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# Affordable Care Act (ACA) Time Report

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## BEFORE RUNNING THE REPORT

Before running the Affordable Care Act (ACA) Time report, knowledge of ACA rules and how MSU has implemented them is required. Specifically, it is important to understand the MSU FAQs of the Affordable Care Act and how time reporting works.

### Knowledge of MSU ACA FAQs

In order to understand the ACA Time report, it is necessary to understand the following ACA rules:

- What types of employees are subject to benefits eligibility under ACA
- What is meant by a variable-hour employee
- How hours paid are calculated for salaried, hourly, and project pay employees
- What a measurement period is and what is meant by a standard measurement period versus an initial measurement period
- Employee average hours and ACA eligibility
- What lengths of breaks are included in averaging hours

The FAQs surrounding these rules can be found on the HR website.

### Time Processes Overview and Person-Level Reporting

The ACA Time Report calculates an average of hours paid, not worked, between the applicable measurement period and a key date (reporting period). The following time data will be used by the report in the following manner:

- Salaried Employees (regularly paid faculty and academic staff and support staff, which include CT employees) – paid work time is calculated using the employment percent of the employee based on a 40 hour workweek. Any additional hours reported are required to be approved by departments in order to be included in the calculation of the report.

- Hourly-paid and project-pay employees – Only the time that is entered, approved and processed in the nightly batch jobs will show in the report.

The report is designed to display time data for an employee at the person-level, not for a single assignment. This means that if an employee has multiple assignments in various departments over the measurement period, the report will show a total average of paid hours across all of the assignments that existed during the reporting period.

### Data You Will Need Prior to Running the Report

The time report was designed to allow a user to report on an entire organization unit or multiple organizational units:

1. To report on all employees in a given organizational unit or multiple organizational units, you will need at least one of the organization unit ID(s), for which you would like to report. The reason that at least one individual organization unit is needed is due to the performance of the report. Running the report without any selection criteria across all organizational units would cause a significant performance demand on the HR/Payroll system and a significant delay in the report being able to return results.

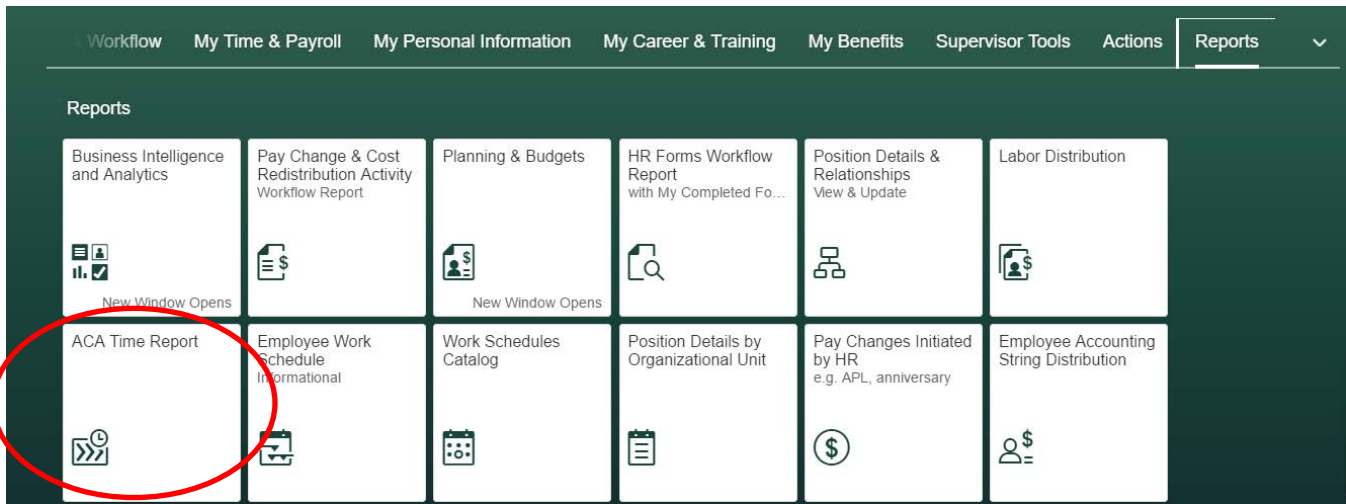
\*Selection screen templates (variants) can be saved by each individual user of the report, with specific organizational units that are frequently used. Separate instructions on general reporting how-to information can be found at <https://hr.msu.edu/ebshelp/>. See Appendix C for further information.

2. Additional selection criteria can be used to narrow your results, but it is not required.

If you are not familiar with the an employee's organizational unit or Person ID, then the **Employee Information Report**, located on the Report tab of the EBS portal can provide this information. See Appendix A.

## LOCATION OF THE ACA TIME REPORT

The report is located on the EBS Portal, under “Reports”:



Only end-users with the Unit Admin role can access the report since the Unit Admin role will enable reporting results across organizational units, at a person-level.

