

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%	Not ACA healthcare eligible
2	6	0.150	15%	
3	9	0.225	22.5%	
4	12	0.300	30%	
5	15	0.375	37.5%	
6	18	0.450	45%	
7	21	0.525	52.5%	
8	24	0.600	60%	
9	27	0.675	67.5%	
10	30	0.750	75%	ACA healthcare eligible
11	33	0.825	82.5%	
12	36	0.900	90%	
13	39	0.975	97.5%	
>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

The screenshot shows the 'Employee PEAEMPL 9.3.8' interface. The 'Benefit Category' is set to 'XA - PPACA Eligible'. Other visible fields include 'Employee Status' (Active), 'Employee Class' (SHRA Temporary Hourly), and 'Part or Full Time' (Full Time).

Field	Value
Employee Status	Active
Employee Class	SHRA Temporary Hourly
Benefit Category	XA - PPACA Eligible
Part or Full Time	Full Time
Leave Category	IN - Ineligible

PWABEAD Screenshot for ACA-eligible temporary employee

The screenshot shows the 'Employee Additional Data Form PWABEAD 3.5.0 (GADEV1)' interface. The 'Benefits' tab is selected. The 'Stability Period End Date' is set to 03/31/2020. Other fields include 'Retirement Code' (N - Non Retiree), 'Orbit Service Period Indicator' (LCAT), and 'Orbit Service Period' (12-AUG - 12-MAY).

Field	Value
Stability Period End Date	03/31/2020
Retirement Code	N - Non Retiree
Orbit Service Period Indicator	LCAT
Orbit Service Period	12-AUG - 12-MAY

Report Screenshots

HGAJWJOBT, Jobs for Temporary Employees

Parameters

Use Begin and End Date to select a Range of dates and/or Enter Up to 10 Employee ID Begin Date (YYYYMMDD) End Date (YYYYMMDD)

1st Employee Id 2nd Employee Id 3rd Employee Id 4th Employee Id 5th Employee Id

6th Employee Id 7th Employee Id 8th Employee Id 9th Employee Id 10th Employee Id

Select report display format Include Totals Hire Date

Excel N Current Original

Run Reset Save Clear Output Run in a new window

Output

A	B	C	D	E	F	G	H	I	J	K	L
Id	Name	Employee Eclass	Original Hire Date	Email Address	Position	Suffr	Job Eclass	Job Begin Dat	Job End Dat	Job Statu	Home Address
00000001	Juliana, Juliana	UG	02/05/2018	employee1@gmail.com	EDU320	00	UG	02/05/2018	05/04/2018	Terminate	
00000002	Juliana, Juliana	UG	08/20/2018	employee2@gmail.com	REC343	00	UG	08/20/2018	08/19/2019	Terminate	
00000003	Juliana, Juliana	SH	08/07/2013	employee3@gmail.com	MCM201	00	SH	08/29/2018	11/30/2018	Terminate	
00000004	Juliana, Juliana	UF	07/27/2015	employee4@gmail.com	SAI332	00	UG	07/01/2017	05/12/2018	Terminate	
00000004	Juliana, Juliana	UF	07/27/2015	employee4@gmail.com	SAI334	00	UG	08/16/2017	12/15/2017	Terminate	

PGAWTSPH, Report for Students and Temporaries

Parameters

Parameters

Begin Date (YYYYMMDD) End Date (YYYYMMDD) Select Job ECLS Select report display format Include Totals

