

Undergraduate Student Time Reporting for the Affordable Care Act (ACA): How Hours Worked Will Be Counted and Reported to Determine ACA Eligibility¹

Hourly Student Positions

Salaried Student Positions

Non-Work Study Position

Federal Work Study (FWS)²
Position

Combination of Non-Work Study
& FWS Positions

You will report hours worked
using the Time Reporting Code of
ACA,³ in HR/Pay.

There is no change to the current
time reporting process.

You may not exceed 20 hrs/wk
while classes are in session.

There is no change to the current
time reporting process.

You may not exceed 30 hrs/wk
while classes are in session.

There is no change to the current
time reporting process.

You may not exceed 29 hrs/wk while
classes are in session.

Combined Appointments | Appointments of undergraduate students to any combination of student titles shall not exceed the equivalent of 20 hours/week while classes are in session, or 40 hours per week during breaks or the summer term. Students exclusively employed in federal work study funded positions may not exceed 30 hours a week while classes are in session. Those in a combination of work study and non-work study appointments may not exceed 29 hours per week while classes are in session. Reference the [Student Employee Eligibility Requirements & Appointment Limits Policy](#) for more information.

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 to comply with work limitations.

¹**ACA Eligibility:** If an undergraduate student, 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 undergraduate students are designated as "variable" hour employees, which means eligibility is determined at the end of a 12 month measurement period.

²**Federal Work Study (FWS):** Hours worked on positions funded by federal work study do not count toward eligibility for health insurance coverage. Work study funded employees should be appointed to positions established specifically for that purpose.

³**Time Reporting Code (TRC) of ACA:** For ACA eligibility purposes, salaried undergraduate students (including Student Interns, Student Assistants, and Residential Undergraduate Assistants) are required to report actual hours worked using 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 [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>.