## RUNNING THE REPORT

### Selection Screen

Once you click on the ACA Time Report tile, you will be presented with a selection screen:

A screenshot of the 'ACA Time Report' selection screen. At the top, there are three buttons: 'Submit', 'Get Variant', and 'Save as Variant'. Below this is the 'Selection Criteria' section, which includes input fields for 'Person ID', 'Personnel Number', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Organizational unit'. Each field has a small icon to its right. The 'Further selections' section includes 'Payroll area', 'Reporting Period' (with a date of 01/11/2017), and 'Average Weekly Hours' (with a 'to' field). The 'Filter Options' section at the bottom has two checkboxes: 'All' (checked) and 'Mandated Population' (unchecked).

Selection screen field filters:

In the selection criteria section, you can filter based on any of the fields listed. The Organizational Unit and Reporting Period fields are required. The reporting period is a key date up to which you would like to calculate the average hours. The key date defaults to the current date. A future date cannot be used since time reporting is “to-date”.

Average weekly hours (From and To) – A range of average paid hours calculated.


All (checkbox) – defaults to this setting and displays all employees meeting the criteria specific on the selection screen (regardless of employment status or variable-hour status).

Mandated Population (check box) – checking this box only returns employees who are eligible to be offered mandated insurance under ACA. This does not include regular benefit eligible employees, retirees, or retirees that are return-to-work.

\*Please note that graduate assistants will show in the mandated population, however, if the graduate assistant employee is currently eligible for benefits as a graduate assistant, they will not be eligible for mandated insurance coverage at that time.

Exclude Terminated (Withdrawn) Employees (check box) – checking this box will remove any employees who are terminated in the particular organization unit selected.

### Executing the Selection Criteria:

1. Input the desired selection criteria on the selection screen. Be sure to input the required selection fields.
2. Run the report by clicking  on the top left of the selection screen.

## Understanding the Summary Report

### Michigan State University ACA Unit Report (Summary Report) Total Records: 27

Selection: ALL  
Reporting Period:12/20/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
4208	10047127	Test1	John	Active	Standard	01/01/2013	12/31/2013	1,912.00	51	51	37.49	
8147	10047127	Test	Sally	Active	Standard	01/01/2013	12/31/2013	1,912.00	51	51	37.49	
11972	10047127	Test2	Sarah	Active	Standard	01/01/2013	12/31/2013	802.40	51	42	19.10	
25958	10047127	Test	Lorraine	Active	Standard	01/01/2013	12/31/2013	371.81	51	41	9.07	X
26205	10047127	Test	Jane	Active	Standard	01/01/2013	12/31/2013	1,912.00	51	51	37.49	

The summary page will return the results of the selection page criteria. Important note – All report results will show results at a person-level. Though the organizational unit ID used in the selection screen shows on the summary report, the hours are not exclusive to that organization unit but are for the employee overall, if they were concurrently employed during the reporting period.

#### Report Header:

The report header will show the following information:

1. The number of records returned in the result.
2. The filter option check box used on the selection screen.
3. The reporting period used on the selection screen.

#### Color of Rows:

The rows that are colored in blue indicate that the employee is being measured in a “standard” measurement period as of the reporting period.

The rows that are colored in green indicate that the employee is being measured in an “initial” measurement period as of the reporting period.

The following columns are included in the summary screen:

(All results are as of the reporting period date specified on the selection screen)

Person ID– The person-level ID of the employee.

Organizational Unit– The organization unit specified in the selection criteria.

Last Name – Last name of the employee.

First Name – First name of the employee.

Status – Employment status of the employee (Active, Inactive or Withdrawn) in the organizational unit selected.

Type – Type of ACA measurement period that is applicable for the employee.

Meas. Period Begin Date – The beginning date of the applicable measurement period.

Meas. Period End Date – The ending date of the applicable measurement period.

Total Hours – Total hours the employee has been paid from the measurement period begin date through the reporting period date.

Total Weeks – Total weeks overall between the measurement period begin date and the reporting period date.

Weeks in Calculation – The number of weeks, between the measurement period begin date and reporting period date, that qualify to be used in the calculation of the average hours. Weeks where there is a break in pay for the employee that is between 5–26 weeks consecutively, will not be used in the average calculation.

Avg Weekly Hours – The “Total Hours” divided by the “Weeks in Calculation”.

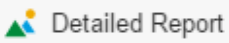
Multiple Assignments – Indicates if the employee was concurrently employed across multiple assignments, during the reporting period.