0 0 ALL Excel N

Hire Date

Current Original

Run Reset Save Clear Output Run in a new window

Output

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Employee ID	Name	Employee Status	Home Org	Division	Original Hire Date	Position Supervisor	Position	Suffr	Employee Class	Em Code	SHR	Payroll Start Date	Payroll End Date	Hr	Amc	Average Number Per V	Year	Payroll Number	Home Address
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/02/05	2018/02/05	3.00	28.50	2018/05		2018/05	
00000002	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/02/05	2018/02/05	5.00	47.50	2018/06		2018/06	
00000003	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/02/05	2018/02/05	3.00	28.50	2018/06		2018/06	
00000004	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/02/05	2018/02/05	6.75	64.13	2018/06		2018/06	
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/03/05	2018/03/05	4.25	40.38	2018/07		2018/07	
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/03/26	2018/03/26	3.00	28.50	2018/08		2018/08	
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/04/18	2018/04/18	2.00	19.00	2018/09		2018/09	
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/04/23	2018/04/23	5.00	47.50	2018/10		2018/10	
00000001	Juliana, Juliana	A	24491	AA	02/05/2018	005001	EDU320	00	UG	00	F	2018/04/20	2018/04/20	2.00	19.00	2018/11		2018/11	
00000002	Juliana, Juliana	A	50915	SA	08/20/2018	005004	REC343	00	UG	00	F	2018/08/20	2018/08/20	9.75	94.00	2018/19		2018/19	

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

Parameters

Use Begin and End Date to select a Range of dates and/or Enter Up to 10 Employee ID Begin Date (YYYYMMDD) End Date (YYYYMMDD)

1st Employee Id 2nd Employee Id 3rd Employee Id 4th Employee Id 5th Employee Id

6th Employee Id 7th Employee Id 8th Employee Id 9th Employee Id 10th Employee Id

Select report display format
Excel

Run Reset Save Clear Output Run in a new window

Output

Id	Name	Emp Eclass	Current Hire Date	Position	Suffix	Job Eclass	Job Begin Date	Job End Date	Job Status	Job FTE	FTE of Primary Job	Pay Year	Pict Code	Pay No	Job Suffix	Earn Code	Shift	Payroll Start Date	Payroll End Date	Hours Paid
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2017	MN	12	004823	00				
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2018	MN	1	004823	00				
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2018	MN	2	004823	00	410	1		8.75
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2018	MN	3	004823	00	410	1		3.00
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2018	MN	4	004823	00				
		SN	12/04/2017	004823	00	SN	12/04/2017		Active	.500	.500	2018	MN	9	004823	00				
Total for: [Employee Name]																				9.75

HGAWCRSD, Course Detail for Temporary Employees

Parameters

Parameters

Use Begin and End Date to select a Range of dates and/or Enter Up to 10 Employee ID Begin Date (YYYYMMDD) End Date (YYYYMMDD)

1st Employee Id 2nd Employee Id 3rd Employee Id 4th Employee Id 5th Employee Id

6th Employee Id 7th Employee Id 8th Employee Id 9th Employee Id 10th Employee Id

and Enter Up to 6 Terms 1st Term 2nd Term 3rd Term 4th Term

5th Term 6th Term Select report display format
Excel

Include Totals
N

Hire Date
Current Original

Run Reset Save Clear Output Run in a new window

Must enter date range AND term(s)

Output

Id	Name	Employee Eclass	Employee Email	Current Hire Date	Term	Number		Course Number	Sequence Number	CRN	Sched Code	Primary Ind	Percent	Credit Hours
						Enrolled	Subj Code							
		FA	y*****@yahoo.com	08/14/2018	201760	23	ENGL	110	20	5184	LEC	Y	100	3.00
		FA	y*****@yahoo.com	08/14/2018	201760	22	ENGL	120	03	5199	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201760	24	ENGL	120	06	5202	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201820	21	ENGL	120	03	2165	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201820	20	ENGL	120	18	2183	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201820	22	ENGL	120	20	2186	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201830	14	ENGL	110	01	3109	LEC	Y	100	3.00
		FA	y*****@yahoo.com	08/14/2018	201830	25	ENGL	120	01	3110	LEC	Y	100	4.00
		FA	y*****@yahoo.com	08/14/2018	201840	17	ENGL	120	01	4033	LEC	Y	100	4.00
Total for ***** 34.00														