

ACA Look-back 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 these queries to be used, along with the semi-monthly ACA Monitoring Report, to assist agencies in monitoring the paid working hours 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.

<https://doas.ga.gov/assets/Human%20Resources%20Administration/NEADocumentLibrary/ACA%20QA%20Bulletin.pdf>

What information do the queries provide?

These new queries can help identify employees that are at or near the 30-hour average weekly threshold. These queries are intended to supplement the ACA Monitoring Report to review hours worked that are outside of the 3/6/9/12 reporting periods that are provided on the ACA Monitoring Report or when additional analysis is required.

The first query, OHR050_ACA_SUMMARY, is a query that lists all active seasonal/part-time employees (employees on a non-zero employee record) and provides a summary of the hours worked during the date range entered by the user. For the period selected, this query will provide the total hours worked, the approximate number of weeks, and the estimated threshold for that period. **The standard look-back period for the State of Georgia is 12 months.** Because hours are recorded by pay period and pay periods do not always align with work weeks, the calculations are estimates. The results are sorted by total hours worked in descending order so that those employees closest to or over the threshold will be listed first.

The second query, OHR051_ACA_DETAIL, is designed to pull individual records for a single employee when a more detailed analysis is desired. This query provides the hours worked during the date range entered by the user for a specific employee. The hours worked are reported by pay period. No weekly hour calculations are provided with this query.

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. Since working hours in TeamWorks are recorded by earnings 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:

OHR050_ACA_SUMMARY

Prompt	Description
Company	Enter your agency's Company number
Begin Date (Look-back Start)	Enter the beginning date of the <u>earnings</u> * period that corresponds to the desired time period . <i>This must be the first date of the earnings period for the time period of the query.</i>
End Date (Look-back End)	Enter the end date of the <u>earnings</u> period that corresponds to the desired look-back period. <i>This must be the last date of the earnings period for the time period of the query.</i>
*NOTE – Earnings Period	Most hourly employees are paid on lag, thus Earnings Period (and not Pay Period) is used.

The beginning and end dates used must encompass the entire time period of each earnings period included in the time span being analyzed. Otherwise, the number of weeks and the threshold hours will not be accurate and will not correspond to the total hours worked.

OHR051_ACA_DETAIL

Prompt	Description
Begin Date (Look-back Start)	Enter the beginning date of the <u>earnings</u> * period that corresponds to the desired time period . <i>This must be the first date of the earnings period for the time period of the query.</i>
End Date (Look-back End)	Enter the end date of the <u>earnings</u> period that corresponds to the desired look-back period. <i>This must be the last date of the earnings period for the time period of the query.</i>
EMPLID	Enter the ID of the employee to be included in the query.
*NOTE – Earnings Period	Most hourly employees are paid on lag, thus Earnings Period (and not Pay Period) is used.

Examples:

Time Period	Sample Input Dates
To run for 12-month period	<ul style="list-style-type: none"> Begin Date (Look-back Start) = 10/16/2013 End Date (Look-back End) = 10/15/2014
To run for a 9-month period	<ul style="list-style-type: none"> Begin Date (Look-back Start) = 1/16/2014 End Date (Look-back End) = 10/15/2014

To run these queries:

1. Navigate to Teamworks application
2. Enter your Logon information
3. Click: Reporting Tools →Query →Query Viewer
4. In Search By Query Name enter **OHR050** or **OHR051**
5. Click Run to HTML or to Excel
6. Enter the run parameters as described above:

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