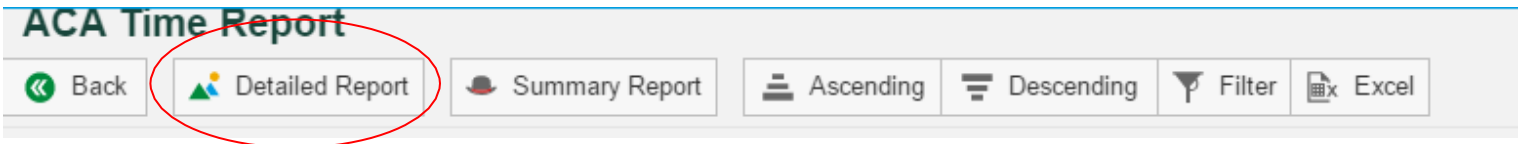
### Understanding the Detailed Reporting

A detail or “drill-down” report is available to show the amount of hours paid over each week pertaining to the reporting period. Also, the detail will show those weeks that were used in the calculation and those that were not used in the calculation. Again, the detailed report is a report of hours paid by week overall for all assignments.

The detail report can be accessed one of two ways:



1. While on the summary report page, click on  the toolbar at the top of the summary report.



2. Double click on a specific row in the summary report to see the week-by-week detail for only that employee.

The following columns are included in the drill down report screen:

Person ID	Org Unit	Last Name	First Name	Status	Type	Week Begin Date	Week End Date	Total Weekly Hrs	Week Count	Zero Count	Count Flag
4208	10047127	Test1	John	Active	Standard	12/30/2012	01/05/2013	32.00	1		X
4208	10047127	Test1	John	Active	Standard	01/06/2013	01/12/2013	40.00	2		X
4208	10047127	Test1	John	Active	Standard	01/13/2013	01/19/2013	40.00	3		X
4208	10047127	Test1	John	Active	Standard	01/20/2013	01/26/2013	40.00	4		X
4208	10047127	Test1	John	Active	Standard	01/27/2013	02/02/2013	40.00	5		X
4208	10047127	Test1	John	Active	Standard	02/03/2013	02/09/2013	40.00	6		X
4208	10047127	Test1	John	Active	Standard	02/10/2013	02/16/2013	40.00	7		X
4208	10047127	Test1	John	Active	Standard	02/17/2013	02/23/2013	40.00	8		X

Person ID- The person-level ID of the employee.

Organizational Unit- The organizational unit specified in the original selection criteria.

Last Name - Last name of the employee.

First Name - First name of the employee.

Status - Employment status of the employee (Active, Inactive or Withdrawn) in the organizational unit selected.

Week Begin Date - The beginning of the MSU defined work week

Week End Date - The end date of the MSU defined work week.

Total Weekly Hours – The number of hours paid to the employee across all assignments for the given week.

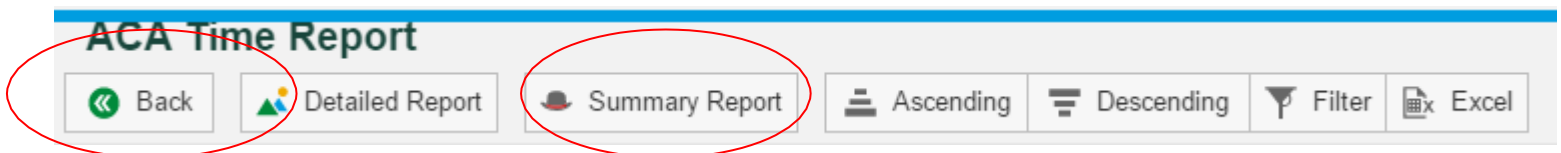
Week Count – An incremental counter of each week included in the calculation.

Zero Count – An incremental counter of each week in which the employee received less than one hour of pay.


Count Flag – Indicates if the week was used in calculating the average. When an X exists, the week was used in the calculation of the average. When an X is missing, this indicates that the week was not used in the calculation of the average. (See the break in pay scenario below).

### Returning to the Summary Report

1. To toggle back and forth between the detail report and summary report, click on the Summary Report Icon or blue back button located on the toolbar at the top of the detail report page.



Exiting the Report Overall:

When you have finished using the report, click on . This should leave the main EBS portal screen still open.



## EXAMPLE SCENARIOS

All scenarios below are shown for a specific test org of 10047127 - General MSU Department

### Standard Measurement Period Scenario

Selection Screen Criteria-

1. Person ID - 26205
2. Organizational Unit - 10047127
3. Reporting Period - 12/31/2013

### Michigan State University ACA Unit Report (Summary Report) Total Records: 1

Selection: ALL  
Reporting Period:12/31/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
26205	10047127	Test	Jane	Active	Standard	01/01/2013	12/31/2013	1,912.00	53	48	39.83	

Results of Summary Screen:

1. Employee Jane Test is currently in a standard measurement period as of 12/31/2013.
2. From the beginning of the standard measurement period (01/01/2013) to the reporting period of 12/31/2013, she has worked a total of 1,912.00 paid hours over a course of 48 paid weeks (There have been 53 total weeks between the beginning of the standard measurement period and reporting period, but only 48 counted towards the average calculation).
3. Her average paid hours per week from 01/01/2013 to 12/31/2013 is 39.83 hours. (1,912.00 paid hours/48 weeks).
4. She did not have multiple assignments during the reporting period.

