credit hours taught to full-time equivalency.

Credit Hrs Taught	Hrs/Wk Effort EQUIV	Corresponding FTE	% of FT	
1	3	0.075	7.5%	
2	6	0.150	15%	
3	9	0.225	22.5%	Not
4	12	0.300	30%	ACA
5	15	0.375	37.5%	healthcare
6	18	0.450	45%	eligible
7	21	0.525	52.5%	
8	24	0.600	60%	
9	27	0.675	67.5%	
10	30	0.750	75%	
11	33	0.825	82.5%	ACA
12	36	0.900	90%	healthcare
13	39	0.975	97.5%	eligible
>13	40	1.000	100%	

See below for screen shots of the parameters required and a sample report.

ACA Evaluation

The output from the PGAWTSPH, HGAWPPTH and HGAWCRSD must be combined to determine total hours worked by employee. Depending on job assignment, employees may have hours worked on any of these three reports. The combination of all hours/FTE from each report must be used to determine if the employee is eligible under the ACA for HDHP health insurance. The HGAWJOBT report lists all relevant employees (but not hours worked) and can be used as the base report to transcribe the hours worked from the other reports.

Tracking ACA Eligible Employees in Banner

Permanent Part-time Employees

The *PM* BCAT is used for Permanent Part-Time (.50-.749 FTE) employees and includes the HDHP voluntary plan (employee pays both employee and employer premium) and the HDHP ACA-eligible plan (employer pays employer premium).

Permanent part-time employees are defined as less than full-time and therefore are not generally ACA-eligible. Permanent part-time (.50-.749) employees, however, may become ACA-eligible through previous full-time jobs worked during the measurement period or through working excess hours that push the employee over the ACA full-time threshold. HDHP plans will be added to the PM BCAT effective December 1, 2018.

Temporary Employees

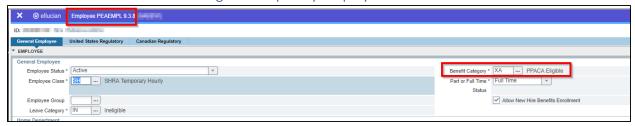
The XA BCAT (PPACA Eligible) is assigned to ACA-eligible temporary employees on the Banner PEAEMPL form. ACA-eligible temporary employees should be assigned to the XA BCAT even if the employee does not elect HDHP coverage. The XA BCAT helps track ACA-eligibility for reporting purposes. In addition, the Stability Period End Date must be entered for the employee on the Banner PWABEAD form. See PEAEMPL and PWABEAD screenshots below.

Examples of when to use the XA BCAT:

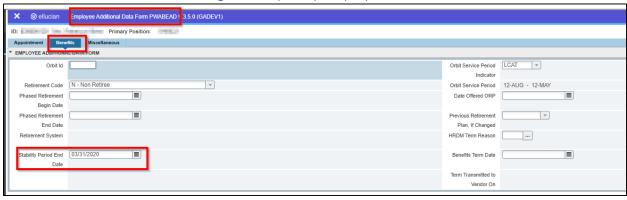
- 1. Temporary employee hired as .75 or greater FTE and expected to work longer than three months should always be assigned the XA BCAT upon hire. Even if these employees do not elect HDHP coverage they should remain in the XA BCAT as long as they are eligible.
- 2. Temporary employees that become ACA eligible through either the Initial Assessment or through the Ongoing Assessment should be assigned to the XA BCAT whether or not the employee selects HDHP.

At the end of the stability period if the temporary employee is no longer ACA-eligible the employee should be removed from the XA BCAT and assigned to the appropriate BCAT; IN – ineligible for benefits or MB – minimal benefits.

