

Quick Guide – Creating the ACA100 Report for the Patient Protection and Affordable Care Act (PPACA)

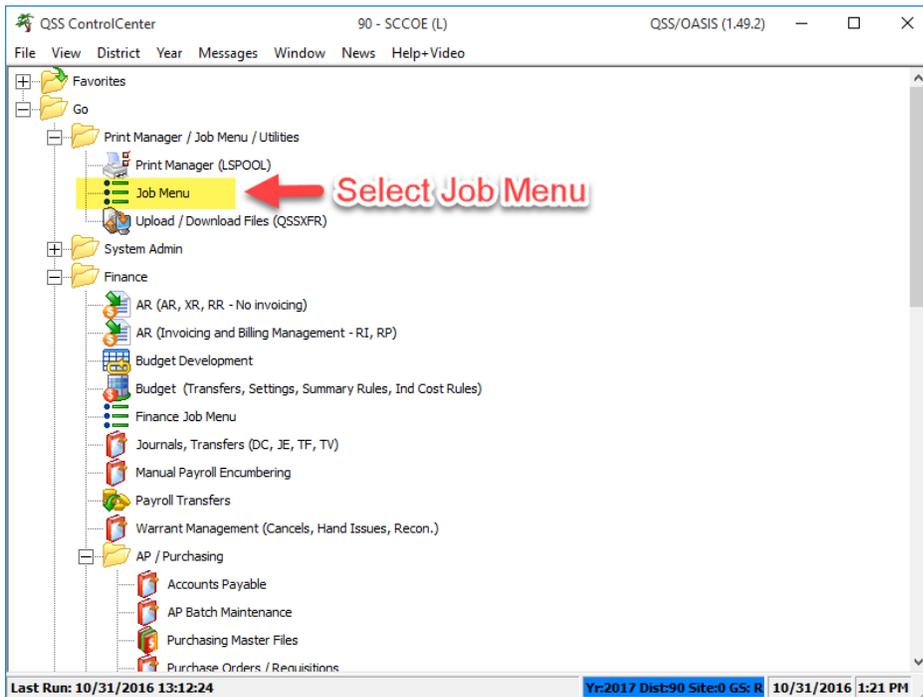
The “ACA100 job” produces the detailed earnings analysis report for the Affordable Care Act, ACA100, and optional CSV rules. An optional summary report (ACA120) is also available that shows the ACA class detail/summary.

The following is a quick guide on how to create the ACA100 report:

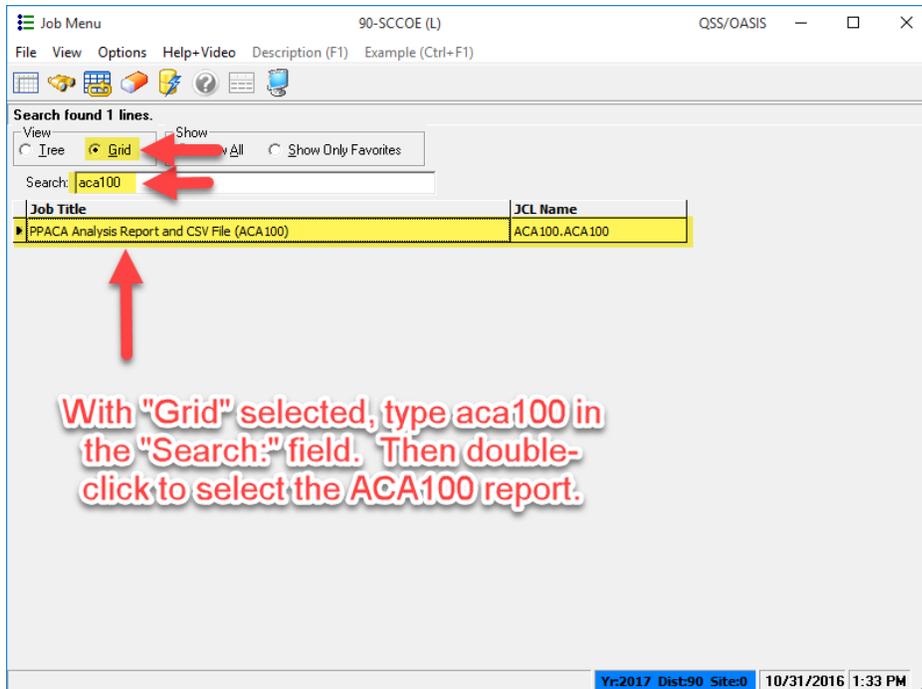
1. First, launch the QSS Control Center from your desktop:



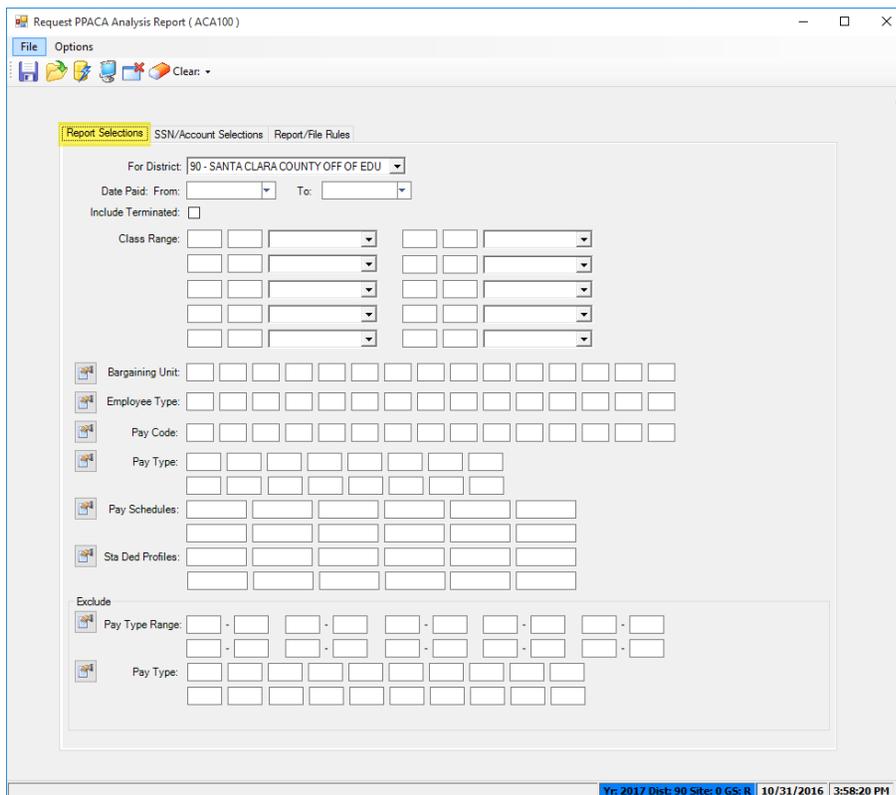
2. From the QSS control center main menu, select “Job Menu”:



- In "Job Menu", select "Grid" view. In the Search field, type "aca100", then press enter. Double-click "PPACA Analysis Report and CSV File (ACA100)" to launch the ACA100 job:



- The first launch screen shows the **Report Selections** dialogue:



Your active district will be selected by default.

- Please input the date range for the report for the full month you wish to return. For example, to request a list of all employees for the month of October 2016, input in Date Paid: **From: 10/01/2016 To: 10/31/2016**. *NOTE: At this time, you can also narrow your search to specify class range, bargaining unit, employee type, etc. Keep all other fields empty if you need a list of ALL active employees!*

7. In the final tab, **Report/File Rules**, you may input any Use Class Settings and Lump Rules.
 - a. "Select" the ACA100 report by clicking on the check box to the right of the report name.
 - b. Click in the "Report Title" field next to the report to name the report. For this example, we have named the report "OCTOBER 2016 ACA100" to represent our search criteria from earlier.
 - c. Click under "CSV File" and input a 3-character name for the CSV file. A CSV file will be auto-generated by the name ACAXXX, XXX being the characters specified. For this example, the CSV file is named OCT. It will show up as ACAOCT in our personnel downloader data.

NOTE: Additionally, you can generate the ACA120 report (ACA Class Detail/Summary) by clicking the check box to the right of the ACA120 field.