Initial Measurement Period Scenario

Selection Screen Criteria-

1. Person ID - 134680
2. Organizational Unit - 10047127
3. Reporting Period - 12/20/2013

**Michigan State University  
ACA Unit Report (Summary Report)  
Total Records: 1**

Selection: ALL  
Reporting Period:12/20/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
134680	10047127	Test	Denell	Active	Initial	02/01/2013	01/31/2014	365.40	47	24	15.23	

Results of Summary Screen:

1. Employee Denell Test is currently in an initial measurement period as of 12/20/2013. Her initial measurement period began on 02/01/2013, which was the first of the month following her start date of 01/07/2013.
2. From the beginning of the initial measurement period (02/01/2013) to the reporting period of 12/20/2013, she has worked a total of 365.40 paid hours over a course of 24 paid weeks (There have been 47 total weeks between the beginning of the initial measurement period and reporting period, but only 24 weeks counted in the average calculation).
3. Her average paid hours per week from 01/01/2013 to 12/20/2013 were 15.23 hours. (365.40 paid hours/24 weeks = 15.23)
4. She was not concurrently employed during the reporting period.
5. If Denell continues this pay trend through the end of her initial measurement period (01/31/2014) she will not be eligible for mandated insurance. Furthermore, if we change the reporting period to be 01/01/2014, it shows that she will begin a standard measurement period as of 01/01/2014 that overlaps with the end of her initial measurement period.

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
134680	10047127	Test	Denell	Active	Initial	02/01/2013	01/31/2014	365.40	49	24	15.23	
134680	10047127	Test	Denell	Active	Standard	01/01/2014	12/31/2014	0.00	1	1	0.00	

## Concurrent Employment Scenario

Selection Screen Criteria-

1. Person ID - 25958
2. Organizational Unit - 10047127
3. Reporting Period - 12/20/2013

### Michigan State University ACA Unit Report (Summary Report) Total Records: 1

Selection: ALL  
Reporting Period:12/20/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
25958	10047127	Test	Lorraine	Active	Standard	01/01/2013	12/31/2013	371.81	51	41	9.07	X

Results of Summary Screen:

1. Employee Lorraine Test is in a standard measurement period as of 12/20/2013.
2. From the beginning of the standard measurement period (01/01/2013) to the reporting period of 12/20/2013, she has worked a total of 371.81 paid hours over a course of 41 paid weeks (There have been 51 total weeks between the beginning of the standard measurement period and reporting period, but only 41 weeks counted in the average calculation).
3. Her average paid hours per week from 01/01/2013 to 12/20/2013 are 9.07 hours. (371.81 hours/41 weeks = 9.07)
4. She was employed in multiple assignments during the reporting period.
5. The summary and detail report will not show hours paid for each assignment, but shows what she has worked across all assignments.

Considerations for Concurrent Employees:

- Monitor frequently since multiple organizational units could be contributing to the ongoing average of hours.
- Terminate employees that are no longer working in your organizational units on a timely basis.
- Any assignment that the employee has worked in during the reporting period will be considered over the measurement period, even if they are currently terminated in one of those assignments.

To find out what orgs Lorraine has been employed in from 01/01/2013 to 12/20/2013, the Employee Information Report can be utilized. See Appendix B.

Faculty/Academic Project Pay Scenario 1a

Selection Screen Criteria-

1. Person ID - 25958
2. Organizational Unit - 10047127
3. Reporting Period - 08/24/2013

Michigan State University ACA Unit Report (Summary Report) Total Records: 1													
Selection: ALL Reporting Period:08/24/2013													
Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments	
25958	10047127	Test	Lorraine	Active	Standard	01/01/2013	12/31/2013	100.00	34	34	2.94	X	

1. Lorraine Test is in a standard measurement period as of 08/24/2013. She has worked a total of 100 converted project pay hours as a faculty project pay employee over a period of 34 weeks, which averages 2.94 hours.
2. She was concurrently employed during the reporting period.
3. Behind the scenes, she has been paid a total of \$5,000.00 project pay for only assignment 25958 from 01/01/2013 to 08/24/2013. To calculate average hours paid over this period -  $\$5,000.00 / \$50.00 = 100.00 \text{ hours} / 34 \text{ weeks} = 2.94 \text{ average hours}$ .

