Non-Benefits Eligible Unclassified Professional Staff (UPS) & University Support Staff (USS)

Time Reporting for the Affordable Care Act (ACA):
How Hours Worked Will Be Counted and Reported to Determine ACA Eligibility

Regular Hourly Employees < 48% FTE
&
Temporary Hourly Employees (Any FTE)

You will report hours worked using the appropriate time reporting code, in HR/Pay.

Other Salaried Employees < 48% FTE

You will report hours worked using the Time Reporting Code of ACA, in HR/Pay.

Supervisory Role in Time-Reporting | Deans’ offices and supervisors should monitor work schedules to ensure accurate reporting of time and determine when schedule adjustments should be made.

1ACA Eligibility: If any regular or temporary UPS or USS staff member, as described above, reaches 1,000 hours during a 12 month measurement period (> 19.2 hrs. /week), he/she will be offered coverage on the State Employee Health Plan (medical, prescription drug, dental, vision as well as health care/dependent care Flexible Spending Accounts). All non-benefits eligible UPS and USS are designated as “variable” hour employees, which means eligibility is determined at the end of a 12 month measurement period. More information can be found in the KU Policy Library’s Employee Eligibility Requirements for the Affordable Care Act (ACA).

2Time Reporting Code (TRC) of ACA: For ACA eligibility purposes, salaried non-benefits eligible UPS and USS staff are required to report actual hours worked under the TRC of ACA. These hours do not affect pay.

Questions? Please email hraca@ku.edu, or call the ACA Benefits Specialist: 785.864.7420 | Additional resources are available on the Human Resources ACA webpage. KU Policies can be found at the following web address: http://www.policy.ku.edu/. Details for the State Employee Health Plan are located at the following web address: http://www.kdheks.gov/hcf/sehp/SBC.htm.

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