SkilMatch documentation for creating two employee reports using an Initial Measurement Period (IMP).

Command "ACAIMP". REVISED 12/21/2016

Abbreviations that may be used in this documentation:

- **ACA** = **A**ffordable **C**are **A**ct
- **ALE** = **A**pplicable **L**arge **E**mployer (ACA defined)
- **BIS** = **B**reak-**I**n-**S**ervice
- **EE** = Employ**EE**
- **FT** = **F**ull-**T**ime (ACA defined)
- **HCI** = **H**ealth **C**are **I**nsurance
- **IMP** = **I**nitial **M**easurement **P**eriod (ACA defined)
- **LBR** = **L**ook **B**ack **R**eporting (SkilMatch SMP and/or IMP reporting)
- **MEC** = **M**inimum **E**ssential **C**overage (ACA defined)
- **MVC** = **M**inimum **V**alue **C**overage (ACA defined)
- **SMP** = **S**tandard **M**easurement **P**eriod (ACA defined)
- **TC** = **T**racking **C**odes (ACA defined and/or SkilMatch-defined)
- **VH** = **V**ariable-**H**our (ACA defined)
- **VL** = **V**alid **L**eave

Summary of NEW 2016 changes:

1) The reports will include an **actual** "last week-ending worked date" in addition to the "last week-ending worked date" **within** the measurement period.

2) The reports can, optionally, print selected skill codes from an employee's file.

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Periodic IMP reports differ from an annual SMP report because IMP reports track VH new hires (or re-hires) rather than "ongoing" employees... and **probably need to be run at least once per month**. IMP reports use a "hire date" as the starting point for **each** VH employee's IMP. Every new (or re-hired) VH employee has his or her own IMP based on his or her "hire date" (or "re-hire" date). The length of your IMP will probably be different than the length of your SMP (which is, typically, 12 months). It has been suggested by several ACA experts that using an 11-month IMP and running "who qualifies" reports **once a month** (measuring the previous 11 months for VH employees with start dates in the **entire month before** the 11-month IMP) may be the most "workable" plan… because the 11-month IMP seems to be a good "fit" for having **time** to enroll newly qualified VH employees in HCI once they are identified through the IMP process.
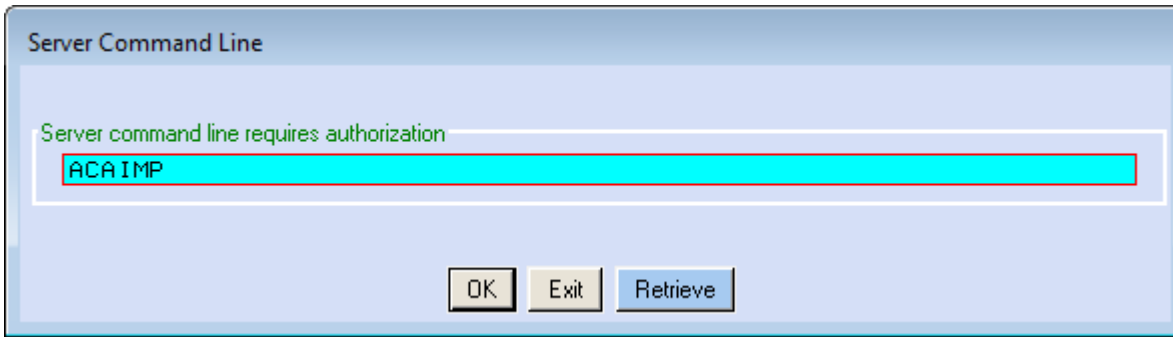
Here's a "general" logic SAMPLE of SMP vs. IMP reports: Your **SMP** report is run **once per year** for VH employees. Your SMP (look-back period) is 12 months... 10/1 through 9/30 of each year... and your annual SMP report would be run after you have completed your last payroll for September. Your first SMP report dates are 10/1/14 through 9/30/15... measuring VH employees hired **before** 10/1/14... to find each employee who is now to be considered FT (i.e., who has 1560 or more hours... = 30 hours per week average) after that SMP... and who needs to be designated as FT... and who needs to be offered HCI on January 1, 2016. Then, an **IMP** report would be run **each month** to measure (for possible change to FT status) all VH employees hired each month after the beginning of the SMP (10/1/14). To measure the VH employees hired from October 1, 2014 through October 31, 2014, you would run an IMP report for an 11-month IMP (look-back period)... 11/1/14 through 9/30/15... after you have completed your last payroll for September... to find each employee hired in October of 2014 who had at least 1430 hours (an average of 30 hours per week for 11 months) during that IMP... and who, therefore, needs to be designated as FT and offered HCI within 30 days. Then, to measure the VH employees hired from November 1, 2014 through November 30, 2014, you would run **another** IMP report for an 11-month IMP period... 12/1/14 through 10/31/15... after you have completed your last payroll for October... to find each employee hired in November of 2014 who had at least 1430 hours during that IMP... and who needs to be designated as FT and offered HCI within 30 days. And so on.

To be able to access and run these reports, your User ID must have "SKPAYROLL" security authority.

