

SkilMatch documentation for creating two employee reports using a Standard Measurement Period (SMP).

Command "ACASMP". 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** = **E**mploy**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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An annual SMP report differs from periodic IMP reports because an SMP report tracks "ongoing" employees and is run **once per year**... for "standard" starting and ending dates... but IMP reports track VH new hires (or re-hires) based on "hire" dates and **probably need to be run at least once per month**. The length of your SMP and IMP will probably be different. (For example, and for various reasons, your SMP may be 12 months and your IMP may be 11-months.)

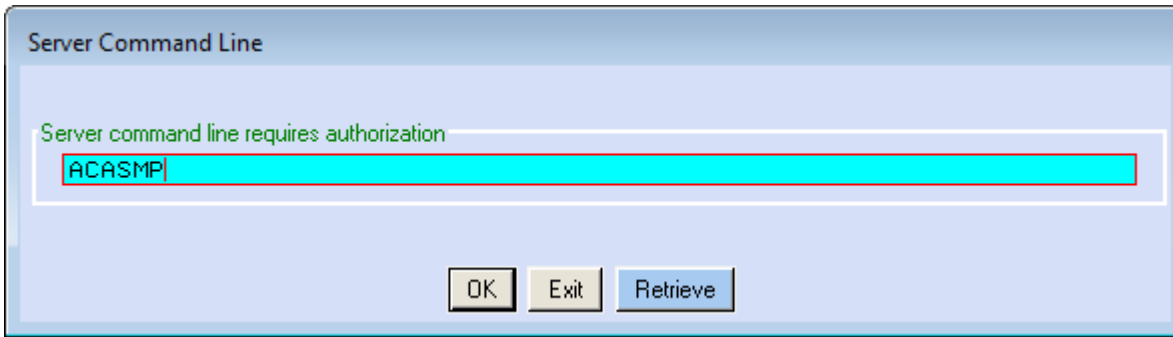
Here's a "general" logic SAMPLE of SMP vs. IMP reports: Your **SMP** report is run **once per year** for VH employees. Your SMP (look-back period) is 12 months... 10/1 through 9/30 of each year... and your annual SMP report would be run after you have completed your last payroll for September. Your first 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:

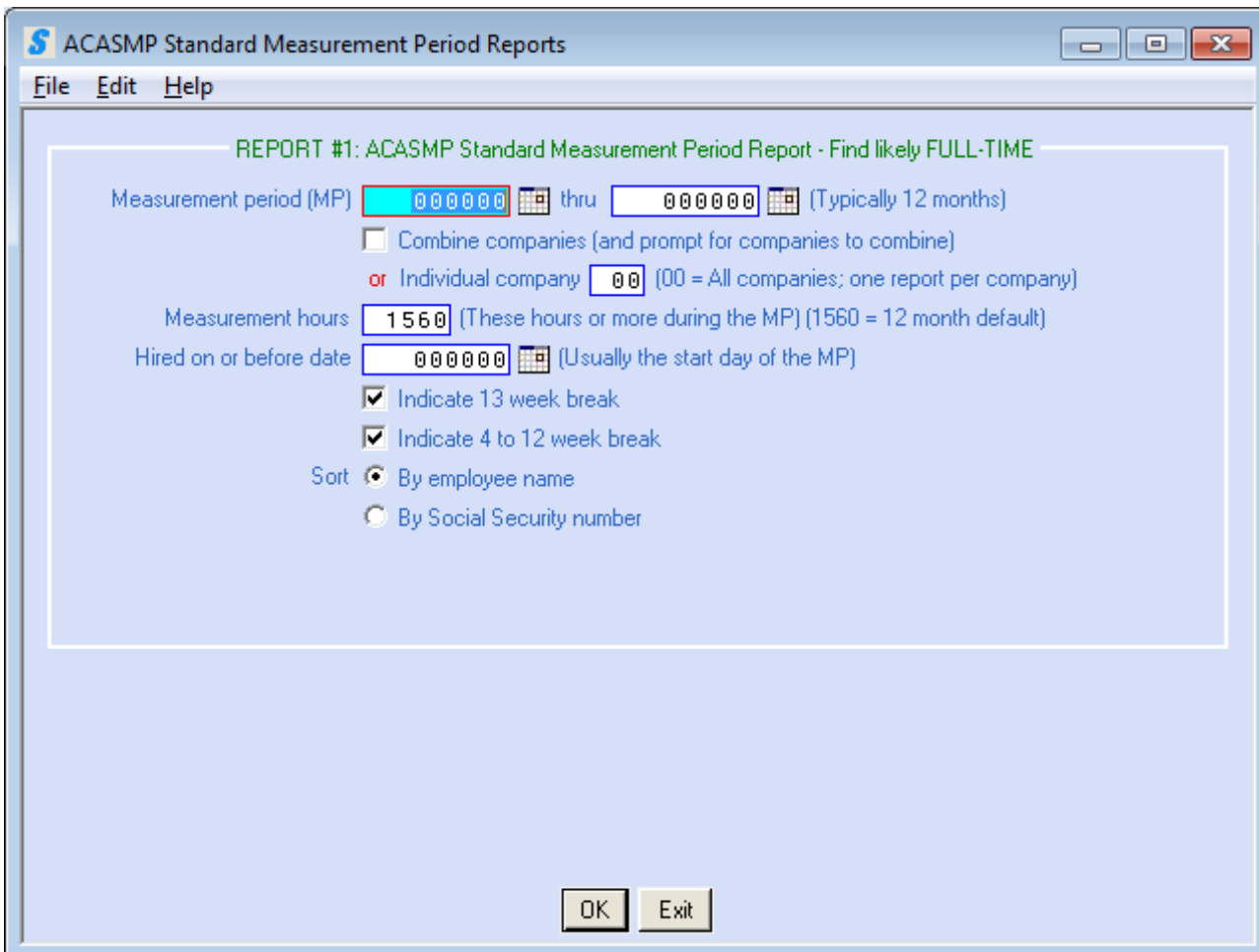
From any menu, click . The following screen will display:



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

Report 1. SMP Report – Find **likely** FULL-TIME:

A report that "tests" for and "finds" "**probable**" FT employees during a **SMP**. The purpose of this report is to create a list of employees who have accumulated **at least** a minimum number of hours during a SMP 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.**



Note: The screen will always **default** to "1560" for the Measurement hours (assuming a 12-month SMP), "checked" for "Indicate 13 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 a 12-month SMP.

ACASMP Standard Measurement Period Reports

File Edit Help

REPORT #1: ACASMP Standard Measurement Period Report - Find likely FULL-TIME

Measurement period (MP) 10/01/13 thru 09/30/14 (Typically 12 months)

Combine companies (and prompt for companies to combine)

or Individual company 00 (00 = All companies; one report per company)

Measurement hours 1560 (These hours or more during the MP) (1560 = 12 month default)

Hired on or before date 10/01/13 (Usually the start day of the MP)

Indicate 13 week break

Indicate 4 to 12 week break

Sort By employee name

By Social Security number

OK Exit

"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 SkillMatch 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 SMP, as determined by your company. (In this example, a 12-month SMP is used.) The first date should be the first day of the first month of the SMP. The "thru" date should be the last day of the last month of the SMP. **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 1560 hours (anticipating an 12-month SMP). 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.**

"Hired on or before date"

Key a date that is (usually) the same date as the start date of the "Measurement period". The system will issue a **warning** if a "Hired on or before date" is any date **after** the start date of the "Measurement Period". **Only** employees with a hire date (or re-hire date, see below) **on or before** the "Hired on or before date" 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" on or before the "Hired on or before date" 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 after the "Hired on or before date" is ignored. **If** two or more hire dates are on or before the "Hired on or before date", the hire date closest to the "Hired on or before date" 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 SMP.

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

Note: A 13-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this SMP 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 SMP.