Empl./Appl.Name	Date	Pers.No.	Status	F/S	PArea	Rate	Σ Number	M	A/A type	AttAbsTxt	ValBa..	WT	Long text	Σ	Amount
Lorraine K Test	08/23/2013	148333			B1						0.00	1360	Faculty On-Call Pay		5,000.00
Lorraine K Test		148333			B1						0.00	1360	Faculty On-Call Pay		0.00
														Σ	<b>5,000.00</b>

Faculty/Academic Project Pay Scenario 1b (Compared to Project Pay Example 1a)

Selection Screen Criteria-

1. Person ID - 25958
2. Organizational Unit - 10047127
3. Reporting Period - 08/25/2013 (one day after previous scenario)

**Michigan State University**  
**ACA Unit Report (Summary Report)**  
**Total Records: 1**

Selection: ALL  
 Reporting Period:08/25/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
25958	10047127	Test	Lorraine	Active	Standard	01/01/2013	12/31/2013	200.00	35	35	5.71	X

1. Lorraine Test is in a standard measurement period as of 08/25/2013. She has worked a total of 200 converted project pay hours as a faculty project pay employee over a period of 35 weeks, which averages 5.71 hours.
2. She was concurrently employed during the reporting period.
3. Behind the scenes, she has been paid a total of \$10,000 in project pay for assignment 25958 from 01/01/2013 to 08/25/2013. To calculate average hours paid over this period - \$10,000/\$50.00 = 200.00 hours/35 weeks = 5.71 average hours.

Empl./Appl.Name	Date	Pers.No.	Status	F/S	PArea	Rate	Σ Number	M	A/A type	AttAbsTxt	ValBa...	WT	Long text	Σ	Amount
Lorraine K Test	08/23/2013	148333			B1						0.00	1360	Faculty On-Call Pay		5,000.00
Lorraine K Test		148333			B1						0.00	1360	Faculty On-Call Pay		0.00
Lorraine K Test	08/25/2013	148333			B1						0.00	1360	Faculty On-Call Pay		5,000.00
Lorraine K Test		148333			B1						0.00	1360	Faculty On-Call Pay		0.00
														<b>Σ</b>	<b>10,000.00</b>

\*\*Notice that over the course of one day, 08/24/2013 to 08/25/2013, this employee increased in 100 hours, due to an additional \$5,000.00 paid on 08/25/2013 which increased the average hours from 2.94 on 08/24/2013 to 5.71 average hours as of 08/25/2013.

Support Staff Project Pay Scenario 1a

Selection Screen Criteria-

- 1. Person ID - 36957
- 2. Organizational Unit - 10047127
- 3. Reporting Period - 08/30/2013

Michigan State University ACA Unit Report (Summary Report) Total Records: 1												
Selection: ALL Reporting Period:08/30/2013												
Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
36957	10047127	Test2	Mark	Active	Standard	01/01/2013	12/31/2013	807.86	35	35	23.08	X

- 4. Mark Test is in a standard measurement period as of 08/30/2013. He has worked a total of 807.86 paid hours as over a period of 35 weeks, which averages 23.08 paid hours per week.
- 5. He was concurrently employed during the reporting period.
- 6. Behind the scenes, he has worked in two assignments-36957 and 90001214. Specifically:
  - a. 184.00 paid hours as a salaried support staff employee (01/01/2013-01/31/2013) on assignment 36957. The employee changed positions on this assignment to an on-call effective 02/05/2013.
  - b. 481.00 paid hours as an on-call employee beginning 02/05/2013 to 08/30/2013 on assignment 36957
  - c. 142.86 converted paid hours as support staff project pay on assignment 90001214 specifically on 08/30/2013 (142.86 converted project pay hours (\$2000/\$14.00).

This totaled 807.86 paid hours from 01/01/2013 to 08/30/2013.



Support Staff Project Pay Scenario 1b (compared to Support Staff Project Pay 1a)

Selection Screen Criteria-

1. Person ID - 36957
2. Organizational Unit - 10047127
3. Reporting Period - 08/29/2013 (One day before last example)

Michigan State University  
 ACA Unit Report (Summary Report)  
 Total Records: 1

Selection: ALL  
 Reporting Period:08/29/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
36957	10047127	Test2	Mark	Active	Standard	01/01/2013	12/31/2013	665.00	35	35	19.00	X

4. Mark Test is in a standard measurement period as of 08/29/2013. He has worked a total of 665.00 paid hours over a period of 35 weeks, which averages 19.00 hours.

Empl./Appl.Name	Date	Pers.No.	Status	F/S	PArea	Rate	Σ Number	M	A/A type	AttAbsTxt	ValBa...	WT	Long text	Σ	Amount
Mark Test2	08/30/2013	900012...			B1					Regular ...	0.00	1400	Proj Basis Pay Lab...		<b>2,000.00</b>

\*\*Comparing the last example to this example, notice that over the course of one day, 08/29/2013 to 08/30/2013, this employee increased in 142.86 hours, due to an additional \$2,000.00 paid on 08/30/2013 which increased the average hours from 19.00 on 08/29/2013 to 23.08 average hours as of 08/30/2013.

Breaks in Pay

Selection Screen Criteria-

- 1. Person ID - 25958
- 2. Organizational Unit - 10047127
- 3. Reporting Period - 12/20/2013

To demonstrate when breaks in pay are counted in the average versus not counted, it is important to view the detailed report. In the example below, there were 51 weeks between 01/01/2013 to 12/20/2013, however; only 41 weeks were used when calculating the average hours paid. This is due to the fact that Lorraine had a break in pay of 10 weeks that was not used in the calculation of the average because the break was between 5 and 26 weeks.