Note: Separate reports must be run for temp and staff since the databases are completely separate. When running for staff, you **must** be signed on to the staff payroll library. Any employees working for both temp and staff must be reviewed/combined **manually**.
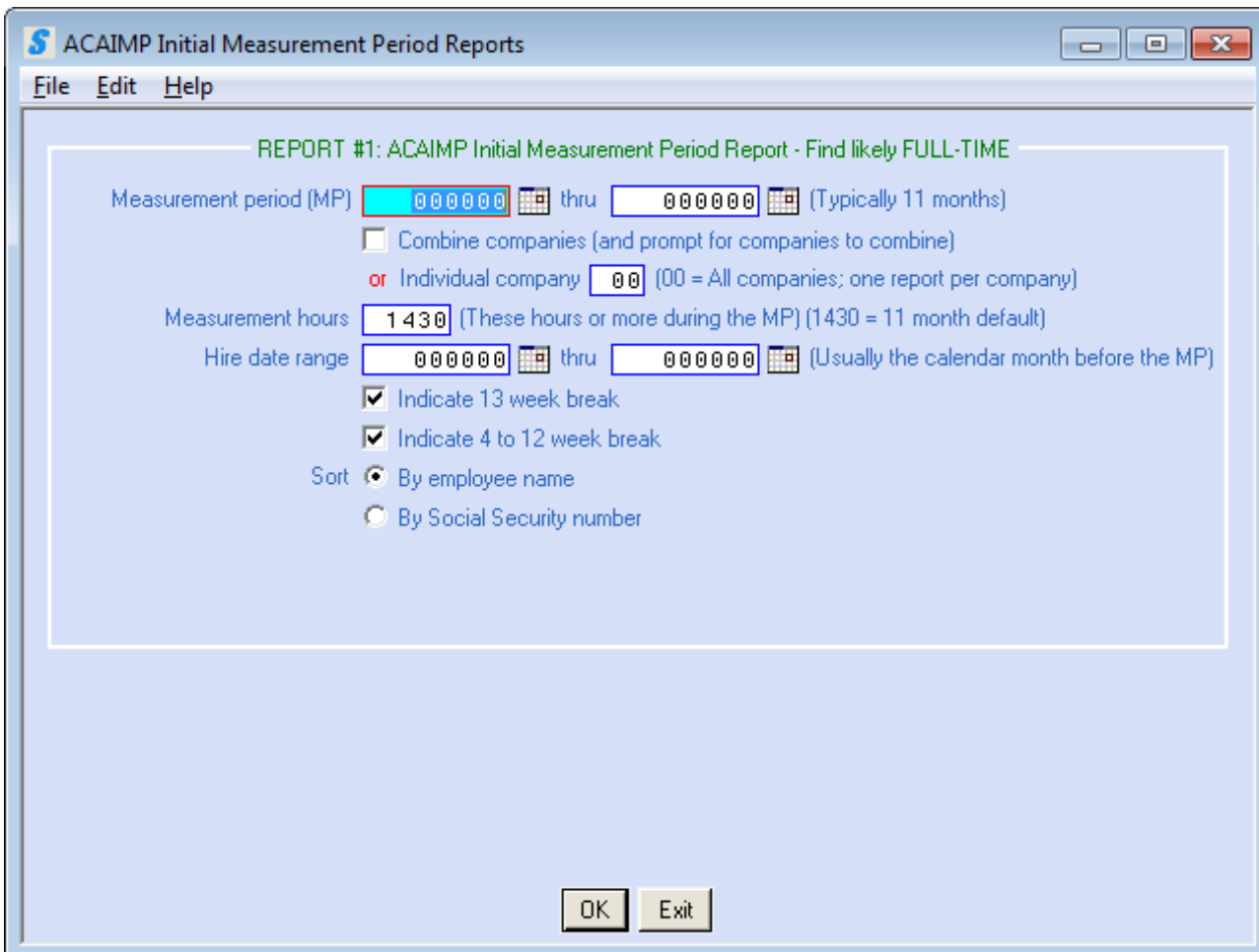
Reports to be produced:

From any menu, click [Command]. The following screen will display:

Server Command Line

Server command line requires authorization

`ACAIMP`

[OK] [Exit] [Retrieve]

Key **ACAIMP** and click **[OK]**. **Note:** This one command will process **both** reports referenced in this documentation. The following "IMP **Full Time** Employee Measurement Report" screen will display to produce your first report:

Report 1. IMP Report – Find likely FULL-TIME:

A report that "tests" for and "finds" "**probable**" FT employees during an **IMP**. The purpose of this report is to create a list of employees who have accumulated **at least** a minimum number of hours during an IMP to qualify as FT... and to, optionally, indicate those employees who **may not**, actually, be FT employees due to a BIS (or several). **Final review and actual determination of an employee's FT status/qualification must be determined by an ACA expert. Verify information with your ACA expert.**

ACAIMP Initial Measurement Period Reports

File   Edit   Help

REPORT #1: ACAIMP Initial Measurement Period Report - Find likely FULL-TIME

Measurement period (MP) `000000` thru `000000` (Typically 11 months)
☐ Combine companies (and prompt for companies to combine)
or Individual company `00` (00 = All companies; one report per company)
Measurement hours `1430` (These hours or more during the MP) (1430 = 11 month default)
Hire date range `000000` thru `000000` (Usually the calendar month before the MP)
☑ Indicate 13 week break
☑ Indicate 4 to 12 week break
Sort ⦿ By employee name
○ By Social Security number

[OK] [Exit]

Note: The screen will always **default** to "1430" for the Measurement hours (assuming an 11-month IMP), "checked" for "Indicate13 week break", "checked" for "Indicate 4 to 12 week break", and "selected" for "Sort: By employee name". These can be changed as required. (If you only have one company, "Combine companies" will be "disabled" for input".)

The next sample screen shows the use of an 11-month IMP.

"Measurement period"

Note: The "Measurement Period" dates are entered as a period of time, **not** a range of week-ending dates (**worked** or **paid**) like most other SkilMatch programs. The **system** will select data by looking at all week-ending **worked** dates that occurred **during** the date range.

The dates keyed are used to select hours from week-endings **worked** that occurred during the date range. The report can be run for a 3 to 12 month IMP, as determined by your company. (In this example, an 11-month IMP is used.) The first date should be the first day of the first month of the IMP. The "thru" date should be the last day of the last month of the IMP. **Important Reminder:** Your "thru" date should allow you **enough time** to do all the things necessary to be able to offer and process HCI by administrative deadlines. **Verify information with your ACA expert.**

"Combine companies"

Check for "yes"... **to combine** employee records from two or more SkilMatch G/L companies that have "common" ownership (as defined by the ACA). (This allows you to combine hours for those employees who have worked for more than one of your companies.) The "checked" response will cause an additional "company selection" screen to appear after "OK" has been clicked to process this first screen. **Note:** The ACA requires business entities that have "common" ownership to combine hours for any employee who has worked for more than one of those entities to determine the employee's ACA eligibility.

Or, don't check for "no"... **to not combine** employee records from two or more SkilMatch G/L companies.

"Individual company"

Key a single 2-digit company number to run a report for **only** one company.

