

ACA Dashboard: Monitoring Work Hours

The Patient Protection and Affordable Care Act (ACA) requires large employers to offer health insurance benefits to *any employee who averages 30 work hours or more per week* during a “measurement period.” The UA uses an annual measurement period that runs from mid-October to mid-October. Any employee who averages 30 hours per week during this time must be offered health insurance from January 1 to December 31 of the following year or the UA could incur large monetary penalties.

To comply with the ACA, **it is imperative that UA departments and units monitor the employment of and hours worked by non-benefits-eligible employees.** The ACA dashboard has been created to help you with this. The dashboard is located on the Business Manager Home Page in UAccess Analytics. Log into UAccess Analytics and select **Dashboards > Employee > Business Manager Home Page > ACA.**

The dashboard tracks non-benefits-eligible employees who work 30 or more hours per week for a selected number of weeks between October 1 and September 30. **The dashboard does not average hours. It is intended to alert you of employees in your department who may be working more hours than intended or allowed and who are trending toward benefits eligibility under the ACA.**

Instructions

Located at the top of the ACA dashboard are the search criteria fields. The default is to search for all employees in the Job Department who are working 30 or more hours per week for 10 or more weeks. However, all fields can be changed by manually typing in new selections and clicking the “Apply” button.

College Id for Title Department	--Select Value--	College Id for Job Department	--Select Value--	Employee ID	--Select Value--
College Name for Title Department	--Select Value--	College Name for Job Department	--Select Value--	Name	--Select Value--
Home Title Department	--Select Value--	Job Department	7101	ABOR Code Description	--Select Value--
Home Title Department Description	--Select Value--	Job Department Description	--Select Value--	Number of Weeks Above 30 Hours	10

Some employees work for multiple departments. The results reflect total hours worked at all UA jobs, so if an employee’s hours are higher than expected, there may be hours from a second job. To determine if an employee has a job in another department, enter the employee’s EID in the Employee ID search field.

You can only view 25 rows of data on your screen in UAccess Analytics. Use the blue arrow buttons at the bottom of the screen to see additional rows. You can also export the data to an Excel file to view all the data at once.

The data are updated every Sunday but are subject to change if hours worked are adjusted retroactively. Terminated and transferred employees will continue to appear for the entire measurement period (October 1–September 30).

Questions?

Contact the Division of Human Resources at hrrsolutions@email.arizona.edu or 520-621-3660.