

# **QSSUG Finance/Personnel Committee - Webinar**

**Affordable Care Act (ACA) Reporting**

**May 7, 2015**

**Duane Percox, QSS**

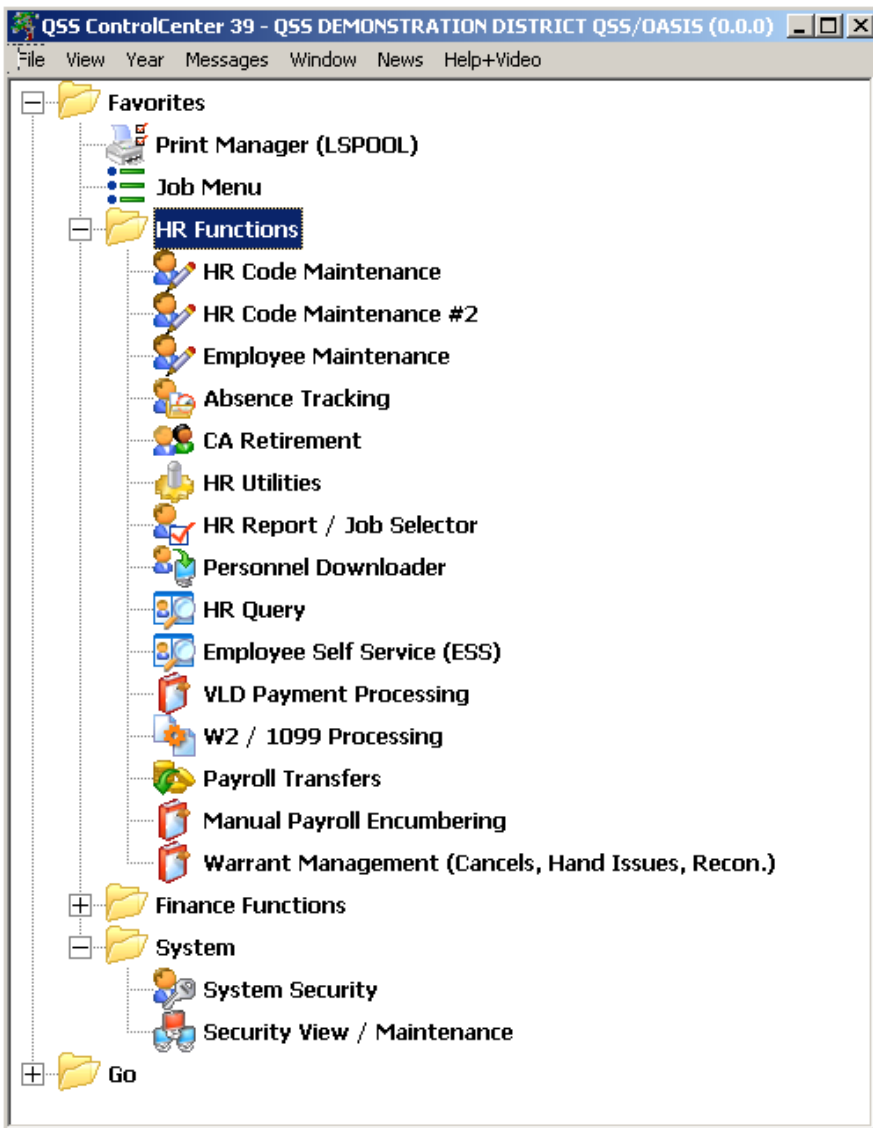


# **QSS/OASIS and ACA**

- **ACA Class – What is it and what role does it play?**
- **Payroll Analysis – Why, What and How...**
- **Future Possibilities...**

# What Will We/You Be Using

- Print Manager
- Job Menu
- Employee Maintenance
- Personnel Downloader



# Employee Maintenance Functions

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search tree for screen

- [-] Favorites
  - Demographic (MA)
  - Assignments/STD (PO)
  - Position Control Search
  - Termination (TE)
  - Deductions (PD)
  - Direct Deposit
  - Pay Lines (PR)
  - Benefits Management (BM)
  - W4/Control Data (W4)
- [+] Personnel
- [+] Professional
- [+] Position Control
- [-] Payroll
  - W4/Control Data (W4)
  - Direct Deposit
  - Deductions (PD)
  - Pay Lines (PR)
  - Payroll Events (PE)
  - Time Card Entry (TC)
  - Deferred Pay
  - Deduction Accumulators
  - Substitute Batch Entry
  - Child Support Information
  - PPACA Information
  - Tax Modeling
  - Payroll Data Import
- [-] History / Inspect
  - Payroll History
  - Search Pay History
  - Inspect Labor/Benefits
  - View Retirement History
  - View W2 Data