Or, leave or key "00" to run **individual** reports for **each** (i.e., all) of your companies (i.e., no combining of hours). **Note:** This field must be "00" if "Combine companies" is checked for "yes".

"Measurement hours" (N5,0=Whole hours only, no decimal places.)

The screen **defaults** to 1430 hours (anticipating an 11-month IMP). The system will "analyze" the hours keyed to verify that the hours match a "standard" 30-hours-per-week calculation for the "Measurement period" date range. **Note:** The system will issue a **warning** message if the hours keyed do not match a "standard" calculation for the date range... and you have two options... (1) will allow you to change the "wrong" hours to "standard" calculation hours... or (2) will allow you accept the "incorrect" keyed hours (for a logical reason that you understand) by clicking **[Ignore]**. **Verify information with your ACA expert.**

"Hire date range"

Key a date range that is the first day of the month "thru" the last day of the month **just prior** to the start date of the "Measurement period". The system will **not allow** a "Hire date range" that includes **any** date within the "Measurement Period". **Only** employees with a hire date (or re-hire date, see below) **during** the "Hire date range" will be measured. The standard SkilMatch "system" employee hire date compared for this field was automatically entered by the system using the start date of the employee's first paid job order processed in SkilMatch... **or** when an earlier date was manually entered during a conversion to SkilMatch... **or** when the "system" hire date was manually changed using SkilMatch program PB330x.

Note: SkilMatch program ACADATUPD allows entry of special-function "ACA Tracking Codes"... **including** the tracking of "ACA **re-hire** dates" that are used during SMP or IMP reporting, to **substitute** for the standard SkilMatch "system" hire date. **If** you enter "ACA re-hire dates"... when an employee has an "ACA re-hire date" that falls **within** the "Hire date range" keyed... that employee will be measured on this report (i.e., **ignoring** the standard SkilMatch "system" hire date). **If** an employee has more than one hire date ("system" + one or more "ACA re-hire dates"), any hire date before or after the "Hire date range" is ignored. **If** two or more hire dates fall **within** the "Hire date range", the hire date closest to the end of the "Hire date range" will be used for this report. **Verify information with your ACA expert.**

"Indicate 13 week break" (BIS)

Checked for "yes" (default)… **to indicate** on the report when an employee's work history (based on week-endings **worked**) has **at least one** 13-week BIS during the IMP.

Or, unchecked for "no"… **to not indicate** on the report when an employee has a 13-week BIS during the IMP.

Note: A 13-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this hire date range based on a different re-hire date. (This report would need to be **re-run** after entering any re-hire information.) However, a VL during a BIS could nullify the re-hire condition. Any BIS indication will require your detailed investigation of an employee's payroll and documentation history… with particular importance in looking for a VL during a BIS. **Verify information with your ACA expert.**

"Indicate 4 to 12 week break" (BIS)

Checked for "yes" (default)… **to indicate** on the report when an employee's work history (based on week-endings **worked**) has **at least one** 4-to-12-week BIS during the IMP.

Or, unchecked for "no"… **to not indicate** on the report when an employee has a 4-to-12-week BIS during the IMP.

Note The ACA's optional "Rule of Parity" **might** qualify a 4-to-12-week BIS as a "re-hire" condition and **might** allow the employee to be moved out of this hire date range based on a different re-hire date. (This report would need to be **re-run** after entering any re-hire information.) A VL during a BIS could nullify the re-hire condition. Using the "Rule of Parity" is complex and should only be used if fully understood. Any BIS indication will require your detailed investigation of an employee's payroll and documentation history… with particular importance in looking for a VL during a BIS. **Verify information with your ACA expert.**

"Sort" (select one)

Either...   By employee name (**Default**)

Or...   By Social Security number

Click **[OK]** to continue. Or, to cancel all report processing, click **[Exit].**

When you click "OK" to continue, if you "unchecked" for "Combine companies", you will go directly to the "IMP Report – Find likely NOT FULL-TIME" report screen (third screen, below). However, if you "checked" for "Combine companies", the following "companies to combine" screen will display:
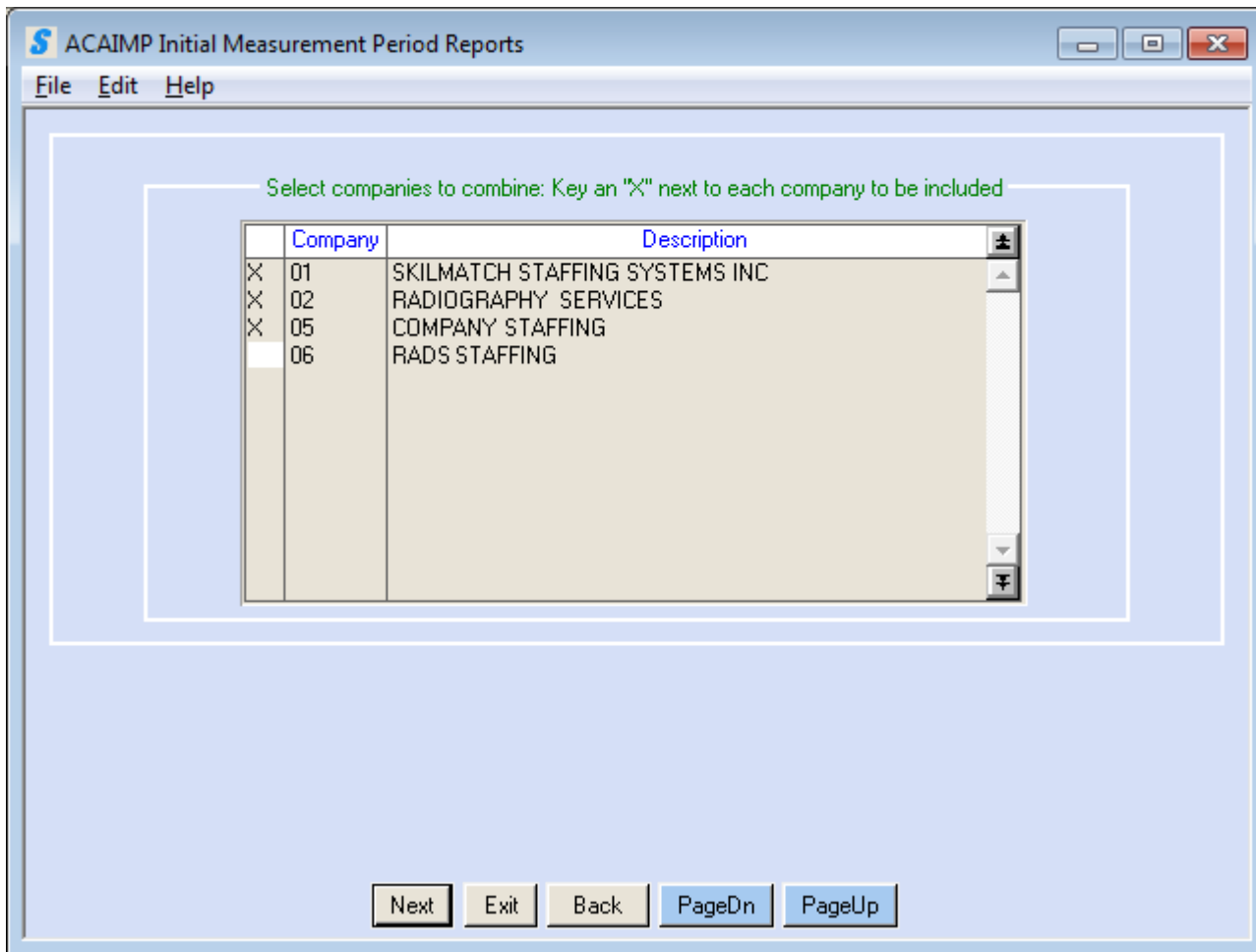
All payroll companies in your SkilMatch system will display. (ATS "online application" companies will not display.)

