QSSUG Finance/Personnel Committee - Webinar

Affordable Care Act (ACA) Reporting

Late Breaking News

May 7, 2015

Duane Percox, QSS

Overview of Late Breaking News

- Manual Entry of ACA Hours

  - ☐ ACA hours entry field on each pay line

  - ☐ Preserved in history data

- ACA100 Report

  - ☐ Employee accumulated total for each month

  - ☐ Employee grand total on last month

  - ☐ Manual ACA hours replace calc., flag with trailing 'm'

- ACA100 CSV File

  - ☐ Three (3) new columns added (StdPY/EnhPY):

  - ☐ Manual ACA Hours (AL/AO)

  - ☐ Calculated ACA Hours (AM/AP)

  - ☐ Days Worked Manual Entry for AB1522 (AN/AQ)

Pay Line (Enh)

Pay Line (Std)

Sample Report from Stephanie (Prev)

Date Paid	ACA Yr Mo	Positn Number	Pay Type	Pay Sched	PD MO	SDP	Pay Rate	T	Units	Adjusted Gross	Ret. Base	AC-P-C	e-fte	mo/yr	da/yr	hr/dy	wc	ACA Mo O Hours T
000114		Employee Name				HIRE:07/20/2009 BU:00 ET:RG PC:02 RS:02 PL:0021 ACA CLASS:9650 0000 0000												
01/31/14	14-01	130124	NML	EM12J	12	TFP	1483.13	L	1.00	1483.13	2373.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
01/31/14	14-01	130124	ADJ	EM12J	12	TFP	-13.69	H	-5.00	-68.45	2373.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-5.00
02/07/14	14-01	130124	PRFG	SUPOT	12	XFP	135.00	L	1.00	135.00	135.00	08-9-6	0.6250	10.00	211.00	05.00	2009	108.33
	14-01 Totals																	211.66*
02/28/14	14-02	130124	NML	EM12J	12	TFP	1483.13	L	1.00	1483.13	2373.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
03/17/14	14-02	000000	RETA	SUP2OT	12	XFP	9.24	L	1.00	9.24	2320.00	08-1-5						0.00
03/17/14	14-02	000000	RET	SUP2OT	12	XFP	156.87	L	1.00	156.87	2624.00	08-1-5						0.00
03/17/14	14-02	000000	RET	SUP2OT	12	XFP	472.32	L	1.00	472.32	2498.00	08-1-5						0.00
	14-02 Totals																	108.33
03/31/14	14-03	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
03/31/14	14-03	130124	ADJ	EM12J	12	TFP	-15.14	H	-10.00	-151.40	2624.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-10.00
	14-03 Totals																	98.33
04/30/14	14-04	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
	14-04 Totals																	108.33
05/30/14	14-05	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
05/30/14	14-05	130124	ADJ	EM12J	12	TFP	-15.14	H	-27.69	-419.23	2624.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-27.69
	14-05 Totals																	80.64
06/01/14	14-06	130124	NML	EM12J	12	TFP	156.13	L	1.00	156.13	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33
	14-06 Totals																	108.33
08/08/14	14-07	000000	NML	SUPOT	12	TFP	14.80	H	15.00	222.00	2566.00	08-1-3						15.00
	14-07 Totals																	15.00
08/29/14	14-08	150124	NML	EM10A	10	TFP	916.45	L	1.00	916.45	2566.00	08-1-1	0.5000	10.00	192.00	04.00	1014	86.66
	14-08 Totals																	86.66

