

ACA Solution – Standard Report

Follow the instructions below to track your Variable Hour Employees at the end of their measurement period.

1. Go to Fastpaypayroll.com and click LOGIN → ACA Solution



2. Enter your Login information



3. Click ACA Tracking then ACA Tracking Home from the drop down.



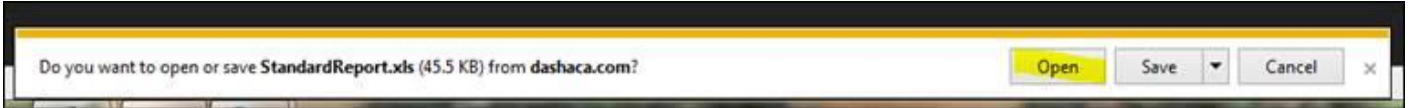
4. Click Standard Report Icon



5. Enter today's date if you are running a current report (or any day within the current month). → Click Generate Report



6. A download should show at the bottom of your screen to open the Excel document. → Click OPEN.



7. Click the Administrative tab to see the current employees who have ended their measurement period.



a. Any employee who is a Calculated FT employee on this tab will need to be offered insurance within (from the end of the current month):

- i. 61 days if “ongoing” employee – Be there longer than a year
- ii. 30 days if “new” employee – Just ending their 1st year of employment. (see example below)
 - 1. This detail is noted under “Measurement Type”

ently in an Administrative Period				
Tracked Projected Status	Average Weekly Hours	Measurement Type	Measurement Start Date	Measurement End Date
Calculated Non-Full-Time	24.178	New Variable Hour	10/1/2015	9/30/2016
Calculated Non-Full-Time	22.587	New Variable Hour	10/1/2015	9/30/2016
Calculated Full-Time	35.368	New Variable Hour	10/1/2015	9/30/2016
Calculated Non-Full-Time	23.399	New Variable Hour	10/1/2015	9/30/2016
Calculated Full-Time	30.710	New Variable Hour	10/1/2015	9/30/2016