Key an "**X**" next to each company to be used to combine employee hours for that company when producing these reports. **[Page Down]** if required to display additional companies listed.
Note: Only combine companies with "common ownership" (as defined by the ACA).

Click **[Next]** to continue… and the following "confirmation" screen will appear.
Or, if you do not want to continue and, instead, want to return to the previous screen to make changes to your parameters, click **[Back]**.
Or, if you want to cancel all report processing, press **[Exit].**

ACAIMP Initial Measurement Period Reports

File   Edit   Help

Confirm companies to combine

Company	Description
01	SKILMATCH STAFFING SYSTEMS INC
02	RADIOGRAPHY SERVICES
05	COMPANY STAFFING

[Confirm]   [Back]   [PageDn]   [PageUp]
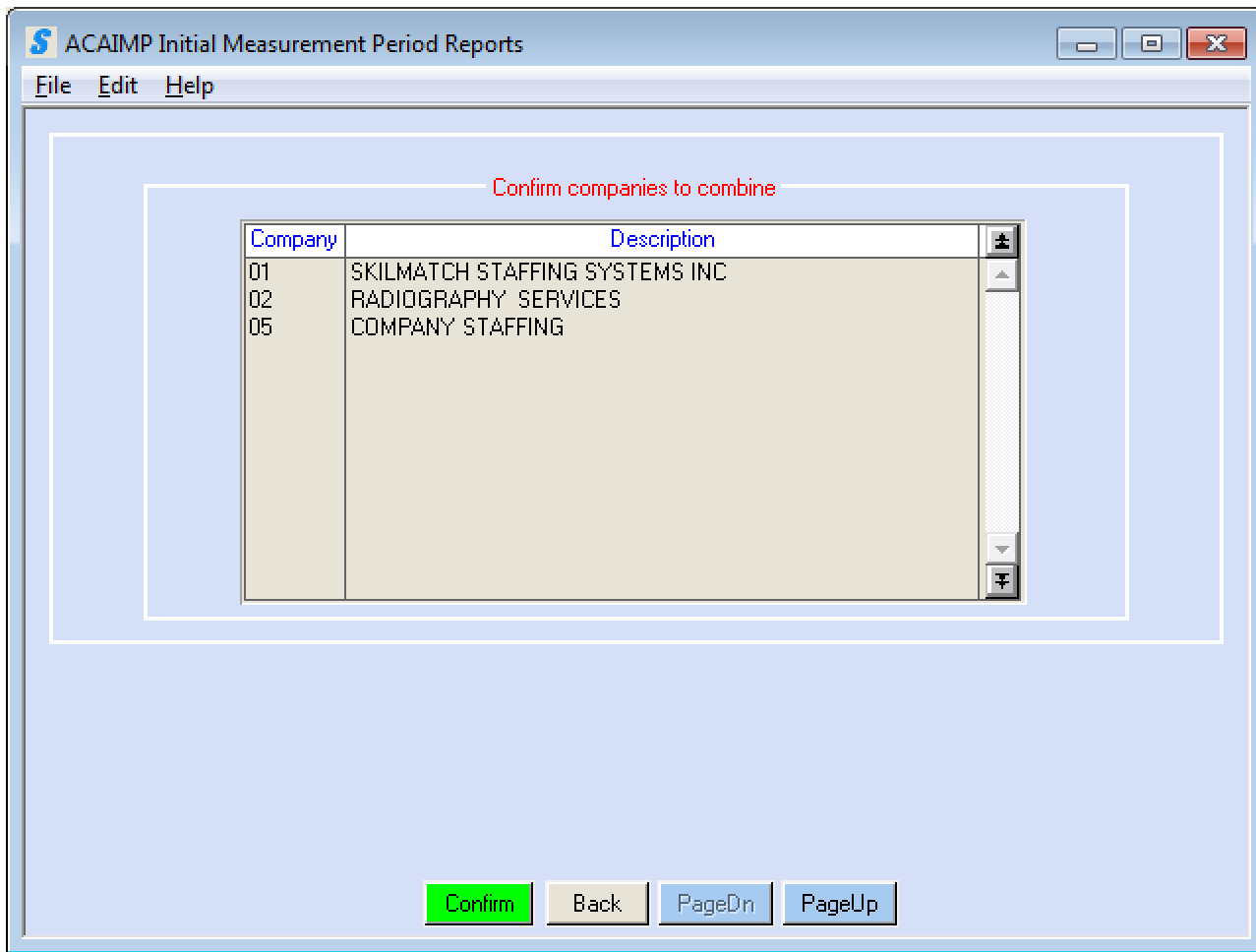
Press **[Confirm]** to confirm your selections and to continue processing.