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

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

Threshold Hours:

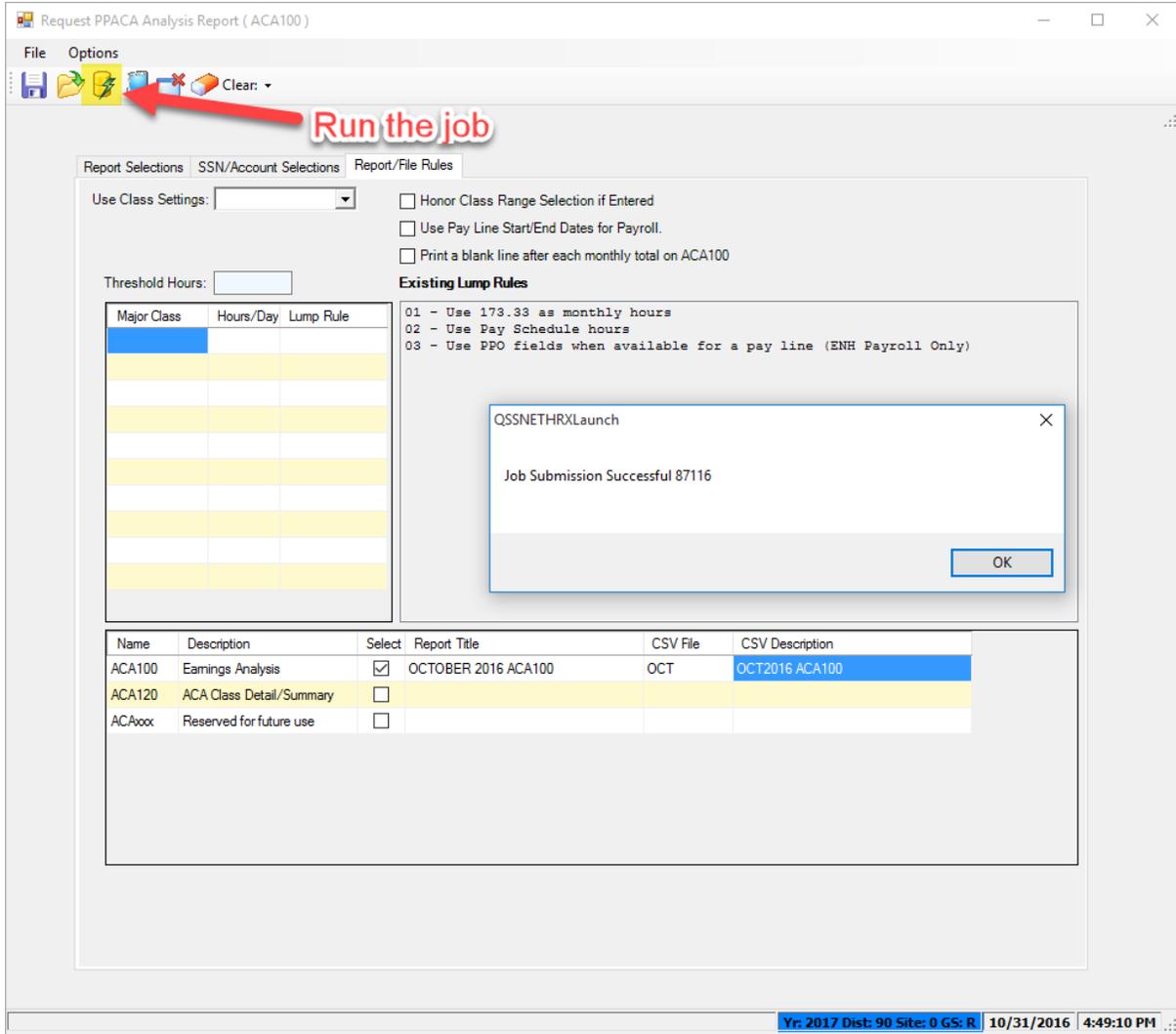
Existing Lump Rules

- 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)

Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input checked="" type="checkbox"/>	OCTOBER 2016 ACA100	OCT	OCT2016 ACA100
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

Yr: 2017 Dist: 90 Site: 0 GS: R 10/31/2016 4:47:16 PM

8. Click  to generate the report. You will receive a Job Number that you can reference to in your Print Manager (LSPOOL):



Request PPACA Analysis Report (ACA100)

File Options

Run the job

Report Selections SSN/Account Selections Report/File Rules

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

Threshold Hours:

