How to Report ACA (Affordable Care Act) Hours when Required for Salaried (Exempt) Employees & Supervisor

Employee:

1. Sign into HR/Pay (hr.ku.edu)
2. Employee Navigation: Self Service > Time Reporting > Report Time > Timesheet
3. Information on how to report hours into timesheet on HRM website.
4. Select Date(s):
   a. To change dates you may use View By, Previous Week, Next Week options
   b. or change the date in the Date box and then refresh (green arrows)
5. Type in total hours worked for each day in quarter hour increments
6. Select the Time Reporting Code of ACA – AffordabilityCareAct-RptgOnly from the dropdown box
7. Submit

Supervisor:

1. Sign into HR/Pay (hr.ku.edu)
2. Supervisor Navigation to Timesheet: Manager Self Service>Time Management>Report Time> Timesheet
3. Information on how to report hours into timesheet on HRM website.
4. Supervisors may also review the reported time after it has been processed by Time Admin (after Time and Labor rules have been applied) by looking at Payable Time (Payable time is a system process and name – these ACA hours will not be used as Payable.)
   a. Supervisor Navigation to Payable Time: Manager Self Service>Time Management> View Time> Payable Time Detail or Payable Time Summary
      i. As the hours are not used for Payroll (and are not payable) they will show up as Cancelled in the Payable Status column.

ACA Policy is located at which covers who will need to report ACA hours: www.policy.ku.edu/human-resources/employee-eligibility-aca.