Or, to go back to the company selection screen to make changes (or cancel processing), click **[Back]**.

If you pressed **[Confirm]** to continue, the following "IMP Report – Find likely NOT FULL-TIME" screen will display to produce a second report:

Report 2. IMP Report – Find likely NOT FULL-TIME:

A report that "tests" for and "finds" "not FT" and/or "**almost** FT" employees using the **same** "Measurement period", "Combine companies" and "Hire date range" information selected for Report 1. The purpose of this report is to create a list of employees who have accumulated **under** the minimum hours (for the IMP) to qualify as FT… and to, optionally, indicate those employees who **may be**, actually, FT employees due to a VL (as defined by the ACA… jury duty, maternity/family leave, military leave). This report will list all employees who, during the IMP had **less than** the minimum hours to be considered FT… but can be sorted to show "highest (closest) hours" first… to be able to review just those people who might "likely" be FT after consideration of a VL. The employees with "higher" hours listed should be carefully reviewed to determine if their reduced number of hours were due to VLs… and, therefore, may be "qualified" for HCI coverage. **Final review and actual determination of an employee's FT status/qualification must be determined by an ACA expert. Verify information with your ACA expert.**

Only the "BIS" and "sort" areas can be changed on this screen. All other fields are duplicated and unchangeable from the "IMP Report – Find likely FULL-TIME" screen used for the Report 1.

"Indicate 13 week break" (BIS)

Checked for "yes" (default)… **to indicate** on the report when an employee's work history (based on week-endings **worked**) has **at least one** 13-week BIS during the IMP.

Or, unchecked for "no"… **to not indicate** on the report when an employee has a 13-week BIS during the IMP.

Note: A 13-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this hire date range based on a different re-hire date. (This report would need to be **re-run** after entering any re-hire information.) However, a VL during a BIS could nullify the re-hire condition. Any BIS indication will require your **detailed investigation** of an employee's payroll and documentation history… with particular importance in looking for a VL during a BIS. **Verify information with your ACA expert.**

"Indicate 4 to 12 week break" (BIS)

Checked for "yes" (default)… **to indicate** on the report when an employee's work history (based on week-endings **worked**) has **at least one** 4-to-12-week BIS during the IMP.

Or, unchecked for "no"… **to not indicate** on the report when an employee has a 4-to-12-week BIS during the IMP.

Note The ACA's optional "Rule of Parity" **might** qualify a 4-to-12-week BIS as a "re-hire" condition and **might** allow the employee to be moved out of this hire date range based on a different re-hire date. (This report would need to be **re-run** after entering any re-hire information.) A VL during a BIS could nullify the re-hire condition. Using the "Rule of Parity" is complex and should only be used if fully understood. Any BIS indication will require your **detailed investigation** of an employee's payroll and documentation history… with particular importance in looking for a VL during a BIS. **Verify information with your ACA expert.**

"Sort" (select one)

Either...	By employee name
Or...	By Social Security number
Or...	By descending hours / employee name (Recommended) (**Default**... and most useful)
Or...	By descending hours / Social Security number.

Click **[OK]** to continue and run **both** reports.

Or, to cancel **both** reports click **[Exit].**

New for 2016: A new screen will appear when you click [OK] to continue:
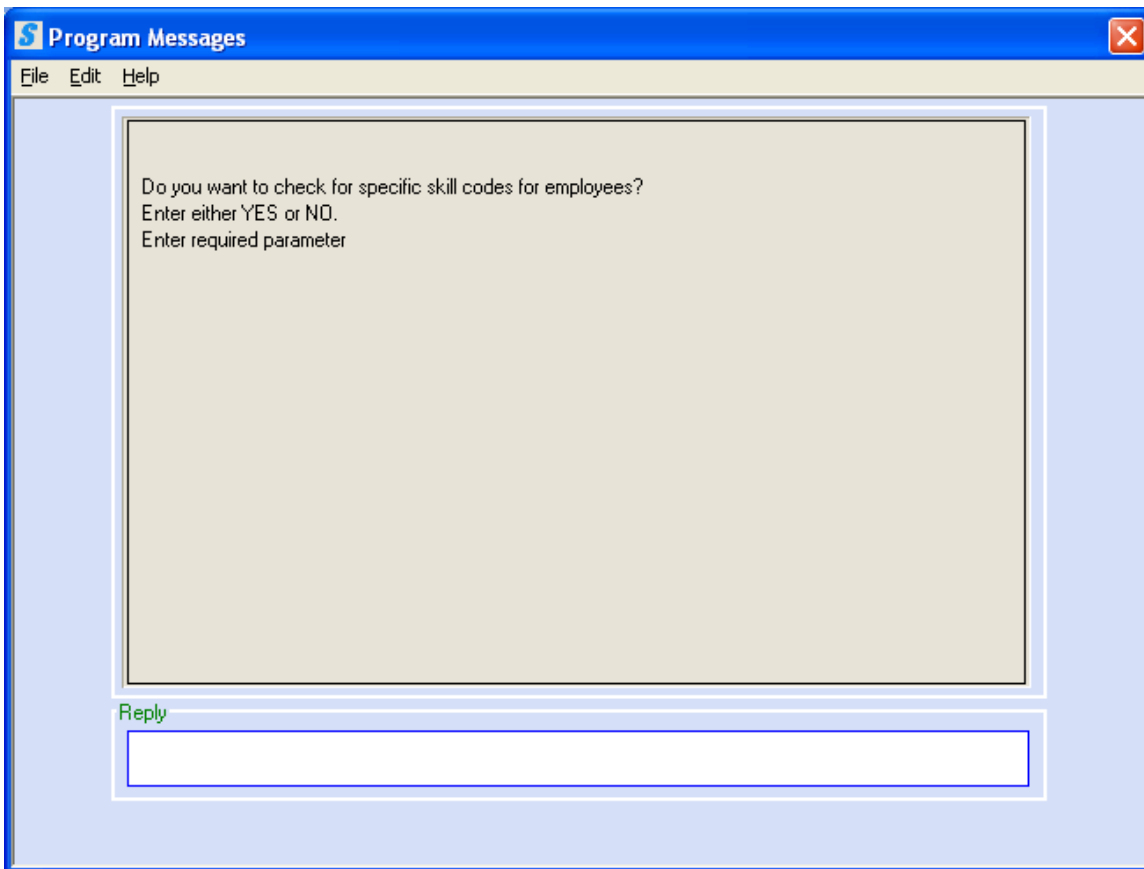
"Do you want to check for specific skill codes for employees?"