Michigan State University ACA Unit Report (Summary Report) Total Records: 1 Selection: ALL Reporting Period:12/20/2013												
Person ID	Org Unit	Last Name	First Name	Status	Type	Meas. Period Begin Date	Meas. Period End Date	Total Hours	Total Weeks	Weeks in Calculation	Avg Weekly Hrs	Multiple Assignments
25958	10047127	Test	Lorraine	Active	Standard	01/01/2013	12/31/2013	371.81	51	41	9.07	X

\*\*It is important to remember that when weeks are not counted in the calculation, this will cause the average hours to increase versus decrease. Conversely, the larger the number of weeks used in the calculation, the lower the resulting average of hours.

**Detail of the breaks that count and do not count in the average.**

**Michigan State University  
ACA Unit Report (Drilldown Report)**

**Total Records: 51**

Selecion: ALL  
Reporting Period:12/20/2013

Person ID	Org Unit	Last Name	First Name	Status	Type	Week Begin Date	Week End Date	Total Weekly Hrs	Week Count	Zero Count	Count Flag
2S9S8	10047127	Test	Lorraine	Active	Standard	12/30/2012	01/05/2013	0.00	1	1	X
2S9S8	10047127	Test	Lorraine	Active	Standard	01/06/2013	01/12/2013	0.00	2	2	X
2S9S8	10047127	Test	Lorraine	Active	Standard	01/13/2013	01/19/2013	0.00	3	3	X
2S9S8	10047127	Test	Lorraine	Active	Standard	01/20/2013	01/26/2013	0.00	4	4	X
2S9S8	10047127	Test	Lorraine	Active	Standard	01/27/2013	02/02/2013	0.00	5	5	X
2S9S8	10047127	Test	Lorraine	Active	Standard	02/03/2013	02/09/2013	0.00	6	6	X
2S9S8	10047127	Test	Lorraine	Active	Standard	02/10/2013	02/16/2013	0.00	7	7	X
2S9S8	10047127	Test	Lorraine	Active	Standard	02/17/2013	02/23/2013	0.00	8	8	X
2S9S8	10047127	Test	Lorraine	Active	Standard	02/24/2013	03/02/2013	0.00	9	9	X
2S9S8	10047127	Test	Lorraine	Active	Standard	03/03/2013	03/09/2013	0.00	10	10	X
2S9S8	10047127	Test	Lorraine	Active	Standard	03/10/2013	03/16/2013	0.00	11	11	X
2S9S8	10047127	Test	Lorraine	Active	Standard	03/17/2013	03/23/2013	0.00	12	12	X
2S9S8	10047127	Test	Lorraine	Active	Standard	03/24/2013	03/30/2013	0.00	13	13	X
2S9S8	10047127	Test	Lorraine	Active	Standard	03/31/2013	04/06/2013	0.00	14	14	X
2S9S8	10047127	Test	Lorraine	Active	Standard	04/07/2013	04/13/2013	0.00	15	15	X
2S9S8	10047127	Test	Lorraine	Active	Standard	04/14/2013	04/20/2013	0.00	16	16	X
2S9S8	10047127	Test	Lorraine	Active	Standard	04/21/2013	04/27/2013	0.00	17	17	X
2S9S8	10047127	Test	Lorraine	Active	Standard	04/28/2013	05/04/2013	0.00	18	18	X
2S9S8	10047127	Test	Lorraine	Active	Standard	05/05/2013	05/11/2013	0.00	19	19	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	05/12/2013	05/18/2013	0.00	20	20	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	05/19/2013	05/25/2013	0.00	21	21	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	05/26/2013	06/01/2013	0.00	22	22	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	06/02/2013	06/08/2013	0.00	23	23	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	06/09/2013	06/15/2013	0.00	24	24	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	06/16/2013	06/22/2013	0.00	25	25	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	06/23/2013	06/29/2013	0.00	26	26	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	06/30/2013	07/06/2013	0.00	27	27	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	07/07/2013	07/13/2013	0.00	28	28	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	07/14/2013	07/20/2013	0.00	29	29	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	07/21/2013	07/27/2013	0.00	30	30	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	07/28/2013	08/03/2013	0.00	31	31	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	08/04/2013	08/10/2013	0.00	32	32	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	08/11/2013	08/17/2013	0.00	33	33	X
2S9S8	10(47127	Test	Lorraine	Active	Standard	08/18/2013	08/24/2013	100.00	34		X
2S9S8	10(47127	Test	Lorraine	Active	Standard	08/25/2013	08/31/2013	100.00	35		X
2S9S8	10(47127	Test	Lorraine	Active	Standard	09/01/2013	09/07/2013	0.00	36		X
2S9S8	10(47127	Test	Lorraine	Active	Standard	09/08/2013	09/14/2013	95.17	37		X
2S9S8	10047127	Test	Lorraine	Active	Standard	09/15/2013	09/21/2013	0.00	38		X
2S9S8	10047127	Test	Lorraine	Active	Standard	09/22/2013	09/28/2013	72.07	39		X
2S9S8	10047127	Test	Lorraine	Active	Standard	09/29/2013	10/05/2013	0.00	40		X
2S9S8	10047127	Test	Lorraine	Active	Standard	10/06/2013	10/12/2013	4.57	41		X
2S9S8	10047127	Test	Lorraine	Active	Standard	10/13/2013	10/19/2013	0.00	41	1	
2S9S8	10047127	Test	Lorraine	Active	Standard	10/20/2013	10/26/2013	0.00	41	2	
2S9S8	10047127	Test	Lorraine	Active	Standard	10/27/2013	11/02/2013	0.00	41	3	
2S9S8	10047127	Test	Lorraine	Active	Standard	11/03/2013	11/09/2013	0.00	41	4	
2S9S8	10047127	Test	Lorraine	Active	Standard	11/10/2013	11/16/2013	0.00	41	5	
2S9S8	10047127	Test	Lorraine	Active	Standard	11/17/2013	11/23/2013	0.00	41	6	
2S9S8	10047127	Test	Lorraine	Active	Standard	11/24/2013	11/30/2013	0.00	41	7	
2S9S8	10047127	Test	Lorraine	Active	Standard	12/01/2013	12/07/2013	0.00	41	8	
2S9S8	10047127	Test	Lorraine	Active	Standard	12/08/2013	12/14/2013	0.00	41	9	
2S9S8	10047127	Test	Lorraine	Active	Standard	12/15/2013	12/21/2013	0.00	41	10	