Search Panel

By SSN By Ext Ref By Name By ID District : 39 ☒ Include Terminated ☐ Add to grid

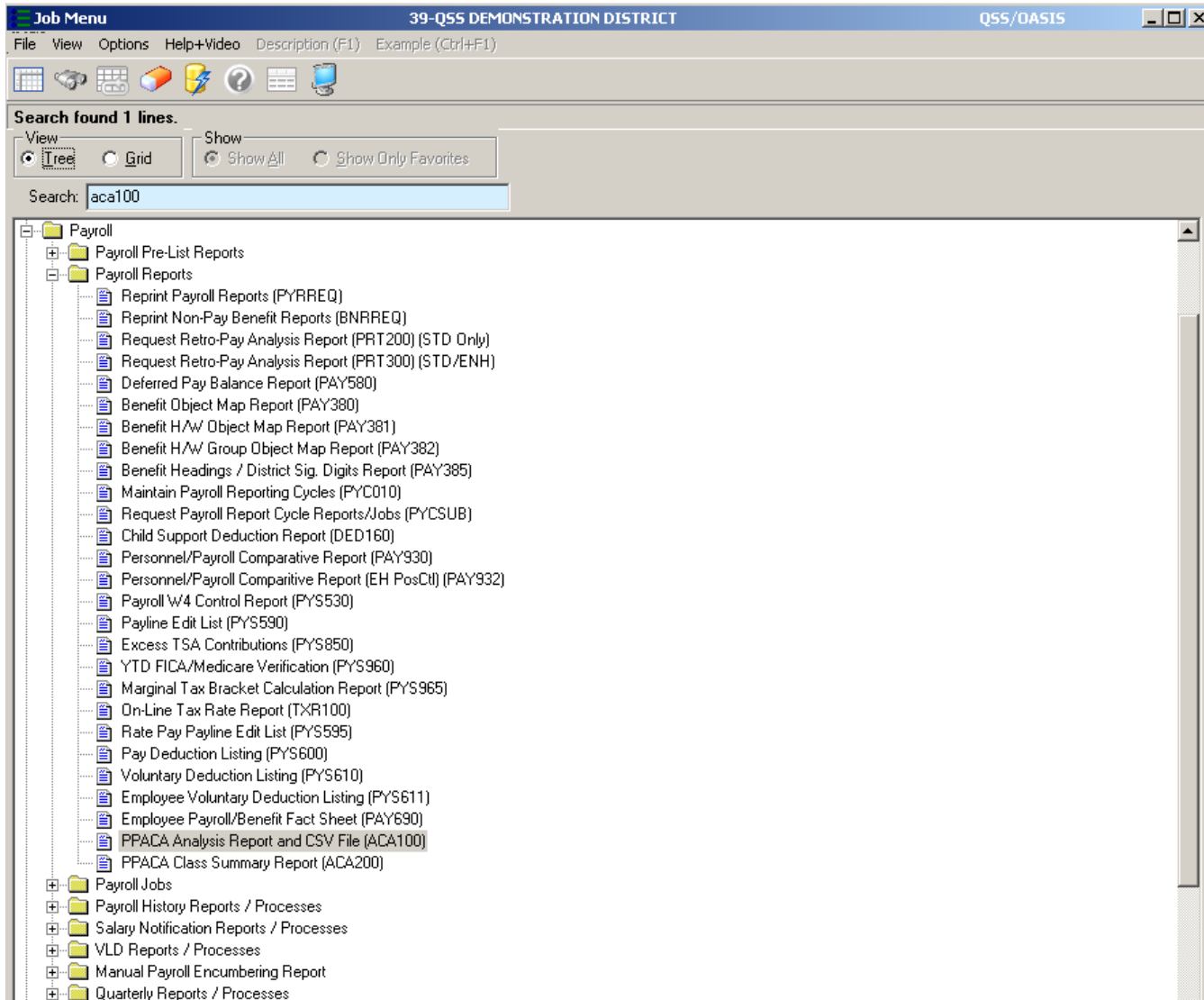
Selected Employee/List/Applicant

SSN : xxx-xx-1000 Ext Ref# : 001006 SEID: 7776665554 Term : n/a

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	Emp/App ID	Terminated	Birth Date	G	Ty	Site	PL	PC	RS	Ret Code AC	ACA Current	DPD	BU

# Job Menu



# ACA Class

- ACA Class is a four (4) digit value, logically treated as a two (2) digit major-class followed by a two (2) digit sub-class.
- Each employee can be assigned up to three (3) ACA class values:
  - Current – their current class assignment
  - Previous – their class assignment in the prior measurement / stability period
  - Model – their class for modeling / evaluation purposes when you don't want to disturb Current / Previous
- ACA Class is used for selecting employees to report and for special calculation rules used to compute ACA monthly hours



# Updating ACA Class Values

- Manual Update on the W4 screen of Employee Maintenance
- Payroll Data Import (on 1.44.0 release)

# ACA Class Fields in the Database

- The ACA Class values are stored in these fields in the M-PAYROLL-MASTER table of PERPAY:
  - Current: MTD-HDG (1); PPM-MTD-HOURS
  - Previous: MTD-HDG (2); PPM-MTD-DAYS
  - Model: MTD-HDG (3); PPM-MTD-GROSS
- This is “geek” stuff – normal people can ignore this!

# W4 Screen – ACA Class Fields

W4/Control 39 - The Train USD QSS/OASIS

File Options Navigation Window

PAIN, TRUE xxx-xx-1000 1006 id: 7776665554 AB/MA [ChangeMode](#)

[Show SSN](#) [DAPX-06/05/2013-01:00:24](#)

### W-4 Information

E X E M P T

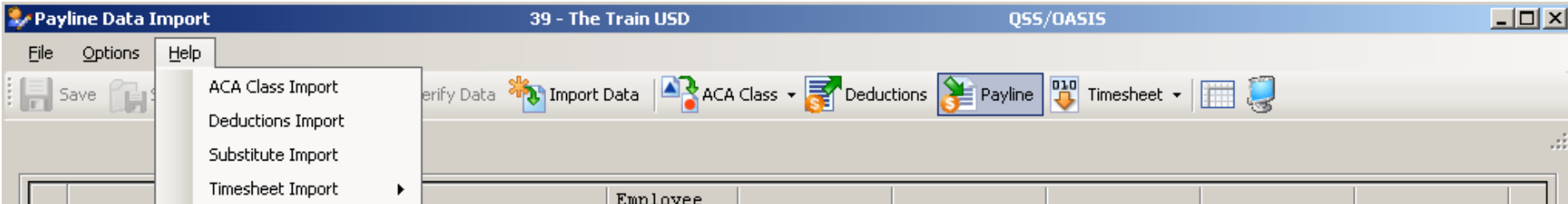
	Status	Exemptions	Tax-CC	Y	A	N	Special Tax Rules	Additional	Hold/Ignore	Deduction Schedule
Federal:	\$	02 00	00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> 0.00	0.00		
State:	\$	03 00	05	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> 0.00	0.00		
County:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
City:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Local:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