   This new 2016 feature, optionally, allows you to print, on both reports produced by this command, up to 15 skill codes from an employee's file. (For instance, you may have used "your-own-definition" skill codes to track ACA information in employee files and now you want to see those codes on reports.)

   Key "**No**" if you do not want to use this feature... **OR** key "**Yes**" if you do want to use this feature... then press **[Enter]** to continue.

If you keyed "No" and pressed **[Enter]** to continue, the "run from the jobque" screen (on page 12) will appear.

New for 2016: If you keyed "Yes" and pressed [Enter] to continue, this new screen will appear:

S Program Messages

File   Edit   Help

Enter up to 5 skill codes with a space in between each.

Enter skill codes now.

Reply
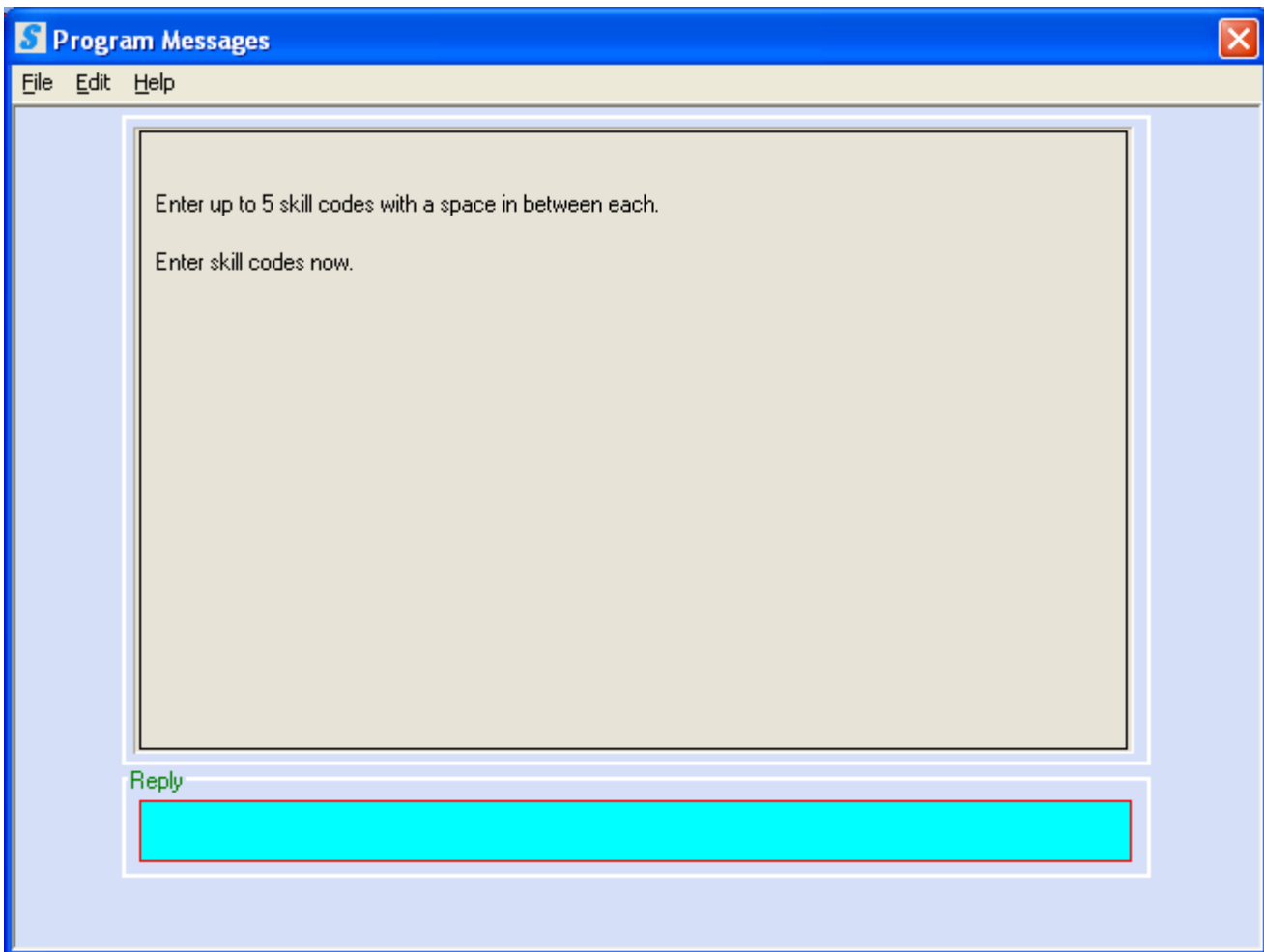
"Enter up to 5 skill codes with a space between each."

   You may key **up to** five 3-character skill codes, each separated by **one** space.

   (1 or 2 or 3 or 4 or 5... ABC[space]DEF[space]GHI[space]JKL[space]MNO)

   (See the next page for additional detailed information)

The 3-character skill codes keyed can be **either** specific codes (ABC, DEF)... **or** "wild card" codes (AB?, A??)... **or** a combination of specific skill codes and "wild card" skill codes. (Similar to a "wild card" in a SkilMatch comment search, "?" is the designated "wild card".) "Wild card" skill codes will select all specific skill codes for an employee that have the same first (or first **and** second) character as the keyed "wild card" code. For example, if you key "A??", the system will print all skill codes (for an employee) that have an "A" in the first position of a specific skill code; or, if you key "AB?", the system will print all skill codes (for an employee) that have "AB" in the first and second positions of a specific skill code.

