

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

Empowering a Community of Excellence

Employee:

1. Sign into [HR/Pay \(hr.ku.edu\)](http://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

Favorites > Main Menu > Self Service > Time Reporting > Report Time > Timesheet

HR/Pay : University of Kansas & University of Kansas Medical Center

Timesheet

Job Title: Graduate Teaching Assistant Employee ID: [REDACTED]
Empl Record: 0

*View By: Week Reported Hours: 0.00 Previous Week Next Week
*Date: 08/11/2014 Scheduled Hours: 0.00

From Monday 08/11/2014 to Sunday 08/17/2014							Total Hours	Time Reporting Code	Taskgroup		
Mon 8/11	Tue 8/12	Wed 8/13	Thu 8/14	Fri 8/15	Sat 8/16	Sun 8/17					
	4							ACA - AffordabilityCareAct-R	PSNONCAT:Q	+	-
									PSNONCAT:Q	+	-
									PSNONCAT:Q	+	-

Reported Time Status

Reported Time Summary

Absence Event - select to view

Submit

Supervisor:

1. Sign into [HR/Pay \(hr.ku.edu\)](http://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.