### Control Information

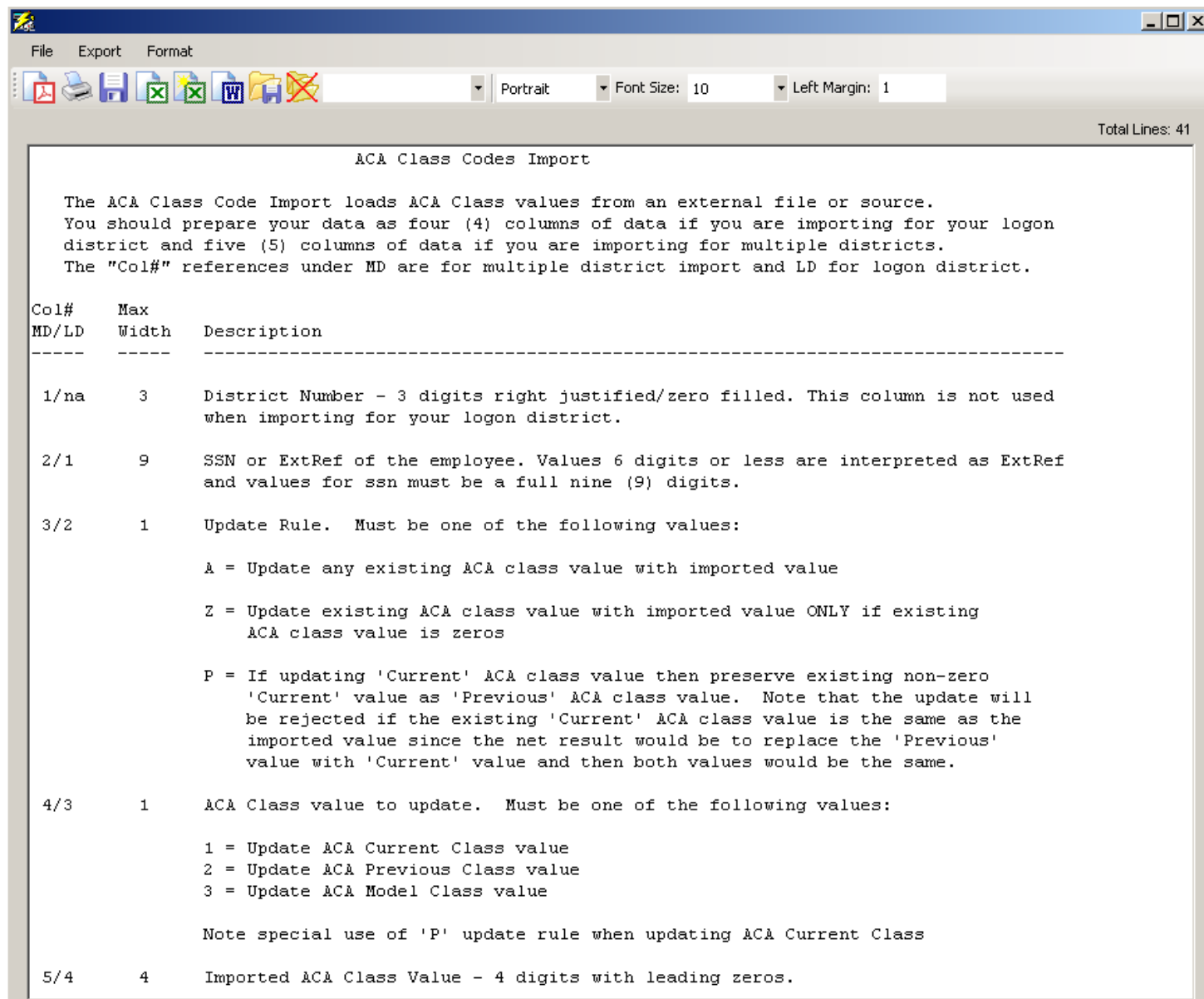
Check sort: 0001 - DISTRICT BUSINESS OFFICE	Alt check sort: 0001 - DISTRICT BUSINESS OFFICE
Pay code: 02 - CLASSIFIED CONTRACT	Primary RS: 05 - NON-MEMBER CLASSIC Unit: 000
Ret code: 08-1-1	Secondary RS: 00 - NO CODE Unit: 000
Pay schedule: EOM12 - 12 MONTH JULY - JUNE	Statutory ded: TSM - TAXES, STRS, MEDICARE
DPO: XP SUI: 1 - Regular funding	EIC: Sub: 0 - Not sub Def Pay Bal: 0.00
Control group: BBB - BBBCONTROL GROUP	ACA Class
Ret rate: 0.000000 Member ID:	Current: 0101
User def (1): (2) (3) (4) (5)	Previous: 0000
Pending ret:	Model: 0000
	SMF status/date:

# ACA Class Mass Update Using Payroll Data Import

- Can import ACA values for logon district or multiple districts
- Uses position 5 of the PDI### usersec. A value of '2' is import for logon district and '3' is import for multiple districts.