Each employee on a report can have up to 15 matching skill codes printed. If an employee has more than 15 matching skill codes, the 15th skill code will be replaced with "***" to signify that more matching skill codes are in employee's file but did **not** print on the report.

When you are finished keying your codes, press **[Enter]** to continue.

If you keyed "No" and pressed **[Enter]** on the "Do you want to check for specific skill codes for employees" screen...

OR, if you keyed skill codes on the "Enter up to 5 skill codes with a space between each" screen and pressed **[Enter]**, this "Do you wish to run this from the jobque" screen will appear.

S Program Messages

File   Edit   Help

Do you wish to run this from the jobque? YES/NO
Enter required parameter

Reply

"Do you wish to run this from the jobque?"

Key "**NO**" if you would like these reports to process from your workstation session… while you wait… and you will remain "input inhibited" (frozen and unable to do anything else on your workstation session) while the reports process. Based on your number of employees, this could take a minute or more. The reports, PB682P/IMP ELGBLE (likely FULL TIME) and PB685P/IMP NO MIN (likely NOT FULL TIME), will be available in your spool file when you are returned to a SkilMatch menu.

Or, key "**YES**" if you would like the system to "release" your workstation session for immediate use to do something else and send the report to the "jobque". The system will process your reports after other jobs that were sent to the jobque before yours by other users in your company. The system will send a message to you when the reports are complete. The reports, PB682P/IMP ELGBLE (likely FULL TIME) and PB685P/IMP NO MIN (likely NOT FULL TIME), will be available in your spool file after you receive the message.

Key **"Yes"** or **"No"**; then press **[Enter]** to continue and run both reports.

Sample report PB682P/IMP ELGBLE: IMP Report – Find likely FULL-TIME (ACA Eligibility Report)

(As viewed in a print queue/spool file)

```
Display Spooled File                                                    [_][□][✖]
File  Edit  Functions  Help

File              PB682P                    Page/Line          2/6
Control          [                    ]     Columns            1-130
Find             [                                        ]

*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2.
Measurement Period: 10/01/13 thru  8/31/14          ACA Eligibility Report                         Page    2
Hire Range:  9/01/13 to  9/30/13 Min Hrs:  1430          Combined Companies                         11/16/14
Sort: Name     4-12 Wk Brk: Y  13 Week Brk: Y
Skill Codes Included: 0?? NTE
Companies Combined: 01 02 03 04

                                                    Last     Total  13 Wk  4 - 12
Co  Social Sec#  Employee Name              Hire Dt  Worked   Hours  Break  Wk Brk  Companies containing hours
--  -----------  -------------------------  -------- -------- ------ -----  ------  --------------------------
01  125-75-4955  HANZARI, PAUL              9/23/13  8/14/14  1883.05
04  057-42-1767  HATLOCK, ROBERT            9/15/13  8/14/14  1864.50
03  037-58-5946  HOGONAGLE, KYLE            9/26/13  6/29/14  1623.50   **
++  035-54-5554  OTHLAURENT, PAUL           9/18/13*& 8/21/14  1639.00            **      01 03
01  259-15-5591  STEWART, ROBERT            9/08/13  8/28/14  1610.00            **
03  016-56-1506  TULLIVAN, KEVIN            9/18/13  8/28/14  1765.25
04  033-70-5238* TUTHERLAND, CHRISTINA      9/22/13  8/28/14  1831.85   **
03  250-53-2853  TWINGLE, BENJAMIN          9/11/13  8/28/14  1831.50
                                                    9/14/14*  OTH OUR NTE
03  024-40-5556  VRAKIMAS, RICHARD          9/05/13  8/28/14  1634.50
03  028-64-2755  VRUSLOW, JAMES             9/29/13  8/28/14  1617.00            **

The names and SSNs on this sample report are fabricated and fake

[   OK   ]        [  Cancel  ]        [  Help  ]                              IBM
```

- The report will indicate, in the top left corner, the parameters for the report that were selected during setup.
- The first column displays the employee's company number unless "**++**" is indicated… meaning (1) you selected to combine companies **and** (2) this employee has hours during the IMP in more than one company. (3) Review the last column to see a list of companies where hours accumulated during the IMP.
- The second column displays the employee's Social Security number. An asterisk (*) will appear at the end of the Social Security number when, by using the "ACADATUPD" program, the employee was designated as a FT employee (i.e., not a VH employee). (FT employees typically do not need to be tracked on an IMP report, but they are included on this report so that they are not "lost" in ACA "confusion".)
- The third column displays the employee's name.
- The fourth column displays the employee's hire date (or "ACA re-hire date"). If an employee has combined hours from more than one company, the hire date displayed will be the "company's" hire date closest to, but before the **start** date of the IMP. When a "re-hire date" is displayed (instead of a "system" hire date), an asterisk (*) will appear to the right of the date. When an employee **needs further review** to **investigate** hours worked for another company number during the 13 weeks prior to the hire date displayed (which likely means an erroneous hire date), an ampersand (&) symbol will appear to the right of the date.

- The fifth column displays the employee's last week-ending **worked** within the IMP. If an employee has combined hours from more than one company, the last week-ending **worked** displayed will be the "company's" last week-ending **worked** closest to, but before (or equal to) the **end** date of the IMP. **New for 2016:** In addition, if the **actual** last week-ending **worked** date in the payroll system (i.e., as of "**today**") is **different** from the last week-ending **worked** date **within** the measurement period, the report will also print the employee's **actual** last week-ending **worked** date from the payroll system in this column on a second line for the employee... and the designated **actual** date will have an asterisk (*****) to the right of it (MM/DD/YY*****).

- The sixth column displays total hours worked during the IMP.

  New for 2016: If applicable, any skill codes found in the employee's file will begin to print in this column on a second line for the employee. (Next to the **actual** last week-ending **worked** date if there.) Each employee report can have up to 15 matching skill codes printed. If an employee has more than 15 matching skill codes, the 15th skill code will be replaced with "*******" to signify that more matching skill codes are in employee's file but did **not** print on the report.

- The 13-week BIS indication column will display next... **but only if** you selected "yes" for this information. The column does not display at all if "no" was selected. The column, if there, will display "******" to indicate at least one 13-week BIS during the IMP.

