

Afford Program

A new report has been created to assist districts in determining if they have employees exceeding 30 hours per week or 130 hours per month and therefore are classified as full-time under the Affordable Care Act (ACA).

This report will use the existing "retire hours" functionality built into the software to facilitate this tracking and reporting. Retire hours can be used to track all employees, not just those reportable to SERS (even though that was the original intent).

In addition to the tracking accomplished via the payroll process, adjustments to the calculated retirement hours are also possible using USPSCN/ATDSCN by entering an entry with a type of "AD" and a category of "RH".

The **AFFORD** program will track employees hours for the given measurement period and determine if an employee is considered full-time.

To access the program:

1. MENU> USPS
2. MENU> AFFORD.

The following are the report options when running the AFFORD program:

Print Options Page(Y/N): Optionally include a summary of the selected options on the report.

Sort: Sort the report based on the selection options. Options include employee id and employee name.

Beginning Date: Enter the beginning date of your measurement period. When running for the weekly option, the beginning date should always be the first period beginning date from the first payroll you want included. When running for the monthly option, you should enter the first day of the month for the first payroll you want included in the measurement period.

Ending Date: Enter the ending date of your measurement period. When running for the weekly option, the ending date should always be the last period ending date from the last payroll you want included. When running for the monthly option, you should enter the last day of the month for the last payroll you want included in the measurement period.

Exclude based on termination date?(Y/N): If answered "Y" and an employee's BIOSCN termination date is prior to the ending date entered, the employee will not be included on the report. This will allow the district to optionally exclude terminated employees from the report since they would not be eligible for coverage per ACA rules.

Exclude employees with insurance?(Y/N): If answered "Y", the program will exclude any employee that currently has an active health insurance deduction setup. It will use the USPSDAT/DEDNAM "Include as employer-sponsored health coverage?:" flag set to "Y" to determine which deduction types to consider as health insurance. (Warning: This flag determines whether or not this deduction is included on the W2 under employer-sponsored health coverage. Please don't modify this flag from "N" to "Y" without understanding the implications that it could have on the W2. Please call if you have questions concerning this flag.) A deduction will be considered active if the start date on the deduction is before the ending date entered and if the stop date on the deduction is after the ending date entered. A deduction is also considered active when no starting or ending date is present on the deduction.

Calculate based on number of weeks or months?(W/M): If answered "W", the program will calculate based on 30 hours per week. If answered "M", the program will calculate based on 130 hours per month. For districts that have 26 pays a year, the weekly option should be used and districts with 24 pays a year the monthly option should be used. The monthly option will not provide accurate amounts when ran for a district with 26 pays since a single pay period may stretch across multiple months.

Calendar for calculating breaks: Per the ACA any break of 4 or more weeks cannot be included in the counts used to determine if an employee has averaged 30 or more hours per week (or 130 hours per month) in a given measurement period. This prompt is an effort to support this rule. If you enter a calendar type it will use the given Calendar to determine if there is a break stretching more than 27 days and will exclude these days from the calculated average. Any combination of 28 consecutive days with a blank, C (calamity), or H (holiday) on the calendar will be excluded. In theory you could create one or more calendars to be used specifically for this report.

Pay Groups: Allows up to 30 individual pay groups to be selected. If pay groups are entered only pay groups specified would be included on the report.

Specific Employees: Allows up to 30 specific employees to be selected. Only the selected employees will be included on the report.

The AFFORD program provides two types of output: AFFORD.TXT and AFFORD.CSV. The AFFORD.TXT is a detail report that contains a break down by employee. It contains each payroll and its corresponding retirement hours from the payroll history files, along with any adjustment hours. It also provides a per employee total of this information and the calculation to determine the average hours per week or per month. If the employee averages 30 or more hours per week or 130 hours per month a pound sign (#) will print next to the Total hours per week or month for the employee. In addition, the report will provide a Total number of employees exceeding 30 hours per week or 130 hours per month count at the bottom of the report.

The AFFORD.CSV is a comma separated file that can be viewed/modified using a program such as Excel. It provides one entry per employee (summarized). The CSV file contains the following fields: employee id, true_ssn, last name, first name, middle initial, total hours calculated for the measurement period, start date used for counting, stop date used for counting, total number of days in the period, total number of weeks or months in the period, average hours calculated and a flag signifying if the employee's average exceeded 30 hours/week or 130 hours/month.

The link to the documentation is: <https://wiki.ssd-t-ohio.org/x/KIHR>.