# ACA Class Import Help...

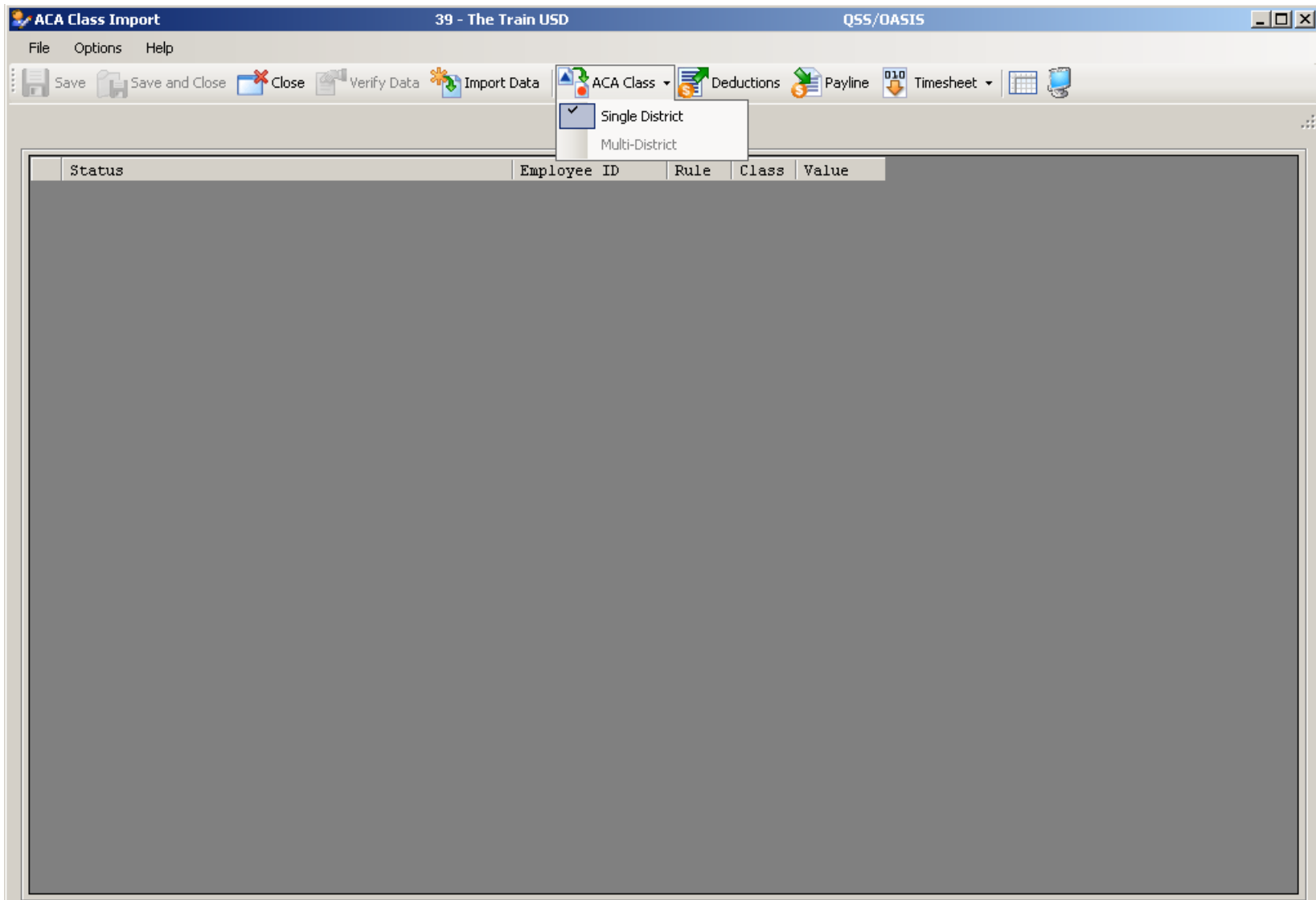


ACA Class Codes Import

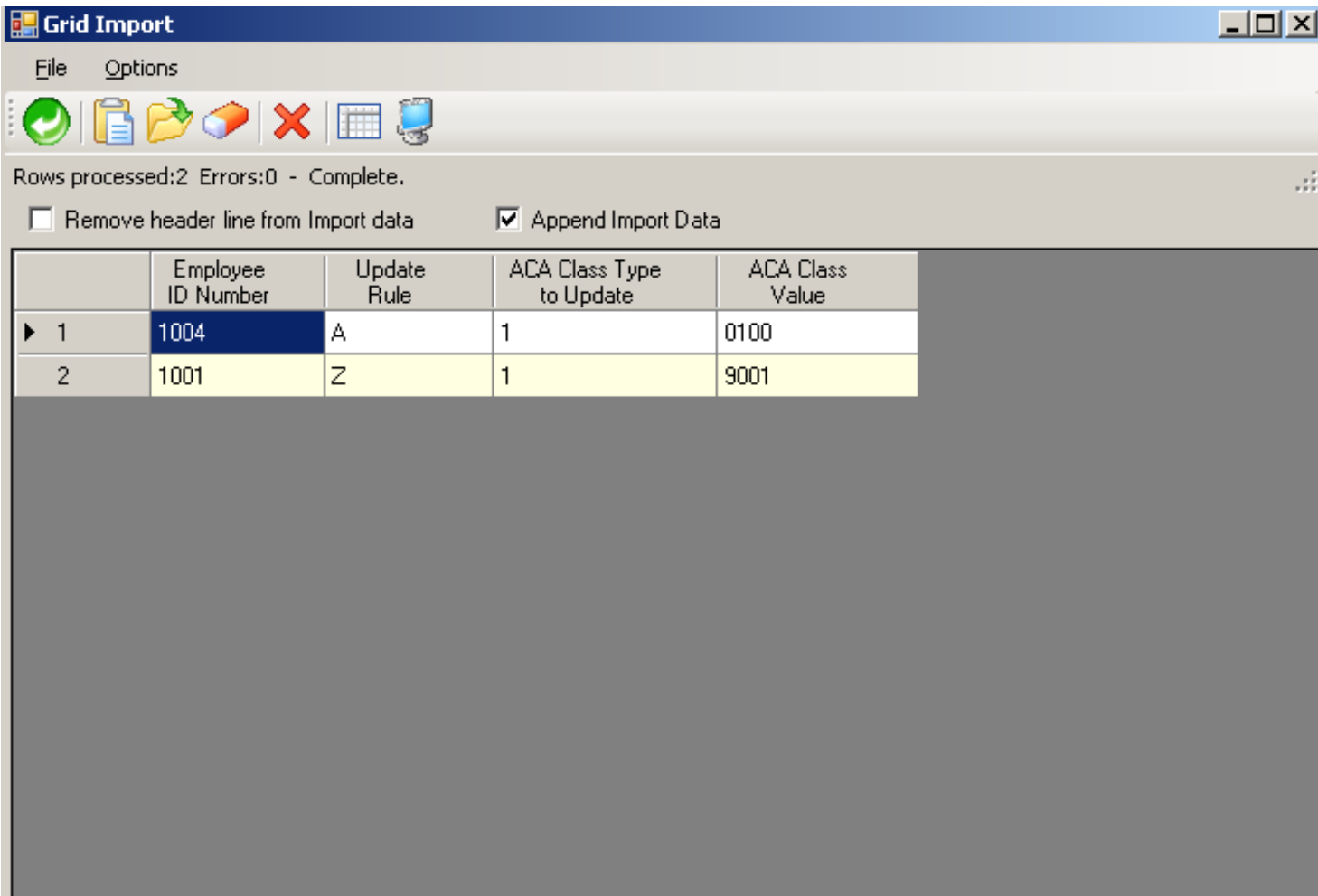
The ACA Class Code Import loads ACA Class values from an external file or source. You should prepare your data as four (4) columns of data if you are importing for your logon district and five (5) columns of data if you are importing for multiple districts. The "Col#" references under MD are for multiple district import and LD for logon district.

Col#	MD/LD	Max Width	Description
1/na		3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district.
2/1		9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2		1	Update Rule. Must be one of the following values:  A = Update any existing ACA class value with imported value  Z = Update existing ACA class value with imported value ONLY if existing ACA class value is zeros  P = If updating 'Current' ACA class value then preserve existing non-zero 'Current' value as 'Previous' ACA class value. Note that the update will be rejected if the existing 'Current' ACA class value is the same as the imported value since the net result would be to replace the 'Previous' value with 'Current' value and then both values would be the same.
4/3		1	ACA Class value to update. Must be one of the following values:  1 = Update ACA Current Class value 2 = Update ACA Previous Class value 3 = Update ACA Model Class value  Note special use of 'P' update rule when updating ACA Current Class
5/4		4	Imported ACA Class Value - 4 digits with leading zeros.

# Payroll Data Import – ACA Class



# Sample Import Using Clipboard



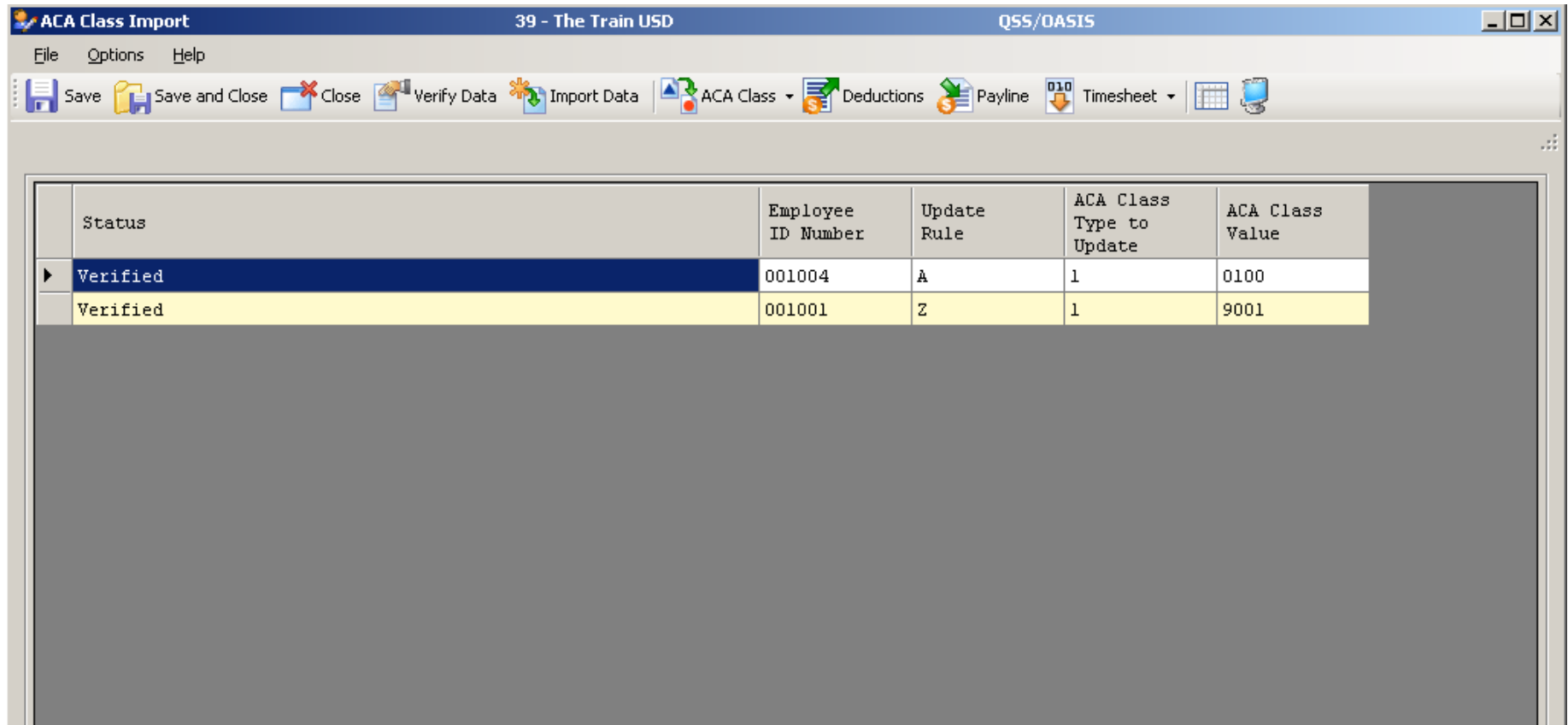
The screenshot shows a 'Grid Import' dialog box with a menu bar (File, Options) and a toolbar with icons for undo, redo, delete, and other actions. Below the toolbar, it states 'Rows processed:2 Errors:0 - Complete.' and has two checkboxes: 'Remove header line from Import data' (unchecked) and 'Append Import Data' (checked). The main area contains a table with 5 columns: an index column, 'Employee ID Number', 'Update Rule', 'ACA Class Type to Update', and 'ACA Class Value'.