Sample Report from Stephanie (New)


```
006190   Employee Name                    HIRE:12/12/2014 BU:04 ET:RG PC:01 RS:01 PL:0026 ACA CLASS:7012 0000 0000

01/30/15 15-01 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
01/30/15 15-01 150373 NML  EM10A  10 TMS      181.90 L    3.00    545.70  55445.00 57-0-1 0.0778 10.00 180.00 03.50 6190     40.45
01/30/15 15-01 150373 NML  EM10A  10 TMS       28.61 H    8.50    243.19  41198.00 57-0-1 0.0778 10.00 180.00 03.50 6190      8.50
01/30/15 15-01 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
         15-01 Totals                         ACCUMULATED HOURS:    75.91                                                    75.91
02/27/15 15-02 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
02/27/15 15-02 150373 NML  EM10A  10 TMS      168.10 L    8.50   1428.85  55445.00 57-0-1 0.0778 10.00 180.00 03.50 6190    114.62
02/27/15 15-02 150373 ADJ  EM10A  10 TMS      168.10 L    3.00    504.30  55445.00 57-0-3 0.0778 10.00 180.00 03.50 6190     40.45
02/27/15 15-02 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
02/27/15 15-02 150373 ADJ  EM10A  10 TMS     -181.90 L   -3.00   -545.70  55445.00 57-0-3 0.0778 10.00 180.00 03.50 6190    -40.45
         15-02 Totals                         ACCUMULATED HOURS:   217.49                                                   141.58*
03/27/15 15-03 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
03/27/15 15-03 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
03/27/15 15-03 150373 NML  EM10A  10 TMS      168.10 L   12.50   2101.25  55445.00 57-0-1 0.0778 10.00 180.00 03.50 6190    168.56
03/27/15 15-03 150373 XHDU EM10A  10 TMS       22.10 H    2.00     44.20  31824.00 55-0-1 0.0778 10.00 180.00 03.50 6190      2.00
03/27/15 15-03 150373 XHDU EM10A  10 TMS       28.61 H    1.00     28.61  41198.00 57-0-1 0.0778 10.00 180.00 03.50 6190      1.00
         15-03 Totals                         ACCUMULATED HOURS:   416.01                                                   198.52*
04/30/15 15-04 150373 NML  EM10A  10 TMS      168.10 L   14.00   2353.40  55445.00 57-0-1 0.0778 10.00 180.00 03.50 6190    188.79
04/30/15 15-04 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
04/30/15 15-04 150373 NML  EM10A  10 TMS      182.10 L    1.00    182.10  46814.00 57-0-1 0.0778 10.00 180.00 03.50 6190     13.48
         15-04 Totals                         TOTAL REPORT HOURS:  631.76                                                   215.75*
```

New CSV for Std Payroll (Enh col. are AO/AP/AQ)

	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO
1	PAY SCHED	NO PAID	STA DED PROF	RATE TYPE	LUMP RATE	DAILY RATE	HOURLY RATE	UNITS	ADJ GROSS	RET BASE	RET CODES	E FTE	MO YR	DA YR	HR DA	WCAL	ACA HOURS	MANUAL ACA HOURS	CALC ACA HOURS	WORK DAYS	
2	SUP12	12	TFP	H	0	0	11	39.25	431.75	11	08-4-3	0	0	0	0	0	39.25	0	39.25	0	
3	SUP12	12	TFP	H	0	0	12.41	51.25	636.01	12.41	08-4-3	0	0	0	0	0	51.25	0	51.25	0	
4	SUP12	12	TFP	H	0	0	13.52	67.25	909.22	13.52	08-4-3	0	0	0	0	0	67.25	0	67.25	0	
5	SUP12	12	TFP	H	0	0	11	45.5	500.5	11	08-4-3	0	0	0	0	0	45.5	0	45.5	0	
6	SUP12	12	TFP	H	0	0	10	3.25	32.5	10	08-4-3	0	0	0	0	0	3.25	0	3.25	0	
7	SUP12	12	TFP	H	0	0	13.52	59	797.68	13.52	08-4-3	0	0	0	0	0	59	0	59	0	
8	SUP12	12	TFP	H	0	0	11	46	506	11	08-4-3	0	0	0	0	0	46	0	46	0	
9	SUP12	12	TFP	H	0	0	10	2	20	10	08-4-3	0	0	0	0	0	2	0	2	0	
10	SUP12	12	TFP	H	0	0	13.52	71.75	970.06	13.52	08-4-3	0	0	0	0	0	71.75	0	71.75	0	
11	SUP12	12	TFP	H	0	0	10	4	40	10	08-4-3	0	0	0	0	0	4	0	4	0	
12	SUP12	12	TFP	H	0	0	11	48	528	11	08-4-3	0	0	0	0	0	48	0	48	0	
13	SUP12	12	TM	H	0	0	10	32.5	325	10	99-4-0	0	0	0	0	0	32.5	0	32.5	0	
14	SUP12	12	TM	H	0	0	9	1	9	9	99-4-0	0	0	0	0	0	1	0	1	0	
15	SUP12	12	TM	H	0	0	10	39	390	10	99-4-0	0	0	0	0	0	39	0	39	0	

