

**ACA Eligibility (and Benefits Eligibility) by Employee Category**

**(The rate of pay for employees appointed to salaried positions is not affected by any hours reported for ACA purposes)**

| <b>Faculty &amp; Lecturers - Regular Positions FTE 48% or greater (includes library faculty)</b>  |   | <b>Student Positions - all</b>  |   |
|---|---|---|---|
| <i>Reg. FTE 48% or greater</i>  | <b>Benefits-eligible</b>  | <i>Work Study Hours</i> <sup>3</sup>                                  | •Not used in counting hours for ACA   |
| Hours reporting: •N/A, FTE will be used for salaried and hours paid will be used for hourly appts   |   | <i>Additional Pay for Services or Products</i>                        | •Hours associated with additional pay will be reported as ACA hours   |
| <b>Faculty &amp; Lecturers - Not in Regular Positions FTE 48% or greater</b>  |   | <b>All Graduate Students, including GTA, GRA and GAs</b> <sup>1</sup> |   |
|   | ACA-eligibility hours criteria: 1560  | <i>ACA Eligibility criteria</i>                                       | ACA-eligibility hours criteria: 1560  |
| <i>Salaried Appointments</i>  | •Standard Hours (gross pay divided by pay rate) will be used for ACA purposes | GTA and GRA:  | •Standard Hours (gross pay divided by pay rate) will be used for ACA purposes   |
| <i>Hourly Appointments</i>  | •Hours paid will be used for ACA purposes                                     | GAs:  | •Hours worked will be reported using the ACA time reporting code  |
|   |   | Resident Graduate Assistant:  | •Graduate students required to live in student housing facilities deemed <b>ACA eligible</b> and will not report hours worked                         |
|   |   | Any other appointment, salaried or hourly:                            | Salaried appointments: hours worked will be reported using the ACA time reporting code. Hourly appointments: hours paid will be used for ACA purposes |
| <b>Staff - Regular &amp; Temporary Positions</b>  |   | <b>All Undergraduate Students</b> <sup>2</sup>                        |   |
| <i>Reg. FTE 48% or greater</i>  | <b>Benefits-eligible</b>  | <i>Student Hourly positions</i>                                       | ACA-eligibility hours criteria: 1560  |
| Hours reporting: •N/A, FTE will be used for salaried and hours paid will be used for hourly appts.  |   | Hours reporting:  | •N/A: Hours paid will be used for ACA purposes  |
| <i>Staff not holding regular appointments FTE 48% or greater</i>  | ACA/SEHP criteria: 1000 hours   | <i>Salaried positions</i>   | ACA-eligibility hours criteria: 1560  |
| Hours reporting: •Salaried appointments: hours worked will be reported using the ACA time reporting code. Hourly appointments: hours paid will be used for ACA purposes |   | Hours reporting:  | •Hours worked will be reported using the ACA time reporting code  |

**Benefits-eligible:** eligible for all benefits (mandatory retirement, death and disability; State Employee Health Plan insurance/health and flexible spending accounts; basic and optional group life insurance)

**ACA-eligible:** eligible for State Employee Health Plan health insurance/health and flexible spending accounts if meet hours' criteria during 12 month measurement period or are in positions is deemed ACA-eligible. Hours worked with any state of Kansas agency will be incorporated into the applicable 12-month measurement period for ACA hours and used to determine new employee status.

Non-benefits eligible faculty, lecturers and students must meet 1,560 hours worked during 12 month measurement period.

Non-benefits eligible staff must meet 1,000 hours worked during 12 month measurement period (State Employee Health Plan regulation).

<sup>1</sup>**Graduate students** - appointments to student hourly appointments or to any combination of student job titles during the academic year, when classes are in session, shall not exceed 72.5% FTE (29 hours weekly). For example, a graduate student with a 50% FTE may work up to 9 hours a week in a student hourly position. Exceptions to the appointment limits in the academic year, summer or when classes are not in session may be authorized by the appropriate deans(s) or vice provost(s), thereby accepting any ensuing fiscal responsibility of those exceptions.

<sup>2</sup>**Undergraduate students** - appointments to student hourly job titles shall not exceed 50% FTE (20 hours weekly) during the academic year. The 20 hours limitation applied to total hours worked on all combined campus student hourly appointments, excluding those funded by federal work study. Appointments to student hourly job titles during the summer or when classes are not in session may be at 100% FTE (40 hours weekly).

<sup>3</sup> **Work Study (WS)** - hours worked on positions funded by WS funds do not count toward ACA eligibility. WS funded students should be appointed to positions established specifically for that purpose. A student with appointments only in WS funded positions can work up to 30 hours weekly during the academic year and 40 hours weekly in summer/breaks. Any student with employed in both WS and non-WS positions will be subject to the hours limitation based on the student's undergraduate or graduate student status.

[KU Policy Library- Employee Eligibility Requirements for the ACA Student Employee Eligibility Requirements and Appointment Limits](#)

[Graduate Research Assistants \(GRAs\) and ACA Compliance](#)

<http://www.policy.ku.edu/human-resources/employee-eligibility-aca>  
<http://www.policy.ku.edu/human-resources/student-employee-eligibility-aca>  
<http://www.policy.ku.edu/human-resources/graduate-research-assistants-aca-compliance>