	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
▶ 1	1004	A	1	0100
2	1001	Z	1	9001

# Data Source

	A	B	C	D	E	F	G
1	DI	EmpId	Rule	Class	Class Val		
2	039	1004	A	1	0100		
3	039	1001	Z	1	9001		
4							
5							
6							
7							
8							
9							DI: three (3) digit district number with leading '0'
10							EmpID: ssn or extref
11							Rule: A = Update any existing value; Z = Update only if zero on-file; P = Preserve current as previous
12							Class: 1 = Current, 2 = Previous, 3 = Model
13							Class Val: 4 digit value with leading '0' (define as 'text')

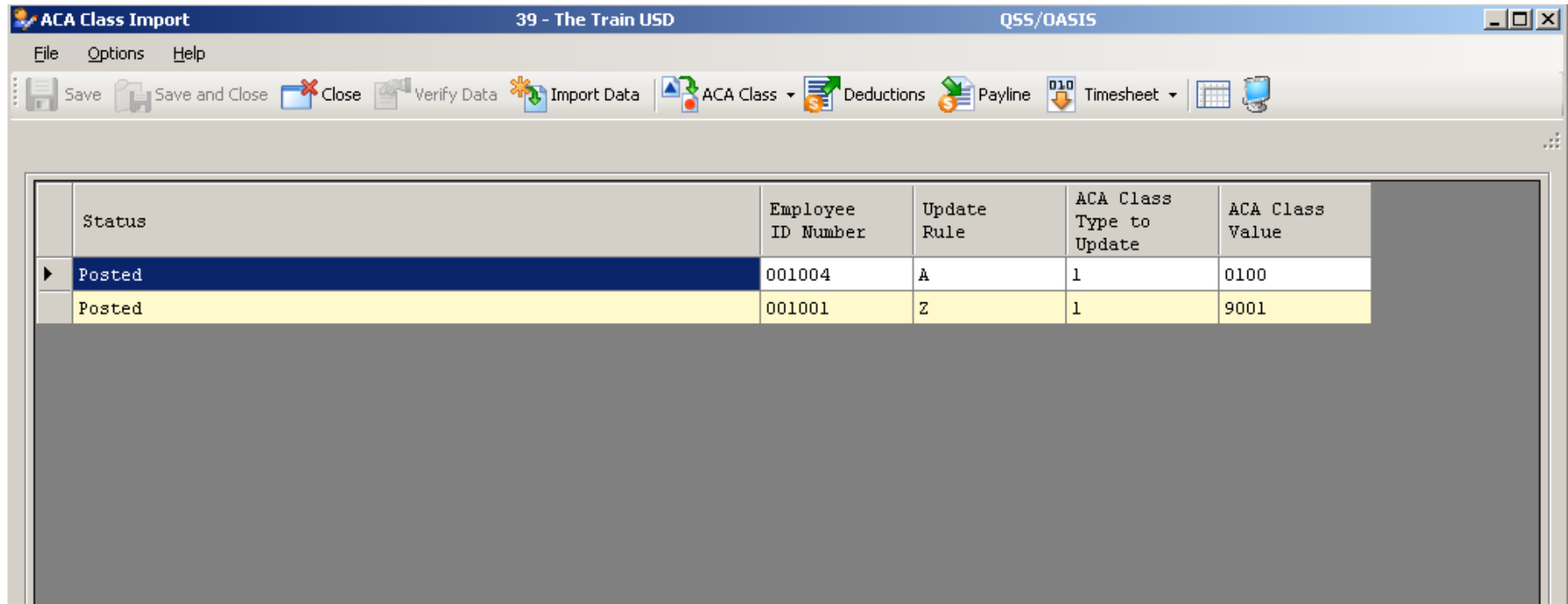
# Verify Data Before Saving...



The screenshot shows the 'ACA Class Import' application window. The title bar includes the application name, '39 - The Train USD', and 'QSS/OASIS'. The menu bar has 'File', 'Options', and 'Help'. The toolbar contains icons for 'Save', 'Save and Close', 'Close', 'Verify Data', 'Import Data', 'ACA Class', 'Deductions', 'Payline', and 'Timesheet'. The main area displays a table with the following data:

Status	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
Verified	001004	A	1	0100
Verified	001001	Z	1	9001

# Save ACA Class Values...



The screenshot shows a software window titled "ACA Class Import" with a menu bar (File, Options, Help) and a toolbar containing icons for Save, Save and Close, Close, Verify Data, Import Data, ACA Class, Deductions, Payline, Timesheet, and a calendar. The main area displays a table with the following data:

Status	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
Posted	001004	A	1	0100
Posted	001001	Z	1	9001

# Expose ACA Class - Advanced Search

**Employee Advanced Search**

File Options

Clear Fields Saved Searches

General Information | Dates | Payroll

EQ Pay location:

EQ Pay code:

EQ Control group:

EQ Ret System:

EQ Bank TR type:       Bank ABA Number:

EQ Pay schedule:

EQ Stat Ded profile:

EQ DPD:

**Payroll Select**

Pay name:

Date paid for payroll select:

Payroll Select constraints are not supported yet, and will be ignored in evaluating the search results. We shall advise when we phase in support for these parameters.