PEAEMPL Screenshot for ACA-eligible temporary employee



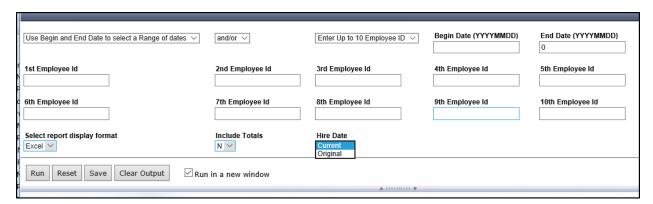
PWABEAD Screenshot for ACA-eligible temporary employee



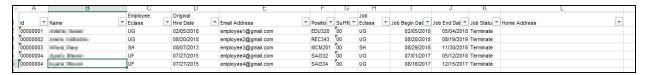
Report Screenshots

HGAWJOBT, Jobs for Temporary Employees

Parameters



Output

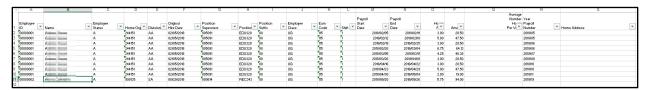


PGAWTSPH, Report for Students and Temporaries

Parameters

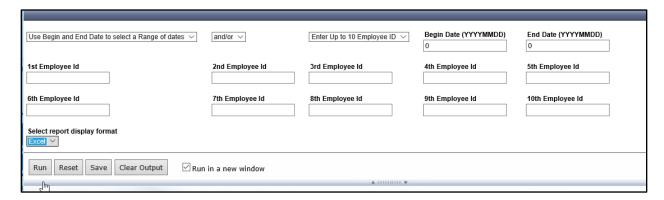


Output

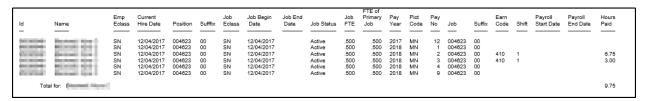


HGAWPPTH, Permanent – Less than .75 Employees' Jobs and Hours Worked

Parameters

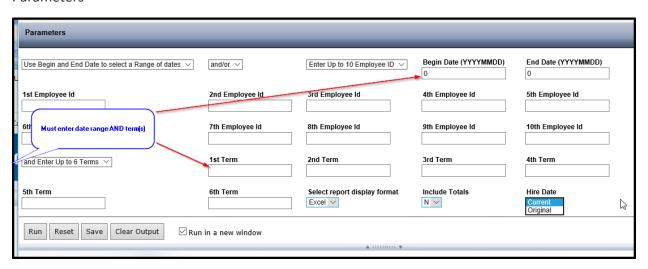


Output



HGAWCRSD, Course Detail for Temporary Employees

Parameters



Output

		Employee		Current		Number		Course	Sequence			Primary		Credi
d	Name	Eclass	Employee Email	Hire Date	Term	Enrolled	Subj Code	Number	Number	CRN	Schd Code	Ind	Percent	Hours
-	Market Street	FA	y www @yahoo.com	08/14/2018	201760	23	ENGL	110	20	6184	LEC	Υ	100	3.00
	100,000,000	FA	y @yahoo.com	08/14/2018	201760	22	ENGL	120	03	6199	LEC	Υ	100	4.00
-	Charles St. Co.	FA	@yahoo.com	08/14/2018	201760	24	ENGL	120	06	6202	LEC	Υ	100	4.00
100000	SECTION AND ADDRESS.	FA	y @yahoo.com	08/14/2018	201820	21	ENGL	120	03	2165	LEC	Υ	100	4.00
1000	Charles and Charles	FA	@yahoo.com	08/14/2018	201820	20	ENGL	120	18	2183	LEC	Υ	100	4.00
1000	10 miles (10 miles)	FA	y @yahoo.com	08/14/2018	201820	22	ENGL	120	20	2186	LEC	Υ	100	4.00
100	CONTRACTOR OF STREET	FA	y @yahoo.com	08/14/2018	201830	14	ENGL	110	01	3109	LEC	Υ	100	3.00
	Charles Street	FA	@yahoo.com	08/14/2018	201830	25	ENGL	120	01	3110	LEC	Υ	100	4.00
1000000	CONTRACTOR CONTRACTOR	FA	w @vahoo.com	08/14/2018	201840	17	ENGL	120	01	4033	LEC	Υ	100	4.00