MCCCD is implementing changes to comply with the Federal Affordable Health Care Act. One of the changes is providing a custom **ACA Profile Page** in PeopleSoft HRMS that will assist users in keeping in compliance with MCCCD’s new requirements for ACA.

**Navigation:**  *MCCD Custom>MCCD Payroll>Inquire>MCCD ACA Profile*
AFFORDABLE HEALTH CARE ACT
ACA PROFILE PAGE

The page is broken down into 2 sections, “Projected” and “Actual”. **Projected** is based on the job hire documents that are created (*they could still be in pending status*) and **Actual**, which provides information on the actual hours paid. In the description below, the page is explained as 2 different sections even though it is all on one page. *(see below)*

**“PROJECTED” FIELD DESCRIPTIONS:**

<table>
<thead>
<tr>
<th>Projected ACA Dates</th>
<th>If an employee works prior to July 1st, 2013, their ACA Anniversary Date will be July 1st, 2013 (Beginning of the Affordable Health Care Act Program). If they are hired after July 1st, 2013, the Projected ACA Date will be the earliest start date of the employee’s Job Hire Document until they get an actual date based on their first day of paid time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Projected Hour Limits”</td>
<td>are based on the Job Hire Documents that determines the type of employee. (Teaching or Temporary) Temporaries are allowed 1300 hours per ACA year and Teaching jobs are allowed 25 hours per week. Currently Temp hours (1,300) are enforced – Teaching (25/wk) are not currently enforced</td>
</tr>
</tbody>
</table>
| **Type** | There are 4 EE Types  
* Adjunct  
* Temp Hourly  
* Benefit-Eligible  
* OSO/OYO Emp |
| Based on the Job Hire documents created, the **Projected ACA Hours** and **Available Projected Hours** will be updated. *(Only after the Maint. Process is run)*  
Job Hire Documents in a “Not Submitted” or “Cancelled” (by originator) will not show. |
| All Job Hire Documents (including pending documents) will be listed immediately. However, they will not be totaled and subtracted from the ACA Hours Limit and provide the **Available Projected Hours** for the remaining ACA year until the ACA Maint. Process has run. |
| **“Prorated Assignment Hours”** | If an Assignment crosses the employee’s ACA year, this field will reflect the hours that fall within that year for the employee. This will be used in the calculation instead of Projected hours. |
| **“Revised Assignment Hours”** | When an Assignment is revised, the changes will show in this field. If there is a revision, this “supersedes” the calculation for both “Projected” and “Prorated”. |
“ACTUAL” FIELD DESCRIPTIONS

“Actual ACA Dates” – If the employee works prior to July 1st, 2013, their annual ACA Date would be July 1st through June 30th each year. (Beginning of the Affordable Health Care Act Program) If a new employee reports time for the first time after July 1st, 2013, then the first date they have paid time, their ACA date will be automatically set by the system. Until they work, these dates will be blank. This date would carry over year to year as their ACA date. Exception: If an employee is in an unpaid status of 26.5 or more weeks, the ACA date will be automatically reset upon their return. (More details later)

“ACA Employee Type” is determined by the Job Hire Documents (Teaching or Temporary)

The “ACA Hours Limit” is 1300 hours for temporaries, or 25 hours per week for teaching (for the employees ACA year). If the employee has both Temporary and Teaching jobs, they will default to Teaching for their ACA year.
There are numerous “mousetraps” where the 1300 hour limit per ACA year and load hour limits per Term are enforced, but currently the 25 hour per week limit is not. The ACA Actual portion of the Profile page will display weekly hours, but supervisors will need to monitor the weekly hours for Teaching employees. There will be a query/report available in the very near future.

Clarification: If an employee is a Temporary and any type of “Teaching” job is added to that employee (even substituting once,) it will convert them from a Temporary (1,300 hour per ACA year) to Teaching (25 hours per week limit) for that ACA year.
EXAMPLES:

JHD’s that cross ACA year

JHD’s that cross fiscal years are prorated as to the amount of hours that used for the current ACA year. If there is also a Revision, then those hours would be used in the “Projected” calculation.
Revised RPS’s and Assignments

Revisions (requested by colleges) can be done to RPS’s and Assignments to provide the most accurate hours to be used for the ACA Projected Hours display. **Currently Payroll is the only area to have access to this function.** Dates and hours should only be reduced (never increased).
The end users will see the revision on the Job Hire Document as shown below.
Once the maintenance program is run for Projected Time, the revision will update the ACA Profile page.

**Assignments:**

![Assignment Information](image)

See ACA Profile Page below....
Please note – only the revised “Hours” will display on the ACA Profile Page since hours are what are being tracked. (Not dates)
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