**Tax Information**

	Status	Exemptions	Exempt
Federal:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
State:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
County:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
City:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
Local:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>

**ACA Class Selection**

ACA Class

-

Class Assignment

- 1 - Current
- 2 - Previous
- 3 - Model
- 4 - Model/Current

# Expose ACA Class – Search Results Grid (Define)

**Configure Employee Search Fields**

File Options

Available Additional Fields

Include Include All

Description	Default Header	Custom Header	Action
Employee Hire Date	Hire Date	Hire Date	<a href="#">Include</a>
Employee Rehire Date	Rehire Date	Rehire Date	<a href="#">Include</a>
Employee Anniversary Base Date	Ann Base Date	Ann Base Date	<a href="#">Include</a>
Employee Longevity Base Date	Long Base Date	Long Base Date	<a href="#">Include</a>
Employee Evaluation Due Date	Eval Due Date	Eval Due Date	<a href="#">Include</a>
Employee Original Hire Date	Orig Hire Date	Orig Hire Date	<a href="#">Include</a>
Employee Fingerprint Date	Fingerprint Date	Fingerprint Date	<a href="#">Include</a>
Employee Seniority Date	Seniority Date	Seniority Date	<a href="#">Include</a>
Employee Previous Sen Date	Prev Sen Date	Prev Sen Date	<a href="#">Include</a>
Employee Group Code	GC	GC	<a href="#">Include</a>
Employee Home Phone Number	Home Phone	Home Phone	<a href="#">Include</a>
Employee Work E-Mail	Work E-mail	Work E-mail	<a href="#">Include</a>
Employee Ok to Rehire	OR	OR	<a href="#">Include</a>
Employee Ok to Pay	OP	OP	<a href="#">Include</a>
Employee Pay Schedule	W4/PS	W4/PS	<a href="#">Include</a>
Employee Stat. Ded Profile	W4/SDP	W4/SDP	<a href="#">Include</a>
Employee Control Group	CG	CG	<a href="#">Include</a>
Employee Fed. Marital/Exemp.	Fed.M	Fed.M	<a href="#">Include</a>
Employee State Marital/Exemp.	Sta.M	Sta.M	<a href="#">Include</a>
Employee Retirement Codes	Ret Codes	Ret Codes	<a href="#">Include</a>
Employee ACA Previous Class	ACA Previous	ACA Previous	<a href="#">Include</a>
Employee ACA Model Class	ACA Model	ACA Model	<a href="#">Include</a>

Selected Fields

Move Top Move Up Move Down Move Bottom Exclude Exclude All

Description	Default Header	Custom Header	Display	Action
Termination Date	Terminated	Terminated	<input checked="" type="checkbox"/>	Default
Employee Birth Date	Birth Date	Birth Date	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Gender	G	G	<input checked="" type="checkbox"/>	Default
Employee Type	Ty	Ty	<input checked="" type="checkbox"/>	Default
Site	Site	Site	<input checked="" type="checkbox"/>	Default
Employee Pay Location	PL	PL	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Employee Pay Code	PC	PC	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Employee Retirement System	RS	RS	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Employee Retirement AC Code	Ret Code AC	Ret Code AC	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Employee ACA Current Class	ACA Current	ACA Current	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Employee Deferred Pay Option	DPO	DPO	<input checked="" type="checkbox"/>	<a href="#">Exclude</a>
Bargaining Unit	BU	BU	<input checked="" type="checkbox"/>	Default
Report Code	RC	RC	<input type="checkbox"/>	Default
Leave Group	LG	LG	<input type="checkbox"/>	Default
Work Phone	Work Phone	Work Phone	<input type="checkbox"/>	Default

# Expose ACA Class – Search Results Grid

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search complete. 109 record(s) found.

Search tree for screen

- [-] Favorites
  - Demographic (MA)
  - Assignments/STD (PO)
  - Position Control Search
  - Termination (TE)
  - Deductions (PD)
  - Direct Deposit
  - Pay Lines (PR)
  - Benefits Management (BM)
  - W4/Control Data (W4)
- [+] Personnel
- [+] Professional
- [+] Position Control
- [+] Payroll
  - W4/Control Data (W4)
  - Direct Deposit
  - Deductions (PD)
  - Pay Lines (PR)
  - Payroll Events (PE)
  - Time Card Entry (TC)
  - Deferred Pay
  - Deduction Accumulators
  - Substitute Batch Entry
  - Child Support Information
  - PPACA Information
  - Tax Modeling
  - Payroll Data Import
- [+] History / Inspect
  - Payroll History
  - Search Pay History
  - Inspect Labor/Benefits
  - View Retirement History
  - View W2 Data

Search Panel

By SSN By Ext Ref By Name By ID District: 39 ☒ Include Terminated ☐ Add to grid

Selected Employee/List/Applicant: "NEW"

SSN: xxx-xx-6779 Ext Ref#: No ExtRef SEID: n/a Term: n/a

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	Emp/App ID	Terminated	Birth Date	G	Ty	Site	PL	PC	RS	Ret Code AC	ACA Current	DPO	BU
"NEW"	000000		01/01/1960	M	A	0000	0000	00	00		0000	N	00
AARDVARK, ANNIE A	001058		01/01/2000	M	S2	0000	0000	00	00	08	6003	XP	00
Applicant, New	001096		09/29/1974	M	PT	0000	0000	00	00		0000	N	
ASTRONUT, NADATHE	001025		07/31/1948	F	FT	0000	0001	01	01	99	6001	N	02
ATHENA, MARGARET (MAGGIE)	002001		09/01/1970	M	FT	0001	0001	00	02		0000	N	86
BAKER, TODD	001070	04/08/2014	01/01/1958	M	FT	0000	0000	02	02	08	6002	N	
BARFLEGOMES, NORBERT (NOBBY)	001017	04/08/2014	07/01/1980	M	PT	0000	0000	01	99	08	9900		00
BENATAR, PAT	001079	03/11/2013	01/01/1958	F	FT	0000	0000	02	02		0000	N	
BOSE, DIPANKAR	001105		09/29/1974	M	FT	0011	0000	00	00		0000	N	00
BOTTICELLI, DAPINO	001014	08/06/2010	07/31/1956	M	PT	0026	0000	01	02		0000		02
BUILDER, bob (HAMMER)	001016		01/01/1960	M	FT	0000	0001	01	01		0000	N	00
BUMSTEAD, DAGWOOD	001030		05/01/1950	M	FT	0000	0000	02	01		0000		00
CAIN, NOVA	001090		01/01/2001	F	A	0000	0000	00	00		0000	N	
CHANDRASHEKHAR, SUBHRAMANYAM	001060		09/01/1974	M	S2	0000	0000	00	00	08	0000	D	00
CHOCO, JEAN	001038		12/27/1939	M	FT	0000	0000	00	00		0000	N	00
CHOVER, TRUE	001053		11/21/1956	F	FT	0015	0002	02	02	08	4101	N	04
CHROMY, JOEY	001045		11/01/1968	M	FT	0000	0011	01	02	08	4102	N	00
CLEANER, IMA G	001008		10/15/1951	F	PT	0013	0000	02	02		0000	N	02
CLEENUR JR., CHAUNCEY Q	001024		10/05/1963	M	FT	0000	0000	00	00	99	0000	N	02
COAST, BARBARY (BEACH)	002000		07/01/1960	M	FT	0000	0000	00	00	08	9900		02