A consecutive break 26 weeks will be counted when averaging.

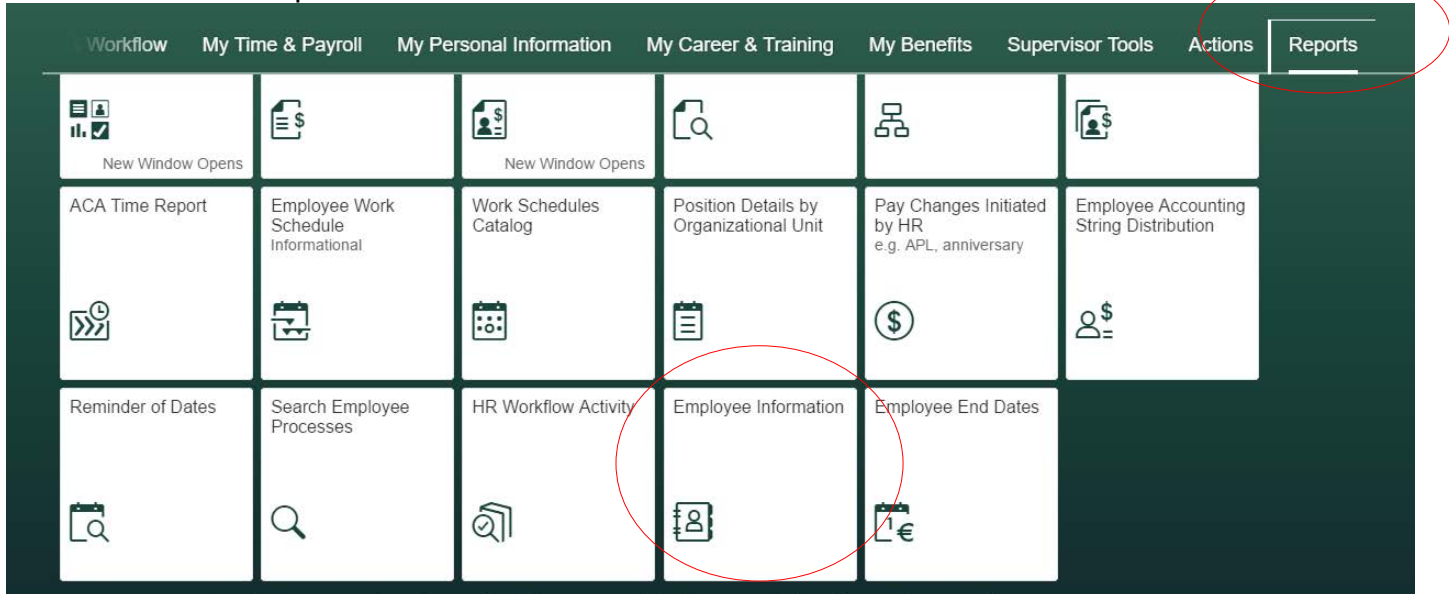
break <= 4 weeks will be counted when averaging.

