

Non-Benefits Eligible Lecturers & Faculty Time Reporting for the Affordable Care Act (ACA):
How Hours Worked Will Be Counted and Reported to Determine ACA Eligibility¹

Regular Position < 48% Full Time Equivalency (FTE) or
Salaried Temporary Position < 75% Full Time Equivalency (FTE) or
Hourly Temporary Positions (Any FTE)

Hourly Employees

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

Salaried Employees

Time is automatically credited based on a Standard Hours Calculation.²

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.

¹**ACA Eligibility:** If a lecturer or faculty member, as described above, works the equivalent of 1,560 hours during a 12 month measurement period (or, an average of 30 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 lecturers and faculty 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 \(ACA\)](#).

²**Standard Hours Calculation:** Manual entry of hours worked in this position is not required. Hours are automatically credited to the employee every pay period, using the following formula: gross income divided by pay rate.

Questions? Please email hraca@ku.edu, or call the ACA Benefits Specialist: 785.864.7420 | Additional resources are available on [HR's ACA webpages](#).
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>.