# Expose ACA Class - Downloader

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition Data Categories

Definition: ACADAP

Download/Global Settings

Field Selection

Total Length: 59 # Fields Output: 6

☒ Output

Field	Len	Type	Out	OP	From	To
Employee ExtRef	06	Num	Yes			
Emp name, last	20	Char	Yes			
Emp name, first	12	Char	Yes			
ACA Class Current	04	Num	Yes			
ACA Class Model	04	Num	Yes			
ACA Class Previous	04	Num	Yes			

Category

- All fields
- Employee Data
- MA Screen Data
- Demographic Dates
- Client Defined Data
- EC Screen Data
- Position Control/PO
- Position Control/EA
- Payroll Data (All)
- Benefits Management
- New Benefits Mgt
- Cred/Subject/SK
- New Credentials/CR
- Degree Data
- EU Screen Data
- ME Screen Data
- TS Screen Data
- TE Screen Data
- SK Screen Data
- LV Screen Data
- Inservice Data
- Application Data
- PD Screen Data
- Payroll History
- Absence Transactions
- Employee Comments
- W4 Screen Data
- Race/Ethnic Data
- Payroll/DD Data
- PR Screen Data

Field

- ACA Class Current
- ACA Class Model
- ACA Class Previous
- Bank ABA no
- Bank Hold Flag
- Bank Tr Type
- Control Group
- Control Grp abbr
- Control Grp name
- DPD Flag
- EIC method
- Federal exemptions
- Federal marital
- Last check amt\$
- Last check/dd #
- Last date paid
- OK to pay
- Pay code
- Pay code abbr
- Pay code name
- Pay loc-1
- Pay loc-1 abbr
- Pay loc-1 name
- Pay loc-2
- Pay loc-2 abbr
- Pay loc-2 name
- PD/Balance
- PD/Date End
- PD/Date Start
- PD/Decline Bal Flg
- PD/Ded. Schedule
- PD/Empe Amount
- PD/Empr Amount
- PD/Flag
- PD/Limit
- PD/Maximum Amount
- PD/Minimum Amount

# Expose ACA Class – ACA Summary Report

39 QSS DEMONSTRATION DISTRICT  
Sample

ACA Summary Report  
Pay Date: 01/01/2006 TO 12/31/2006









J5191 ACA120 H.00.00 11/03/14 PAGE 1

Reference	Employee Name	PC No	RS No	ACA Class Curr	Prev	Modl	ACA Count Adj	Stat	History Earnings	TOT	M	H	A	MC	MN	HC	HN
001025	ASTRONUT NADATHE	01	01	6001	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001053	CHOVER TRUE	02	02	4101	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001045	CHROMY JOEY	01	02	4102	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001006	PAIN TRUE	02	02	6003	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001074	PERSNIKITY REALLIE	00	00	0305	0000	0000	0	0	64,698.76	25	11	0	12	2	0	0	0
001000	PERSON REAL	02	02	0501	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0

# With Class We Can Analyze...

**Job Menu** 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help+Video Description (F1) Example (Ctrl+F1)

**Search found 1 lines.**

View: ☐ Tree ☒ Grid

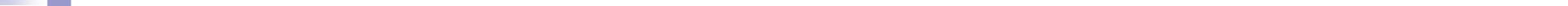
Show: ☒ Show All ☐ Show Only Favorites

Search:

Job Title	JCL Name
▶ PPACA Analysis Report and CSV File (ACA100)	ACA100.ACA100

# ACA100 Job

- The ACA100 job produces the detail analysis report (ACA100) and optional csv file
- The ACA100 job also has an optional summary report, ACA120



# ACA100 – Launch Screen 2

Request PPACA Analysis Report ( ACA100 )

File Options

SSN/EXTREF

Employee List

Report Selections SSN/Account Selections Report/File Rules

CC=SCCC  
F3=FND3  
FN=FUNC  
GO=GOAL  
MT=MGT  
OB=OBJT  
RS=RESC  
SB=SO  
SI=SITE  
YY=PRYR

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
▶	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???

Field/Range Select Fields

# ACA100 – Launch Screen 3

Request PPACA Analysis Report ( ACA100 )

File Options

Icons: [Save] [Open] [Print] [Close] [Clear] Clear: ▾

Report Selections | SSN/Account Selections | Report/File Rules

Use Class Settings:

Threshold Hours:

☐ Honor Class Range Selection if Entered  
☐ Use Pay Line Start/End Dates for Payroll.  
☐ Print a blank line after each monthly total on ACA100

**Existing Lump Rules**

01 - Use 173.33 as monthly hours  
 02 - Use Pay Schedule hours  
 03 - Use PPO fields when available for a pay line (ENH Payroll Only)

Major Class	Hours/Day	Lump Rule

Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input type="checkbox"/>			
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

# ACA100 – Can Select by List

Request PPACA Analysis Report ( ACA100 )

File Options

SSN/EXTREF

SSN/Account Selections

Report/File Rules

Employee List

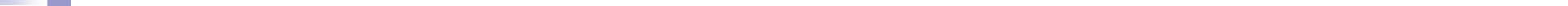
- TEST DB LIST FOR DEADAP
- My Big List
- My PERS People
- The Smiths
- Da Go Family
- Multi-di List
- My List

CC=SCCC  
F3=FND3  
FN=FUNC  
GO=GOAL  
MT=MGT  
OB=OBJT  
RS=RESC  
SB=SO  
SI=SITE  
YY=PRYR

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Site	Mngr
▶	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????

Field/Range

Select Fields



# ACA100 – Major Class for Calc Rules

Request PPA Analysis Report ( ACA100 )

File Options

Report Selections | SSN/Account Selections | Report/File Rules

Use Class Settings:

Threshold Hours:

☐ Honor Class Range Selection if Entered

☐ Use Pay Line Start/End Dates for Payroll.

☐ Print a blank line after each monthly total on ACA100

**Existing Lump Rules**

01 - Use 173.33 as monthly hours  
02 - Use Pay Schedule hours  
03 - Use PPO fields when available for a pay line (ENH Payroll Only)

Major Class	Hours/Day	Lump Rule

Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input type="checkbox"/>			
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

# Sample ACA100 Report

39 QSS DEMONSTRATION DISTRICT Sample				ACA Earnings Detail Pay Date: 01/01/2006 TO 12/31/2006				J5191 ACA100 H.00.13 11/03/14 PAGE 1									
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
-----																	
001074		PERSNIKITY	REALLIE			HIRE:07/01/1998	BU:87	ET:FT	PC:00	RS:00	PL:0000	ACA CLASS:0305	0000	0000			
02/28/06	06-02	000038	NML	EM12	12 TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000	0.00
	06-02	Totals															0.00
03/31/06	06-03	000038	NML	EM12	12 TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000	0.00
	06-03	Totals															0.00

# Sample Report from Stephanie

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

# CSV is Found in PDL...

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Data file information retrieved. Inspect

Download Definition Data Categories

Data SubSet

Access: Include all files Owner:  Category:

Lines to retrieve All 20 40 no

File Name	Name	Description	Records	Owner	Category	Access
ACA100	ACA100	Sample Download	3	DEADAP	PAY	Owner
DAPAB1	DAPABT	ABSENCE DOWNLOAD	49	DEADAP	ABT	District
DAPABC	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPD00	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPD01	TEST	Testing	3	DEADAP	TEST016	District
DAPDEF	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPDT1	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPDT2	DAP001	DAPS FIRST DL	10	DEADAP	PERSONEL	District
DAPDTZ	DAP001	DAPS FIRST DL	26	DEADAP	PERSONEL	District
DAPDXX	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPPX1	DAPPY1	DAP'S Payroll number 1	2	DEADAP	PAYROLL	District
DAPYYY	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPZ99	DAPDLZ	DAP'S DLZ	17	DEADAP	PERSONL@	District
DAPZZZ	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DPCRDA	DPCRED	DAP CRED SUBJECT DATA	12	DEADAP	PERSONEL	District
DPCRDB	DPCRED	DAP CRED SUBJECT DATA	5	DEADAP	PERSONEL	District
DPCRDC	DPCRED	DAP CRED SUBJECT DATA	4	DEADAP	PERSONEL	District
DPCRDD	DPCRED	DAP CRED SUBJECT DATA	50	DEADAP	PERSONL@	District
DPCRDE	DPCRED	DAP CRED SUBJECT DATA	10	DEADAP	PERSONEL	District
DPD000	DAP001	DAPS FIRST DL	0	DEADAP	PERSONEL	District
DPDAPX	DAP001	DAPS FIRST DL	13	DEADAP	PERSONEL	District
DPDLZ1	DAPDLZ	DAP'S DLZ	28	DEADAP	PERSONEL	District
DPDLZ2	DAP001	DAPS FIRST DL	28	DEADAP	PERSONEL	District
DPDLZ3	DAPDLZ	DAP'S DLZ	3	DEADAP	PERSONEL	District

# CSV Has 40 Columns

OFACA100.PPDNLD39												
Options												
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13
► "REFERENCE"	"NAME"	"DATE START"	"DATE END"	"HIRE DT"	"BU NO"	"EMP TY"	"PAY CODE"	"RET SYS"	"PAY LOC"	"ACA CLASS CUR"	"ACA CLASS PRV"	"ACA CLASS MOD"
"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1996"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"
"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1996"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"

Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	Field 26	Field 27	Field 28	Field 29
► "TERM DATE"	"DATE PAID"	"PER END DATE"	"ACA YEAR"	"ACA MONTH"	"POSITION NO"	"PAY TYPE"	"PAY SCHED"	"NO PAID"	"STA DED PROF"	"RATE TYPE"	"LUMP RATE"	"DAILY RATE"	"HOURLY RATE"	"UNITS"	"ADJ GROSS"
"00/00/0000"	"02/28/06"	"02/28/2006"	"06"	"02"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"
"00/00/0000"	"03/31/06"	"03/31/2006"	"06"	"03"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"

Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36	Field 37	Field 38	Field 39	Field 40
► "RET BASE"	"RET CODES"	"E FTE"	"MO YR"	"DA YR"	"HR DA"	"WCAL"	"ACA HOURS"	"PPO WC"	"PPO WC DAYS"	"PPO WC HRS DAY"
" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"
" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"

# Thank You Stephanie...

## 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)

# More Thanking...

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

\*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.

# 1095-C Reporting (2014)

Form **1095-C**  
Department of the Treasury  
Internal Revenue Service

## Employer-Provided Health Insurance Offer and Coverage

► Information about Form 1095-C and its separate instructions is at [www.irs.gov/1095c](http://www.irs.gov/1095c).

☐ VOID

☐ CORRECTED

OMB No. 1545-2251

**2014**

### Part I Employee

1 Name of employee		2 Social security number (SSN)		7 Name of employer		8 Employer identification number (EIN)	
3 Street address (including apartment no.)				9 Street address (including room or suite no.)			
4 City or town		5 State or province		6 Country and ZIP or foreign postal code		10 Contact telephone number	
11 City or town		12 State or province		13 Country and ZIP or foreign postal code			

### Part II Employee Offer and Coverage

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)													
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)													

### Part III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual. ☐

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# 1094-C Summary of 1095-C 1 of 3

<b>Form 1094-C</b> <small>Department of the Treasury Internal Revenue Service</small>	<b>Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns</b> <small>► Information about Form 1094-C and its separate instructions is at <a href="http://www.irs.gov/1094c">www.irs.gov/1094c</a>.</small>	<input type="checkbox"/> CORRECTED	120115 <small>OMB No. 1545-2251</small> <b>2014</b>
<b>Part I Applicable Large Employer Member (ALE Member)</b>			
1 Name of ALE Member (Employer)		2 Employer identification number (EIN)	
3 Street address (including room or suite no.)			
4 City or town	5 State or province	6 Country and ZIP or foreign postal code	
7 Name of person to contact		8 Contact telephone number	
9 Name of Designated Government Entity (only if applicable)		10 Employer identification number (EIN)	
11 Street address (including room or suite no.)			
12 City or town	13 State or province	14 Country and ZIP or foreign postal code	
15 Name of person to contact		16 Contact telephone number	
<b>For Official Use Only</b> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 5px auto;"></div>			
17 Reserved <span style="float: right;"><input type="checkbox"/></span>			
18 Total number of Forms 1095-C submitted with this transmittal <span style="float: right;">►</span>			
<b>Part II ALE Member Information</b>			
19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions <span style="float: right;"><input type="checkbox"/></span>			
20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member <span style="float: right;">►</span>			
21 Is ALE Member a member of an Aggregated ALE Group? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>			
<small>If "No," do not complete Part IV.</small>			
<b>22 Certifications of Eligibility (select all that apply):</b>			
<input type="checkbox"/> <b>A. Qualifying Offer Method</b> <input type="checkbox"/> <b>B. Qualifying Offer Method Transition Relief</b> <input type="checkbox"/> <b>C. Section 4980H Transition Relief</b> <input type="checkbox"/> <b>D. 98% Offer Method</b>			
<small>Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.</small>			
Signature _____		Title _____	
		Date _____	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 61571A      Form 1094-C (2014)

# 1094-C Summary of 1095-C 2 of 3

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Page 2

Form 1094-C (2014)

## Part III ALE Member Information—Monthly

		(a) Minimum Essential Coverage Offer Indicator		(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
		Yes	No				
23	All 12 Months	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
28	May	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
29	June	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
30	July	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

# 1094-C Summary of 1095-C 3 of 3

120315

Form 1094-C (2014)

Page 3

## Part IV Other ALE Members of Aggregated ALE Group

Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were members at any time during the calendar year).

Name	EIN	Name	EIN
36		51	
37		52	
38		53	
39		54	
40		55	
41		56	
42		57	
43		58	
44		59	
45		60	
46		61	
47		62	
48		63	
49		64	
50		65	

Form 1094-C (2014)