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

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 SMP 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.**

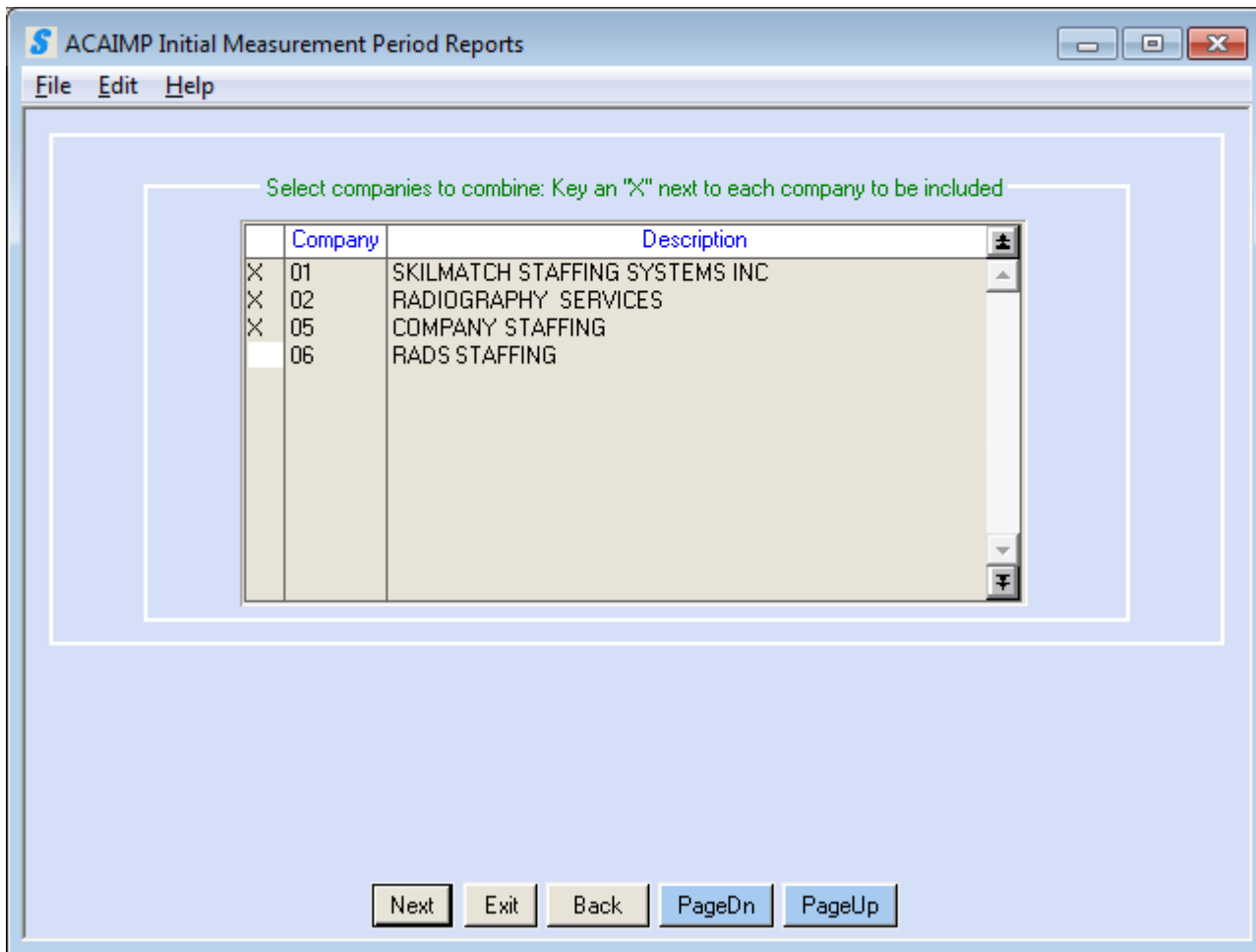
"Sort" (select one)

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 "SMP Report – Find likely NOT FULL-TIME" report screen (third screen, below). However, if you "checked" for "Combine companies", the following "companies to combined" screen will display:



All payroll companies in your SkillMatch system will display. (ATS "online application" companies will not display.)

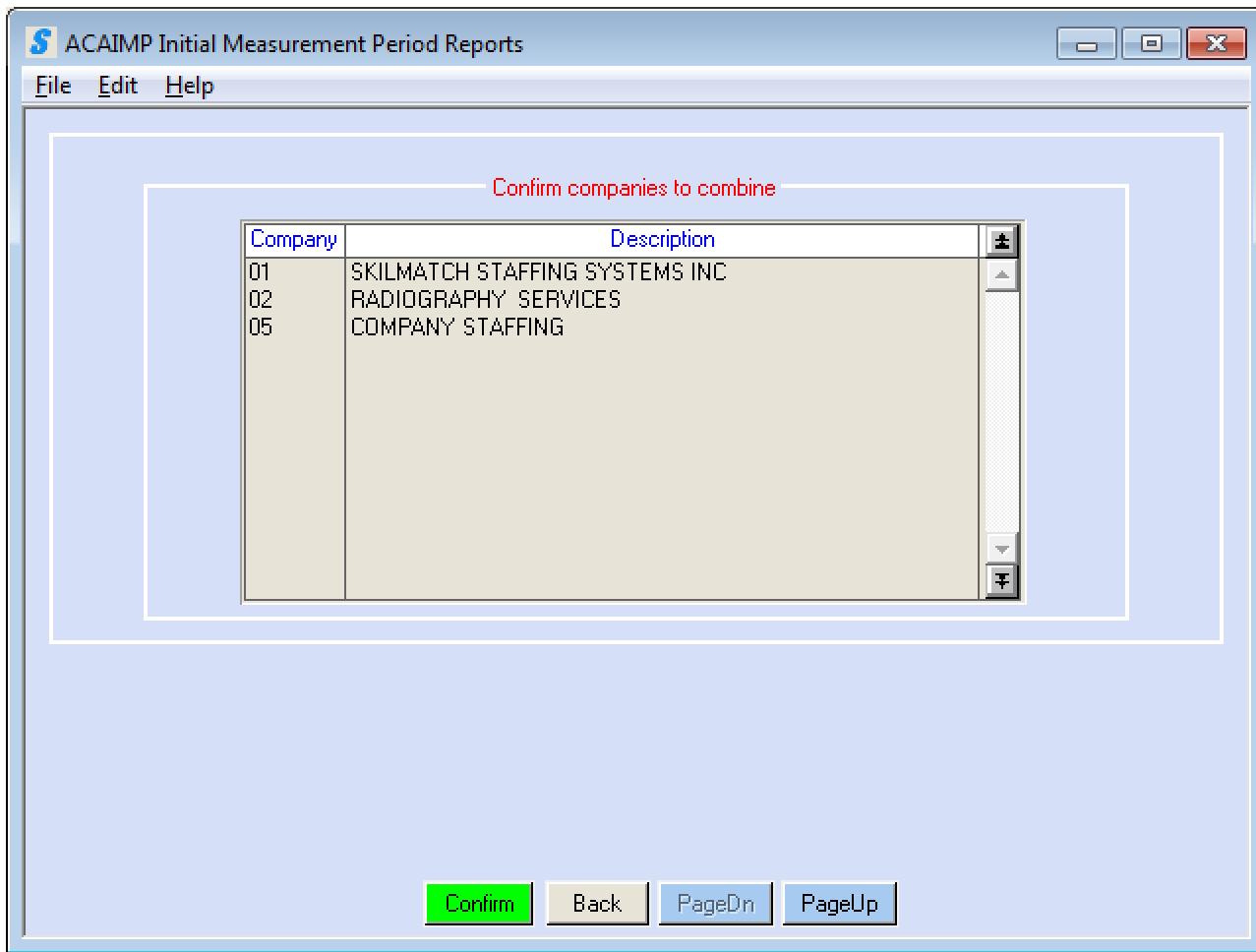
Key an "X" next to each company to be used to combine employee hours for that company when producing these reports. **[Page Down]** if required to display additional companies listed.

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]**.



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 "SMP Report – Find likely NOT FULL-TIME" screen will display to produce a second report:

Report 2. SMP 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 "Hired on or before date" 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 SMP) 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 SMP 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 "SMP 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 SMP.

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

Note: A 13-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this SMP 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 SMP.

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

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 SMP 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.**

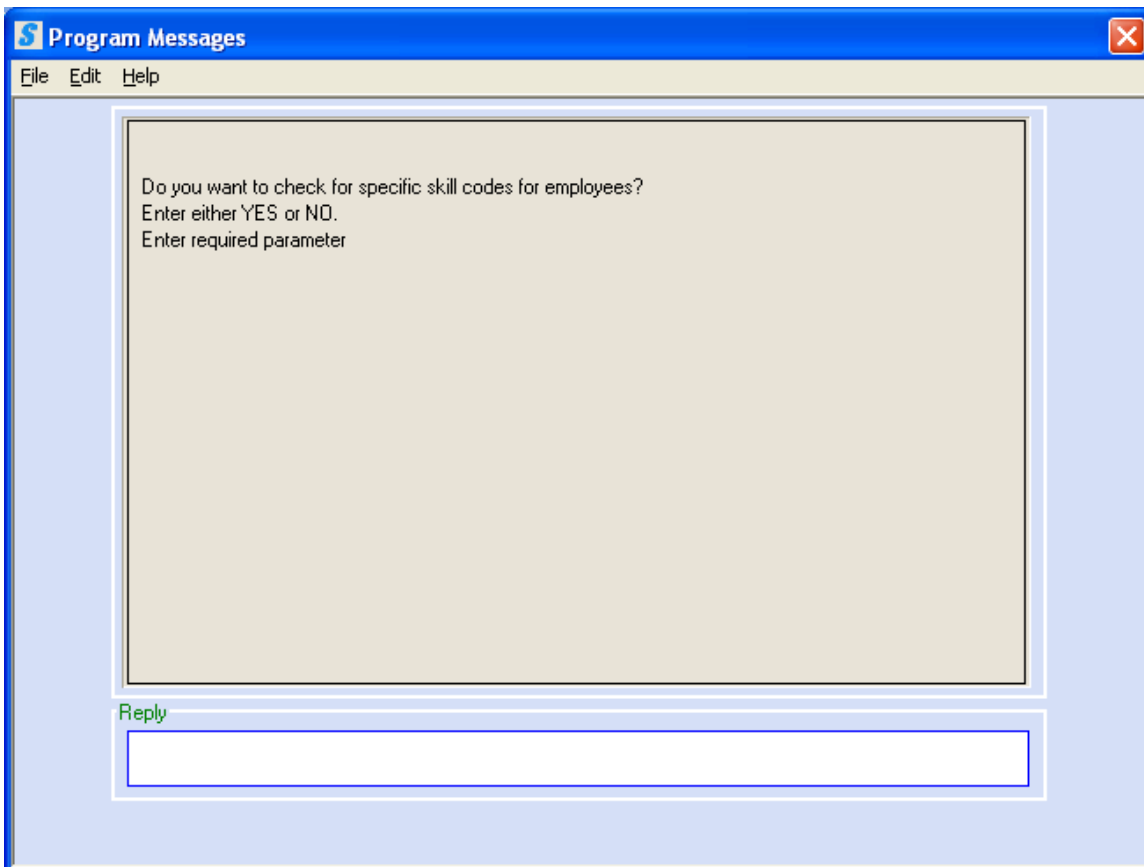
"Sort" (select one)

- 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:



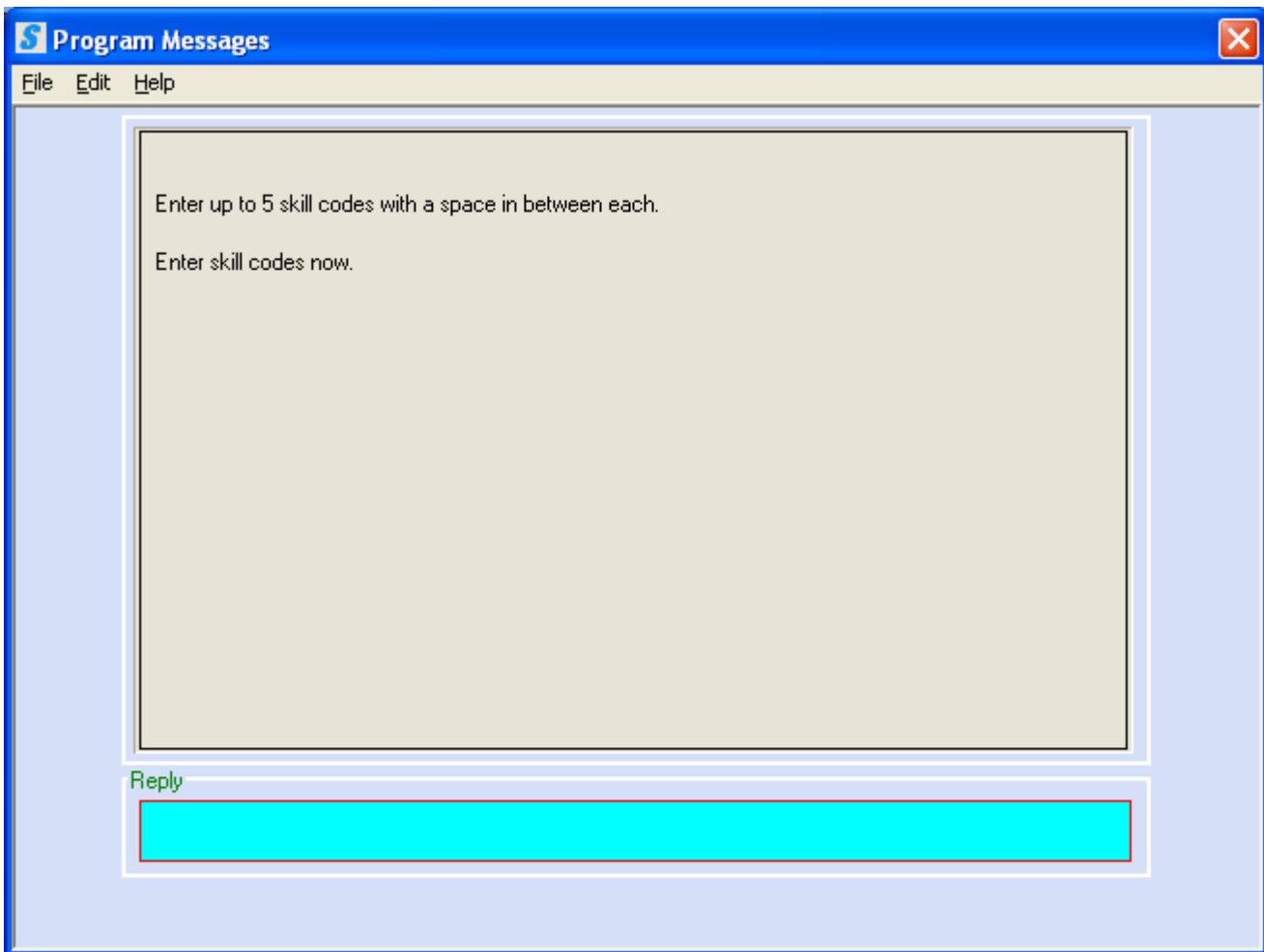
"Do you want to check for specific skill codes for employees?"

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:



"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)