Existing Lump Rules

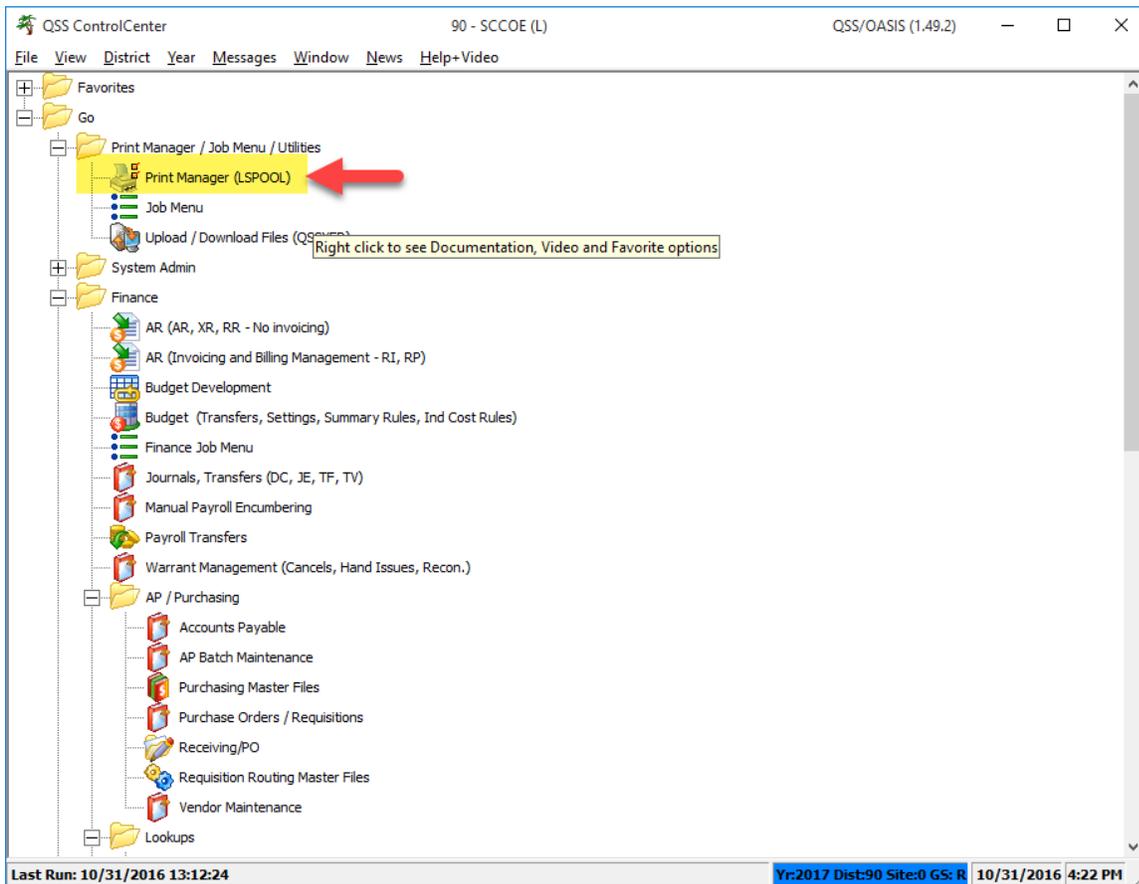
- 01 - Use 178.33 as monthly hours
- 02 - Use Pay Schedule hours
- 03 - Use PPO fields when available for a pay line (ENH Payroll Only)

Major Class	Hours/Day	Lump Rule

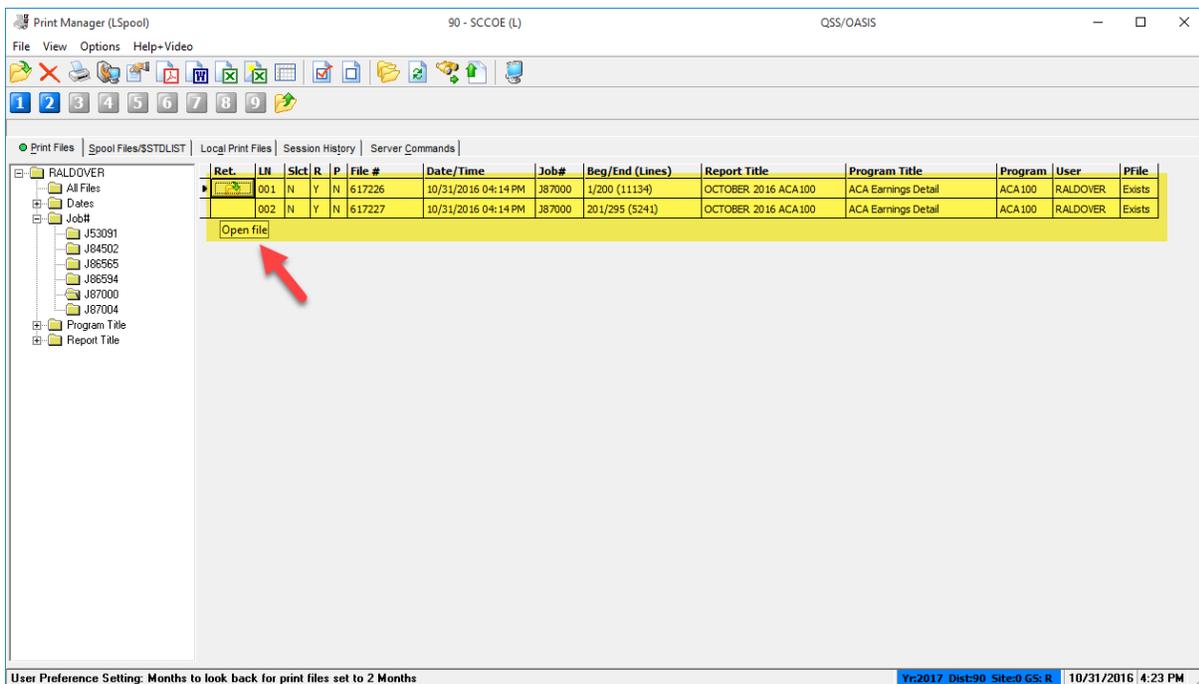
Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input checked="" type="checkbox"/>	OCTOBER 2016 ACA100	OCT	OCT2016 ACA100
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