New Fields

Stephanie's Dictionary 1 of 2

DATA FILE ELEMENTS:

Column	Contents	Data Location
A*	External Reference #	
B*	Employee Name	(MA screen)
C	Payline Start Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
D	Pay Line End Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
E*	Hire Date	(MA screen)
F*	Bargaining Unit Code	(MA screen)
G*	Employee Type Code	(MA screen)
H*	Pay Code	(W4 screen)
I*	Retirement System Code	(W4 screen)
J*	Pay Location	(Pay Check Sort, W4 screen)
K*	Current ACA Class	(W4 screen)
L*	Previous ACA Class	(W4 screen)
M*	Model ACA Class	(W4 screen)
N	Termination Date	(TE screen)
O*	Date Paid	(Pay History)
P	Period End Date	(Pay History)
Q*	ACA Year (used for subtotaling the 'report' generated) – derived from the Period End Date	
R*	ACA Month (used for subtotaling the 'report' generated) – derived from the Period End Date	
S*	Position Control District Authorized Position Number	(Pay Line Detail of Pay History)
T*	Pay Type	(Pay Line Detail of Pay History)
U*	Pay Schedule	(Pay Line Detail of Pay History)
V*	No Months Paid (derived from the Pay Schedule)	
W*	Statutory Deduction Profile (Stat-Ded)	(Pay Line Detail of Pay History)
X*	Pay Rate Type	(Pay Line Detail of Pay History)
Y*	Lump Rate ($)	(Pay Line Detail of Pay History)
Z*	Daily Rate ($)	(Pay Line Detail of Pay History)
AA*	Hourly Rate ($$)	(Pay Line Detail of Pay History)
AB*	Units	(Pay Line Detail of Pay History)
AC*	Adjusted Gross ($)	(Pay Line Detail of Pay History)
AD*	Retirement Base Rate ($)	(Pay Line Detail of Pay History)
AE*	Retirement Codes (AC-P-C)	(Pay Line Detail of Pay History)

Stephanie's Dictionary 2 of 2

AF*   Employee FTE (derived from Position Control District Authorized Position) (PO screen)

AG*   Position Months per Year (if no position = 0 in data file, blank on ACA100 report)

AH*   Position Days per Year (if no position = 0 data file, blank on ACA100 report)

AI*   Position Hours per Day (if no position = 0 data file, blank on ACA100 report)

AJ*   Work Calendar # (if no position = 0 data file, blank on ACA100 report)   (PO screen)

AK*   ACA Hours (calculated – Hourly x # of units, Lump Rate * E-FTE, Daily – converted to hours based upon Class)

AL   Enhanced Payroll Work Calendar #

AM   Enhanced Payroll Work Calendar Days

AN   Enhanced Payroll Work Calendar Hours/Day

AO (AL)* ACA Hours Manually Entered On Pay Line   (Pay Line Detail of Pay History)

AP (AM) ACA Calc Hours prior to Manual Override

AQ (AN) Days Worked Entered On Pay Line   (Pay Line Detail of Pay History)

The new fields added will display in different columns depending upon whether or not your district is using Enhanced Payroll or (Standard Payroll).

*Included in the ACA100 report that is generated and sent to Print Manager.

ALL of the data elements are included in the CSV file that can be created and sent to the Personnel Downloader module, data tab.