A consecutive break of 5-26 weeks will not be counted

## APPENDIX A

### How to Lookup an Employee's Organization Unit and Person ID Using the Employee Information Report

1. Locate the report on the EBS Portal:



2. On the selection screen of the Employee Information Report, enter the key date you will need the data and the employee's ZPID or APID. If you wish the key date to be "Today's Date", you can leave the date selection section as "Today's Date"

The screenshot shows the 'Employee Information' report selection screen. The 'Reporting Period' field is circled in red and set to 'Today'. A red arrow points from a callout box to the 'Key Date' field. The callout box contains the text: 'Use a key date if you do not want to use "Today"'. Below the 'Reporting Period' section, there are sections for 'Selection Criteria' and 'Additional Criteria'. The 'ZPID' field in the 'Additional Criteria' section is circled in red.

Selection Criteria	Value	Action
Personnel number		+
Employment status		+
Personnel area		+
Personnel subarea		+
Employee group		+
Employee subgroup		+
Organizational unit		+

Additional Criteria	Value	Operator	Value	Action
Assignment type		to		+
Primary assignment end date		to		+
APID		to		+
ZPID		to		+

Results will appear showing the Per "Today" or the key date:

## Employee Information

[Back](#)[Details](#)[Ascending](#)[Descending](#)[Filter](#)[Excel](#)[Change Layout](#)[Select Layout](#)[Save Layout](#)

### Employee Information Report

Person ID	Pers.No.	Last name	First name	Middle name	ZPID
25928	00025928	Test	Lorraine		Z9999999

Org.unit	Organizational Unit Desc	Position I
10055301	HEALTH INFORMATION TECHNOLOGY	99999999

## APPENDIX B

To find the organizational units an employee has been employed in during a reporting period on the ACA Time Report, the Employee Information Report can be used by reporting on the same period.

For example, for Person ID 25958, we would like to know what organizational unit(s) she worked in (was active) from the beginning of a standard measurement period (01/01/2013) to a key date of 12/20/2013 (reporting period).

### Employee Information Report Selection Criteria:

Reporting Period – Other Period – 01/01/2013 – 12/20/2013, Employment Status – 3– Active, ZPID – Z99999999 (use APID alternatively)

#### Employee Information

#### Period

Reporting Period:   01/01/2013 – 12/31/2013

#### Selection Criteria

Personnel number	<input type="text"/>	<input type="button" value="Search"/>
Employment status	<input type="text" value="b"/>	<input type="button" value="Search"/>
Personnel area	<input type="text"/>	<input type="button" value="Search"/>
Personnel subarea	<input type="text"/>	<input type="button" value="Search"/>
Employee group	<input type="text"/>	<input type="button" value="Search"/>
Employee subgroup	<input type="text"/>	<input type="button" value="Search"/>
Organizational unit	<input type="text"/>	<input type="button" value="Search"/>

#### Additional Criteria

Assignment type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Search"/>
Primary assignment end date	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Search"/>
APID	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Search"/>
ZPID	<input type="text" value="Z99999999"/>	to	<input type="text"/>	<input type="button" value="Search"/>
First name	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Search"/>
Last name	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Search"/>

## Results of Employee Information Report:

Employee Information									
Back	Details	Ascending	Descending	Filter	Excel	Change Layout	Select Layout	Save Layout	
Employee Information Report									
Person ID	Pers.No.	Last name	First name	Middle name	ZPID	ES	Employment Status	Org.unit	Organizational Unit Desc
25928	00025928	Test	Lorraine		Z9999999	3	Active	10030163	COMMUNITY MUSIC SCHOOL
25928	00025928	Test	Lorraine	K	Z9999999	3	Active	10030163	COMMUNITY MUSIC SCHOOL
25928	00025928	Test	Lorraine		Z9999999	3	Active	10055301	HEALTH INFORMATION TECHNOLOG

The employee, Lorraine Test, has worked in two departments from 01/01/2013 to 12/20/2013 which were 10030163 and 10055301.

## APPENDIX C

### Additional Resources for Reporting the HR/Payroll System

Looking for tips and resources for more effectively using reports in the EBS HR/Payroll transactional system? Check out the available documentation on the [EBS Support Documentation](#) site for additional information.

[MSU Human Resources](#) >> [Ebshelp](#) >> EBS Support Documentation

### EBS Support Documentation

#### Changes to the EBS Portal

You'll notice a few changes to the EBS Portal. [Click here to learn more.](#)

#### Help Listed by Tabs, as in the EBS Portal

Documents are available to help use the systems and applications in the EBS Portal.

- [Enterprise Business Systems](#)
- [My Approvals & Workflow](#)
- [My Time & Payroll](#)
- [My Personal Information](#)
- [My Career & Training](#)
- [My Benefits](#)
- [Supervisor Tools](#)
- [Actions](#)
- [Reports](#)



Tips and instructions for running specific reports can be referenced by clicking on the appropriate report title on the EBS Help [Reports section](#) of the HR website.

For more information please contact Human Resources at 517-353-4434 (toll-free 800-353-4434) or at [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu).