

ACA Reports

Version 1.0 | October 31, 2016

MITI has developed two reports to help districts with ACA reporting. These reports were developed to assist districts working with third party vendors. One is a query called **M_HR_PAY_ACA_REPORT**. The other is a custom report called **ACA Report by District** (see pp.2-5).

M_HR_PAY_ACA_REPORT Query

This query contains demographic and HR/Payroll required fields. This query is similar to the Legacy Extract PSQL file.

Directions:

1. Navigate to **Main Menu > Reporting Tools > Query > Query Viewer**.
2. Search for **M_HR_PAY_ACA_REPORT**. Run as HTML.
3. Enter you district # in the **Company** field. Click **View Results**. This query is a large file and may take some time to load.

M_HR_PAY_ACA_REPORT

Company: 065

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(4767 kb\)](#)

[View All](#)

	Fed EIN	Company	ID	Empl Record	Eff Date	First Name	Middle	Last	Birthdate	SSN	Street Address	City	State	Zip Code	Hire Date	Term Date	Indicator	Position	Descr	Full/Part	Std Hrs/Wk	FTE	Empl Class	Pay Status
1														92078	01/18/2005		P	10651904	Sub Teacher K-12	Daily	5.00	0.000000	Substitutes	Active
2														92078	08/26/2010		P	10651904	Sub Teacher K-12	Daily	5.00	0.000000	Substitutes	Active
3														92009	07/23/1998		P	10656024	Teacher-Simms	Full-Time 12 months	37.50	1.000000	Certificated	Active
4														92009	07/23/1998		P	10656024	Teacher-Simms	Full-Time 12 months	37.50	1.000000	Certificated	Active
5														92009	07/23/1998		S	10651922	Certificated-Hourly	Hourly	1.00	0.000000	Certificated Hourly	Active

4. Click **Excel Spreadsheet** to download to Excel. Columns in the spreadsheet:

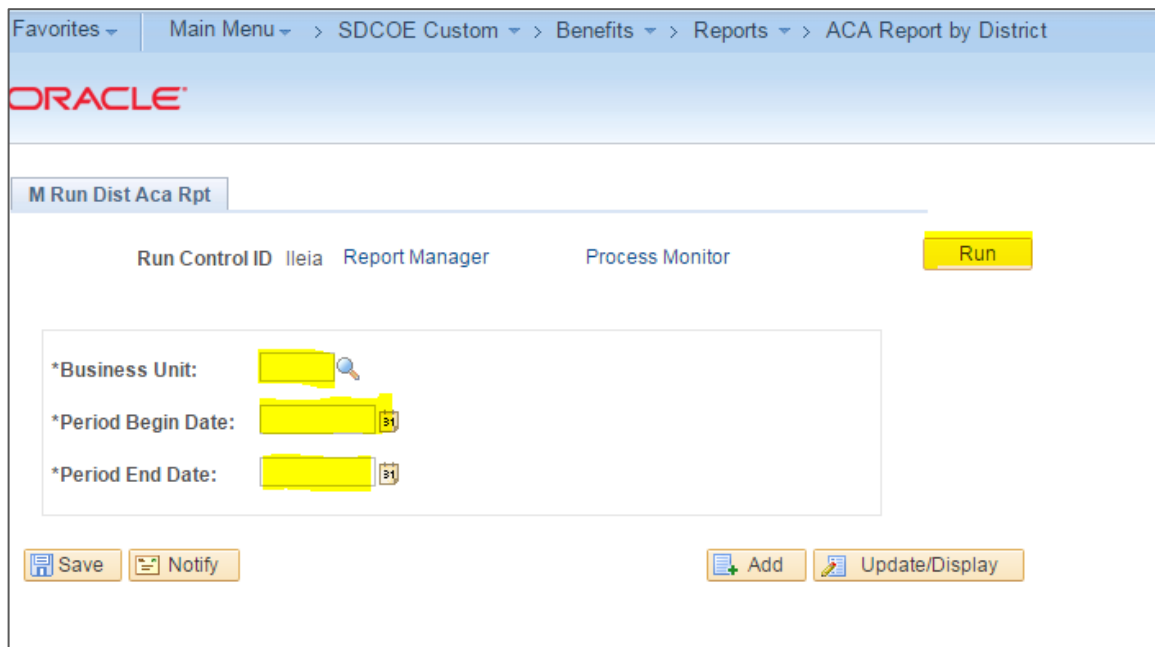
- | | | | |
|---------------|------------------|--------------|---------------------|
| ▪ Fed EIN | ▪ Birthdate | ▪ Indicator | ▪ Comp Rate |
| ▪ Company | ▪ SSN | ▪ Position | ▪ Comp Freq |
| ▪ ID | ▪ Street Address | ▪ Descr | ▪ Hrly Rate |
| ▪ Empl Record | ▪ City | ▪ Full/Part | ▪ Daily Rt |
| ▪ Eff Date | ▪ State | ▪ Std Hrs/Wk | ▪ Rate Code |
| ▪ First Name | ▪ Zip Code | ▪ FTE | ▪ Compensation Rate |
| ▪ Middle | ▪ Hire Date | ▪ Empl Class | ▪ TOTAL_CDAYS |
| ▪ Last | ▪ Term Date | ▪ Pay Status | ▪ Teacher Hours |

ACA Report by District

The **ACA Report by District** reports the hours worked and earnings for each employee for a designated “lookback period”. This tool is used to determine eligibility for Health Benefits. This report is similar to the Legacy Extract TMPAY file.

