

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 Eligibility¹

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

Other Salaried Employees < 48% FTE

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

You will report hours worked using the Time Reporting Code of ACA,² 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.

¹**ACA 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 \(ACA\)](#).

²**Time 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 haca@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>.

Effective 8/19/2015