

ACA Lookback Queries

To assist agencies in managing the fiscal impact of the Affordable Care Act new queries are now available for monitoring total hours paid during the look-back period. SAO has prepared several queries to assist agencies in monitoring the working hours paid of non-benefit eligible employees. These queries are intended to be used as a tool to identify when non-benefits eligible employees are approaching the 30-hour average weekly (threshold) and must be offered affordable healthcare.

Please refer to the Patient Protection and Affordable Care Act guidance that has been issued by the Human Resources Administration Division for further guidance.

What are the new queries for?

These new queries can help identify employees that are at or near the 30-hour average weekly threshold. Four queries are provided to allow for the possibility of different look-back periods. There is one query for each of the following look-back periods: 12, 9, 6 and 3 months. **The standard look-back period for the State of Georgia is 12 months.** The queries for the other look-back periods are provided for performing spot checks.

The queries are:

Query Name	Number of Weeks	Threshold Hours
OHR050_ACA_12MNTH_LOOKBACK <i>(State of Georgia standard look-back period is 12 months)</i>	52	1560
OHR050_ACA_9MNTH_LOOKBACK	39	1170
OHR050_ACA_6MNTH_LOOKBACK	26	780
OHR050_ACA_3MNTH_LOOKBACK	13	390

What information is reported?

Each query displays a list of all active seasonal/part-time employees (employees on a non-zero employee record) and calculates the **overall average weekly hours** for each employee for the look-back period. The results are sorted in descending order so that those employees closest to or over the threshold will be listed first.

The overall average weekly hours worked during the look-back period are calculated using the following formula:

$$\frac{\text{Total working hours paid}}{\text{Number of weeks in look-back period}} = \text{Average Weekly Hours}$$

Example: Using a 12-month look-back period:

Total working hours for the look-back period:	1500
Number of weeks in the look-back period:	52
Result:	28.84 overall average weekly hours

Important things to remember about these queries:

1. Total working hours paid are obtained from paycheck data and include all time worked.
2. By definition, non-benefit eligible employees are not eligible for paid leave. The look back queries do not include paid leave in the results.
3. Employees on unpaid protected leave such as Family Medical Leave or Military Leave will require manual monitoring.
4. Each of the four queries uses a different number for the “Number of weeks in look-back period”. For example, the 12-month query uses 52 weeks and the 9-month query uses 39 weeks. Since working hours in TeamWorks are recorded by pay period, it is recommended that a closer inspection of the working hours be performed for any employee that is at or close to the threshold.

How do I run a look-back query? Each query requires the following input:

Prompt	Description
Department ID	Enter the Department ID or %. Enter a particular department or the entire agency by entering the company number plus the wildcard symbol (%). Example: 407%
Pay End Date (Look-back Start)	Enter the beginning date of the pay period that corresponds to the look-back period. <i>This must be the first date of the pay period for the time period of the query.</i>
Pay End Date (Look-back End)	Enter the end date of the pay period that corresponds to the look-back period. <i>This must be the last date of the pay period for the time period of the query.</i>

The Pay End Date (Look-back Start) and the Pay End Date (Look-back-End) MUST represent the time period of the look-back query being used. Otherwise, the Average Weekly Hours calculation will be incorrect.

Pay End Date Examples:

Query	Sample Input Dates
12-month look-back query	<ul style="list-style-type: none"> • Pay End Date (Look-back Start) = 10/16/2012 • Pay End Date (Look-back End) = 10/15/2013
9-month look-back query	<ul style="list-style-type: none"> • Pay End Date (Look-back Start) = 1/16/2013 • Pay End Date (Look-back End) = 10/15/2013

To run the 12 Month Look-back Query:

1. Navigate to PeopleSoft HCMQUERY database <https://route88qry.state.ga.us>
2. Enter your Logon information
3. Click: Reporting Tools →Query →Query Viewer
4. In Search By Query Name enter **OHR050_ACA_12MNTH_LOOKBACK**
5. Enter the run parameters:
Dept ID & %:
Pay Period End - Start 12 Mnth:
Pay Period End - End 12 Mnth:
6. Select Run to Excel

The 3, 6, and 9 month look-back queries are also available in the HCMQUERY database.

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