  Note1: The 13-week BIS could be entirely within the IMP **or** may have just started during the IMP **or** may have just ended during the IMP for the employee.

  Note2: A 13-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this hire date range based on a different re-hire date. (This report would need to be **re-run** after entering any re-hire information.) However, a VL during a BIS could nullify the re-hire condition. Any BIS indication will require your **detailed investigation** of an employee's payroll and documentation history… with particular importance in looking for a VL during a BIS.

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- To see additional or previous companies and/or employees, use **[Page Down]** and **[Page Up]** or use spool file search capabilities to find or position to any place in the report.
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Sample report PB685P/IMP NO MIN: IMP Report – Find likely NOT FULL-TIME (Employees Not Meeting ACA Minimum Hours): (As viewed in a print queue/spool file)

```
Display Spooled File                                                    [_][□][×]
File  Edit  Functions  Help

File              PB685P                    Page/Line         2/6
Control                                     Columns           1 - 130
Find

*...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+....8....+....9....+....0....+....1....+....2.
Measurement Period: 10/01/13 thru  8/31/14      Employees Not Meeting ACA Minimum Hours           Page    2
Hire Range:  9/01/13 to  9/30/13 Min Hrs:  1430         Combined Companies                        11/16/14
Sort: Hrs/Name  4-12 Wk Brk: Y  13 Week Brk: Y
Skill Codes Included: 0?? NTE
Companies Combined: 01 02 03 04

                                              Last     Total  13 Wk  4 - 12  Valid
Co  Social Sec#  Employee Name       Hire Dt  Worked   Hours  Break  Wk Brk  Leave  Companies containing ho
--  -----------  ------------------- -------- -------- ------- -----  ------  -----  -----------------------
03  024-54-1345  SLINK, RISTINE      9/19/13  8/30/14  1374.25  **
03  456-45-5280  RIAS, MICHAEL       9/19/13  8/06/14  1256.00  **            **
01  043-46-1451* LAD, WILL           9/20/13  3/30/14   955.00  **
++  025-68-4405  HEP, JO             9/05/13*& 8/28/14  953.50  **     **            01 03
01  262-95-9918  NESEAR, ANDREW      9/16/13  8/31/14   947.50         **
04  012-52-2906  DEAU, MARIETTE      9/13/13  4/13/14   945.84  **
03  023-75-9278  CARR, MICHAEL       9/08/13  3/30/14   944.00  **
                                     12/06/14*  OTH OUR NTE
04  516-72-0816  BAS, ANDREW         9/07/13  8/31/14   938.00         **      **
04  058-76-9586  HUM, JORDAN         9/23/13  7/20/14   936.98  **     **
01  143-34-5455  JOHNS, SANDRA       9/24/13  7/27/14   912.25         **
```

The names and SSNs on this sample report are fabricated and fake

```
[   OK   ]        [  Cancel  ]        [   Help   ]                          IBM
```

- The report will indicate, in the top left corner, the parameters for the report that were keyed during setup.
- The first column displays the employee's company number unless "**++**" is indicated... meaning (1) you keyed "Y" to combine companies **and** (2) this employee has hours during the IMP in more than one company. (3) Review the last column to see a list of companies where hours accumulated during the IMP.
- The second column displays the employee's Social Security number. An asterisk (*) will appear at the end of the Social Security number when, by using the "ACADATUPD" program, the employee was designated as a FT employee (i.e., not a VH employee). (FT employees typically do not need to be tracked on an IMP report, but they are included on this report so that they are not "lost" in ACA "confusion".)
- The third column displays the employee's name.
- The fourth column displays the employee's hire date (or "ACA re-hire date"). If an employee has combined hours from more than one company, the hire date displayed will be the "company's" hire date closest to, but before the **start** date of the IMP. When a "re-hire date" is displayed (instead of a "system" hire date), an asterisk (*) will appear to the right of the date. When an employee **needs further review** to investigate hours worked for another company number during the 13 weeks prior to the hire date displayed (which likely means an erroneous hire date), an ampersand (&) symbol will appear to the right of the date.

- The fifth column displays the employee's last week-ending **worked** within the IMP. If an employee has combined hours from more than one company, the last week-ending **worked** displayed will be the "company's" last week-ending **worked** closest to, but before (or equal to) the **end** date of the IMP. **New for 2016:** In addition, if the **actual** last week-ending **worked** date in the payroll system (i.e., as of "**today**") is **different** from the last week-ending **worked** date **within** the measurement period, the report will also print the employee's **actual** last week-ending **worked** date from the payroll system in this column on a second line for the employee... and the designated **actual** date will have an asterisk (*****) to the right of it (MM/DD/YY*****).

- The sixth column displays total hours worked during the IMP. (**Note:** When sorted using the recommended "highest hours first" option, **the employees you should be most concerned about** "actually-qualifying-with-less-than-the-minimum-hours-required-for-the-IMP-due-to-a-VL" will be near the top of the report.) **New for 2016:** If applicable, any skill codes found in the employee's file will begin to print in this column on a second line for the employee. (Next to the **actual** last week-ending **worked** date if there.) Each employee report can have up to 15 matching skill codes printed. If an employee has more than 15 matching skill codes, the 15th skill code will be replaced with "*******" to signify that more matching skill codes are in employee's file but did **not** print on the report.

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- The next column, "Valid Leave", displays "**" to indicate **at least one** VL code (entered using the "ACADATUPD" program) with dates during the IMP. **VL time must be considered (ignored) when calculating for the "30-hour per week" (FT) average.** A "**" indication means your **detailed investigation** of an employee's payroll and documentation history is required to look at VL information. In order to benefit from this feature, you must, before running this report, have known and entered the type and start date and end date of every VL which occurred fully or partially during an IMP for every employee. **Note:** It is **critical** for you to establish a formal "VL-notification-structure" that will allow your "front office" to communicate "VLs discovered" to your "ACA back office" where "official" VL information can be entered (using the "ACADATUPD" program) for use in SMP and IMP reporting. (A "VL-notification-structure" document is available from SkilMatch software support.) **Verify the details of this VL effect on FT status with an ACA expert.**

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