



# Compliance with the Affordable Care Act: Time and Attendance

## What is The Affordable Care Act?

The Patient Protection and Affordable Care Act (PPACA), commonly known as the Affordable Care Act (ACA) or as ObamaCare, was signed into law in 2010 and most major provisions were phased in by January 2014. The remaining provisions are scheduled to be phased in by 2020.

## What impact does the ACA have on time, attendance and benefits?

One of the new ACA requirements imposed on employers (who employ 50 or more full-time or equivalent employees) is the obligation to report employee group health plan coverage information to the IRS and employees on Forms 1094-C and 1095-C. The first required filing for these forms occurs in January 2016 for periods covered in 2015. In light of the many challenges employers and vendors are facing in this first year of reporting, the IRS will not impose a penalty on any employer that makes a good faith effort to comply. Employers who fail to furnish reports may be assessed penalties of \$250 per return, up to \$3,000,000.

In addition, employees that work an average of over 30 hours/week or 130 hours/month must be offered health insurance coverage. Employees who are hired as full time must be offered benefits within 90 days. Variable hour employees (not classified on hire as either full-time or part-time) must be assessed and determined to be full-time or part-time at the end of each measurement period (3-12 months). Seasonal employees are considered full-time for the purpose of determining employer status if they work an average of 130 hours/month for over four months/year.

Specific reports are now required of employers with respect to time, attendance and benefits, including:

- Look-Back Measurements to determine employees whose hours vary or engage in seasonal work (120 hours/month)
- Track breaks in service and unpaid leaves of absence (worked hours)
- Auto populate forms 1094-C and 1095-C (payroll)

## Changes to our time and attendance software can help.

We've launched a new ACA reporting section in XactTime to make the transition easy. Maintain compliance by utilizing the new reports to track, report and populate all of the new requirements.

New reports in the ACA Reporting section of XactTime include:

- ACA Average Weekly Hours Worked
- ACA Pay Type Hours Summary Report
- ACA Pay Type Weekly Hours Summary Report
- ACA Summary Weekly Hours Report

Need help scheduling these reports or creating your own? We're here to help. Call 480-374-7730 or send an email to [techsupport@synel-americas.com](mailto:techsupport@synel-americas.com)