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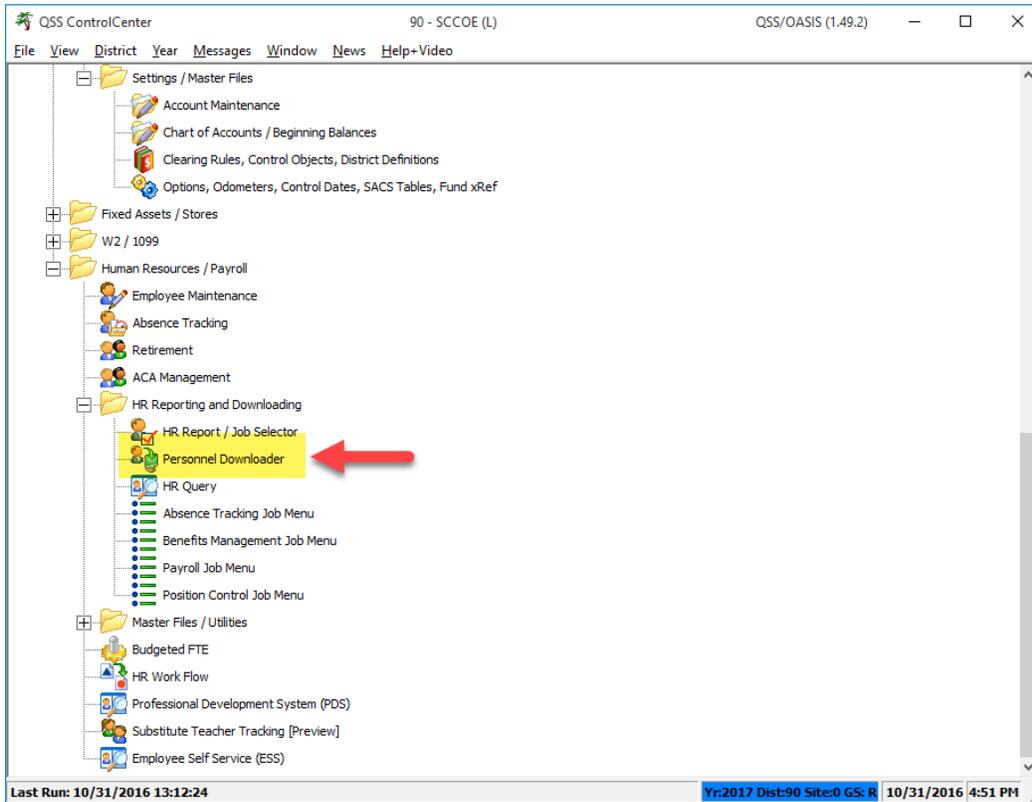
9. Open Print Manager (LSPOOL) from the main window:



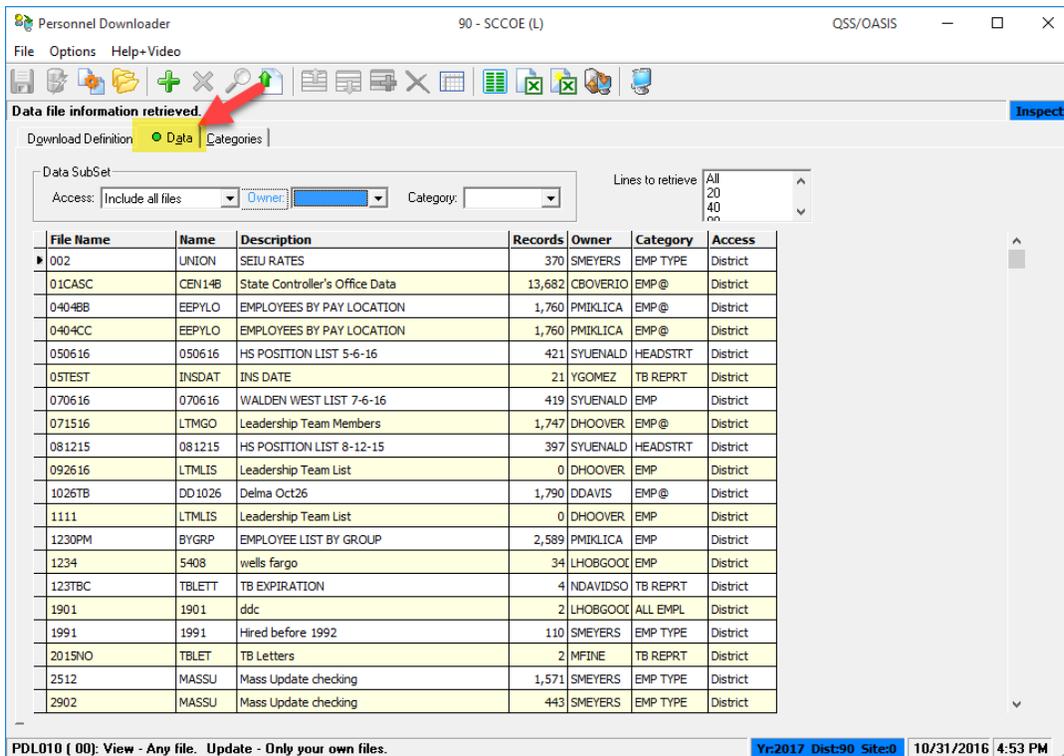
10. Your ACA100 reports will be in your file list. Click on the folder to open the reports:



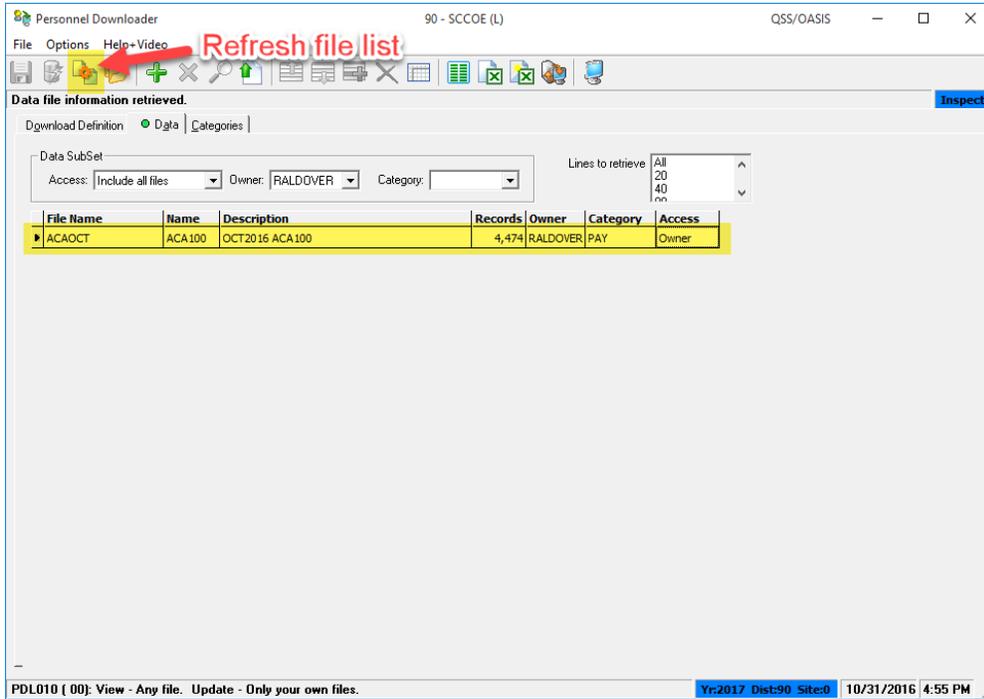
11. To access the CSV file, go back to the main window and click on Personnel Downloader:



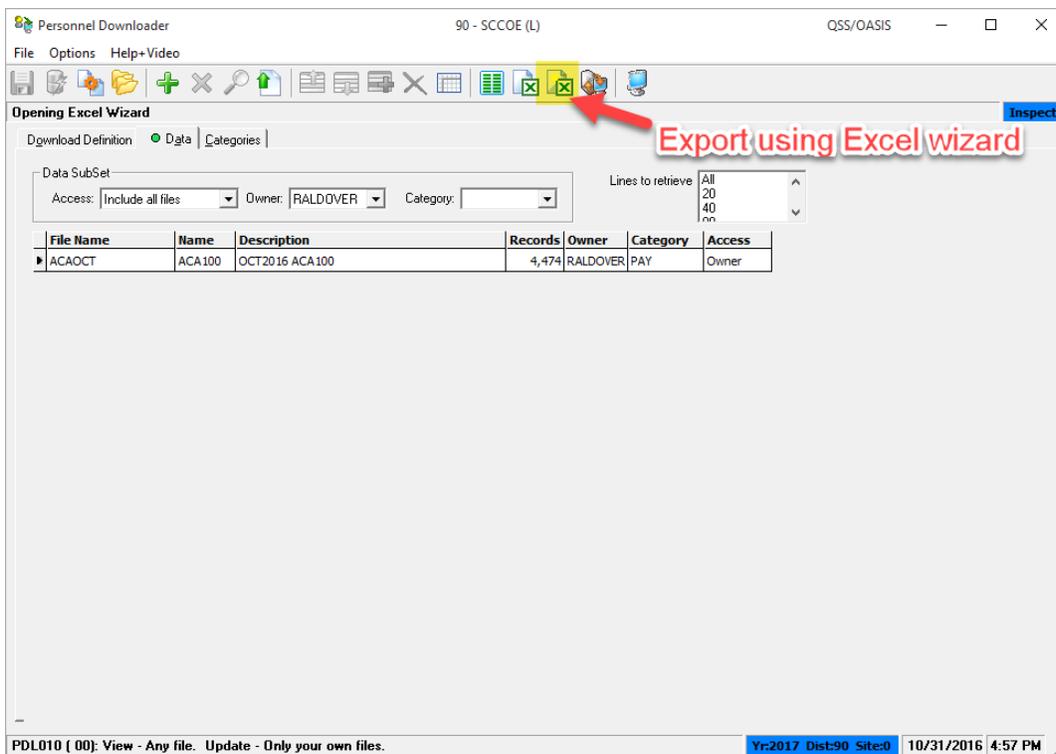
12. In Personnel Downloader, click on the second tab, "Data".



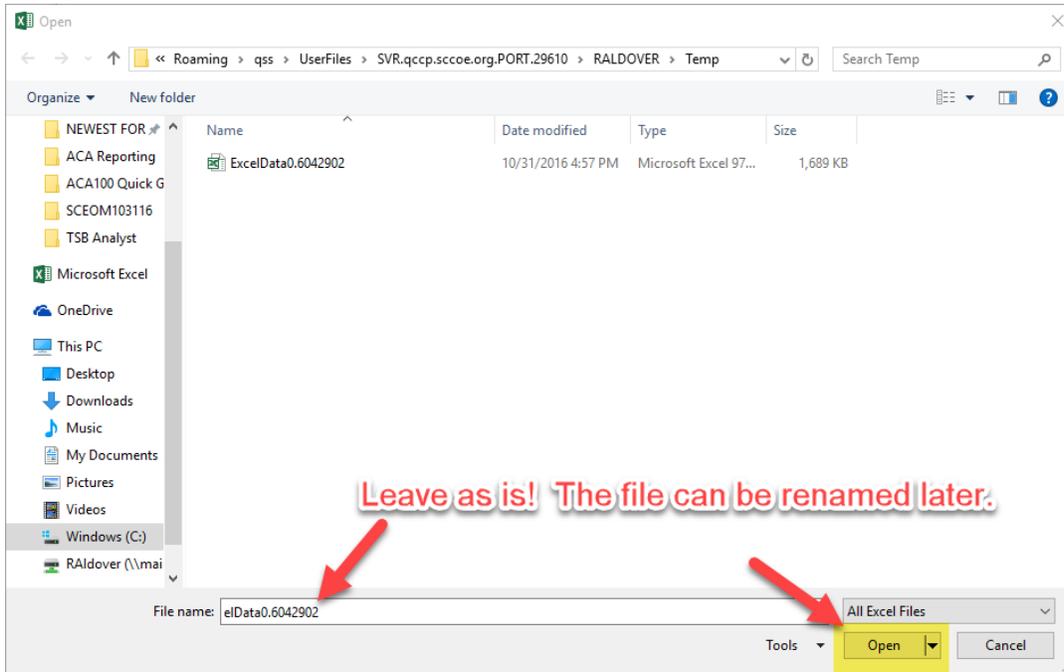
13. Change "Owner" to your QCC username. Then click on . Your ACA CSV will show up with the specified naming convention from above. From our example, the file name was ACAOCT:



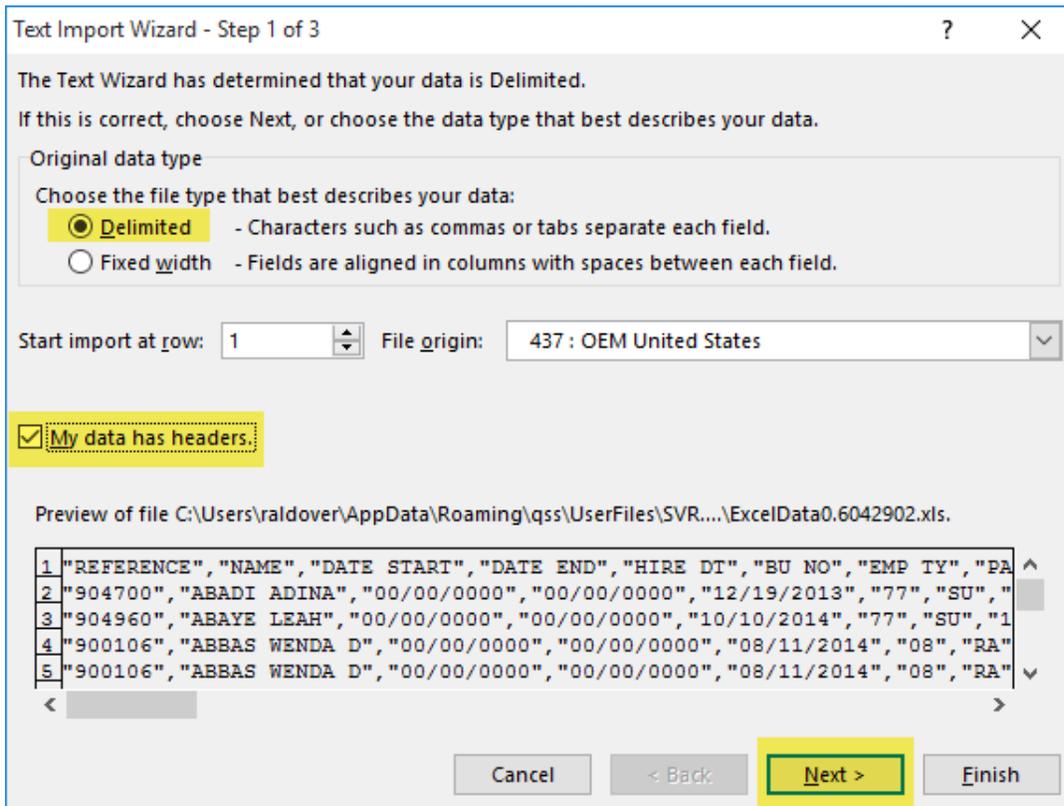
14. Double-click your ACA file to make sure it is selected, then click on  to export the file to Excel using a wizard:



15. A dialogue will show up to open an Excel document. Do NOT rename the document at this time, it will create a temporary file that you can save later. Click on “Open”:



16. Make sure “Delimited” is selected and select “My data has headers.” Then press “Next”:



17. Deselect "Tab" delimiter and select "Comma" delimiter. Then press "Next":

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other:

Treat consecutive delimiters as one

Text qualifier: ▼

Data preview

REFERENCE	NAME	DATE START	DATE END	HIRE DT	BU NO	EMP TY	PAY C	
904700	ABADI ADINA	00/00/0000	00/00/0000	12/19/2013	77	SU	12	▲
904960	ABAYE LEAH	00/00/0000	00/00/0000	10/10/2014	77	SU	12	
900106	ABBAS WENDA D	00/00/0000	00/00/0000	08/11/2014	08	RA	01	
900106	ABBAS WENDA D	00/00/0000	00/00/0000	08/11/2014	08	RA	01	▼

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