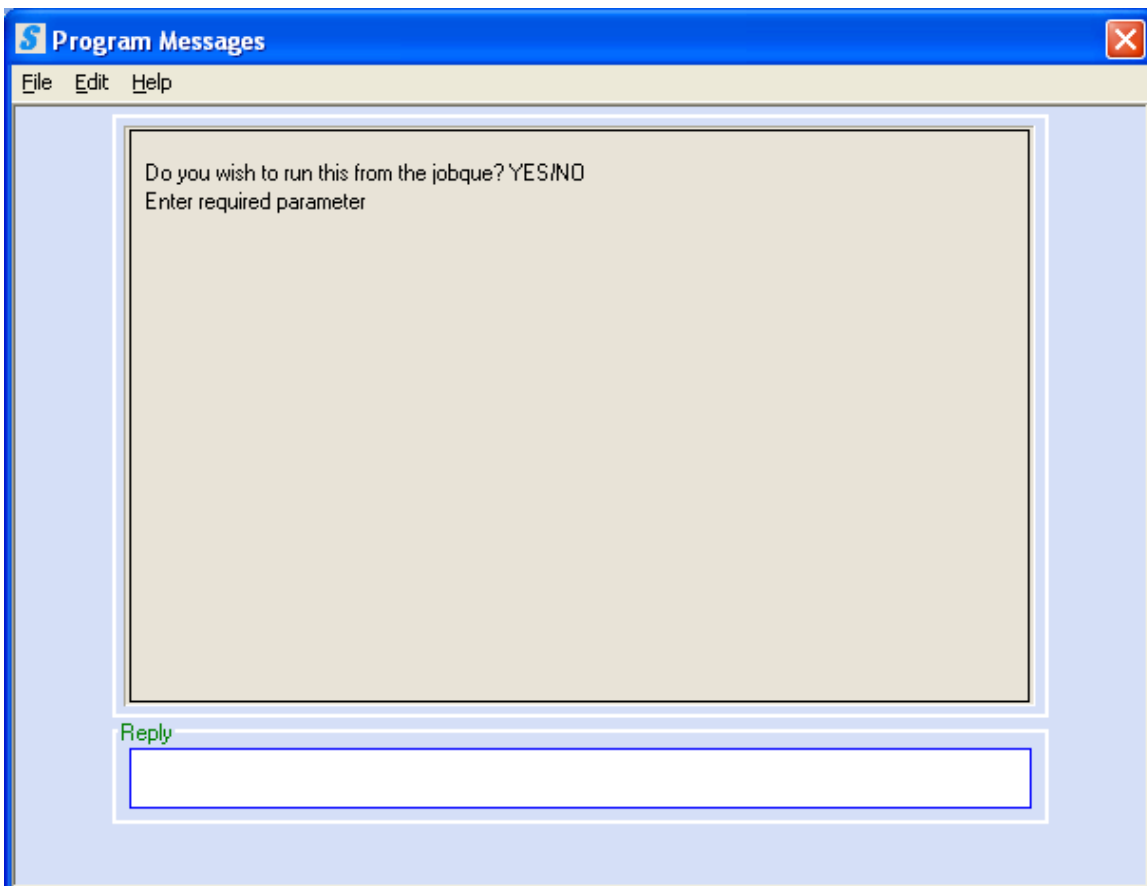
The 3-character skill codes keyed can be **either** specific codes (ABC, DEF)... **or** "wild card" codes (AB?, A??)... **or** a combination of specific skill codes and "wild card" skill codes. (Similar to a "wild card" in a SkilMatch comment search, "?" is the designated "wild card".) "Wild card" skill 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.



"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/SMP ELGBLE (likely FULL TIME) and PB685P/SMP 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/SMP ELGBLE (likely FULL TIME) and PB685P/SMP 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/SMP ELGBLE: SMP Report – Find **likely** FULL-TIME (ACA Eligibility Report)

(As viewed in a print queue/spool file)

Display Spooled File

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 9/30/14 ACA Eligibility Report Page 2
 Hired on or Prior to: 10/01/13 Min Hrs: 1560 Combined Companies 11/15/14
 Sort: Name 4-12 Wk Brk: Y 13 Week Brk: Y
 Skill Codes Included: 0?? NTE
 Companies Combined: 01 02 03 04

Co	Social Sec#	Employee Name	Hire Dt	Last Worked	Total Hours	13 Wk Break	4 - 12 Wk Brk	Companies containing hours
01	125-75-4955	HANZART, PAUL	9/23/13	9/14/14	2083.05			
04	057-42-1767	HATLOCK, ROBERT	11/15/10	9/14/14	2164.50			
03	037-58-5946	HOGONAGLE, KYLE	8/26/13	6/29/14	1623.50	**		
++	035-54-5554	OTHLAURENT, PAUL	3/18/13*8	9/21/14	1639.00		**	01 03
01	259-15-5591	STEWART, ROBERT	10/08/12	9/28/14	1610.00		**	
03	016-56-1506	TULLIVAN, KEVIN	3/18/13	9/28/14	1765.25			
04	033-70-5238	TUTHERLAND, CHRISTINA	4/22/13	9/28/14	1831.85	**		
03	250-53-2853	TWINGLE, BENJAMIN	10/11/11	9/28/14	1831.50			
01	132-62-9665	TV, RUSSEL	3/04/13	9/28/14	2049.50			
03	028-64-2755	VRUSLOW, JAMES	4/29/13	9/28/14	1617.00		**	

10/14/14* OTH OUR NTE

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

OK Cancel Help

- 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 SMP in more than one company. (3) Review the last column to see a list of companies where hours accumulated during the SMP.
- 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 SMP 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 SMP. 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 SMP. 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 SMP.
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 SMP.
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 SMP.
Note1: The 13-week BIS could be entirely within the SMP **or** may have just started during the SMP **or** may have just ended during the SMP 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 SMP 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.
- The 4-to-12-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 4-to-12-week BIS during the SMP.
Note1: The 4-to-12-week BIS could be entirely within the SMP **or** may have just started during the SMP **or** may have just ended during the SMP for the employee.
Note2: A 4-to-12-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this SMP 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.
- The "Companies containing hours" column will display next... **but only if** you selected "yes" to combine companies. The column does not display at all if "no" was selected. The column, if there, will display the company(s) where hours during the SMP were accumulated. You may want to review each company's hours details.

- 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/SMP NO MIN: SMP Report – Find **likely NOT FULL-TIME (Employees Not Meeting ACA Minimum Hours):** (As viewed in a print queue/spool file)

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 9/30/14 Employees Not Meeting ACA Minimum Hours Page 2
Hired on or Prior to: 10/01/13 Min Hrs: 1560 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

Co	Social Sec#	Employee Name	Hire Dt	Last Worked	Total Hours	13 Wk Break	4 - 12 Wk Brk	Valid Leave	Companies containing ho
03	024-54-1345	SLINK, RISTINE	12/19/12	3/30/14	974.25	**			
03	456-45-5280	RIAS, MICHAEL	2/19/13	4/06/14	956.00	**			
01	043-46-1451	LAD, WILL	2/20/12	3/30/14	955.00	**			
++	025-68-4405	HEP, JO	3/05/12*8	9/28/14	953.50	**	**		01 03
01	262-95-9918	NESEAR, ANDREW	9/16/13	8/31/14	947.50	**	**		
04	012-52-2906	DEAU, MARIETTE	5/13/13	4/13/14	945.84	**			
03	023-75-9278	CARR, MICHAEL	7/08/13	3/30/14	944.00	**			
				12/06/14*	OTH OUR NTE				
04	516-72-0816	BAS, ANDREW	1/07/13	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	7/24/13	7/27/14	912.25	**	**		

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

OK Cancel Help

- 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 SMP in more than one company. (3) Review the last column to see a list of companies where hours accumulated during the SMP.
- 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 SMP 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 SMP. 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 SMP. 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 SMP.
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 SMP. (**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-SMP-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.
- 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 SMP.
Note1: The 13-week BIS could be entirely within the SMP **or** may have just started during the SMP **or** may have just ended during the SMP 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 SMP 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.
- The 4-to-12-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 4-to-12-week BIS during the SMP.
Note1: The 4-to-12-week BIS could be entirely within the SMP **or** may have just started during the SMP **or** may have just ended during the SMP for the employee.
Note2: A 4-to-12-week BIS **might** qualify as a "re-hire" condition and **might** allow an employee to be moved out of this SMP 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.

- The next column, "Valid Leave", displays "***" to indicate **at least one** VL code (entered using the "ACADATUPD" program) with dates during the SMP. **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 a SMP 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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