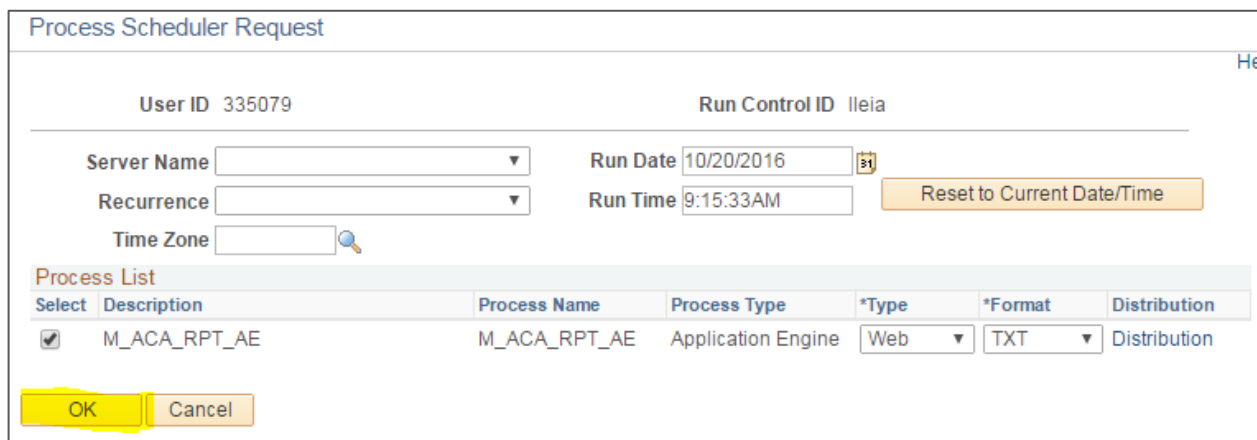
Directions:

1. Navigate to **Main Menu > SDCOE Custom > Benefits > Reports > ACA Report by District**.
2. Click **Add a New Value** and create a Run Control ID. A Run Control ID can be any letters or numbers with no spaces in between. Then click **Add**.
3. Enter the parameters, then click **Run**.



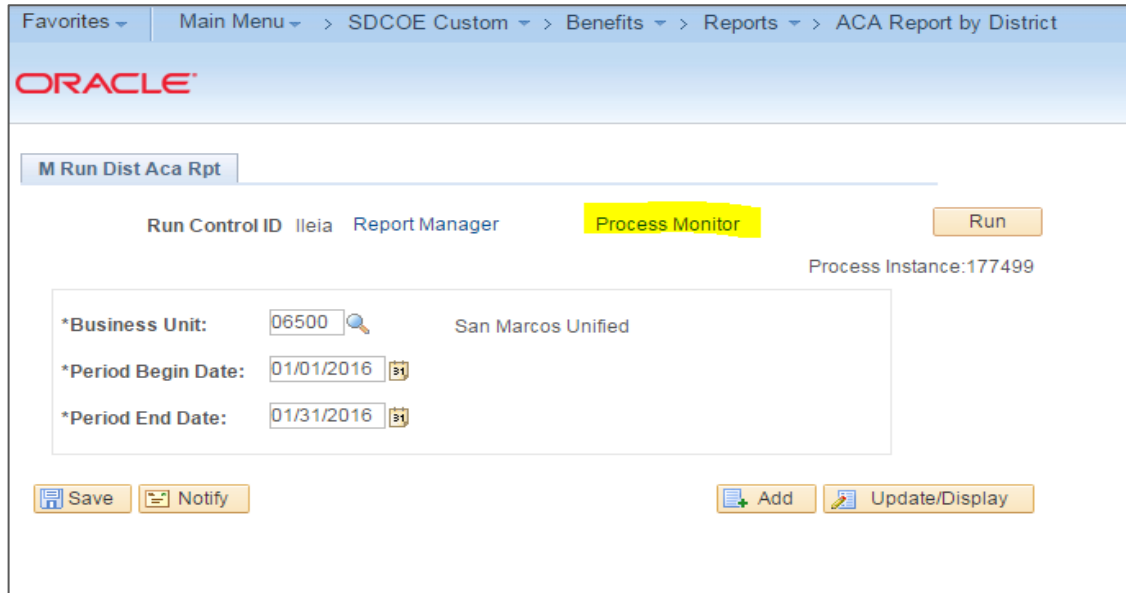
- Business Unit: Enter your district number (for example, 06500).
- Period Begin/End Dates: Enter the look back period.

4. The Process Scheduler Request screen will display with **M_ACA_RPT_AE** selected. Click **OK**.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	M_ACA_RPT_AE	M_ACA_RPT_AE	Application Engine	Web	TXT	Distribution

- Click **Process Monitor**.



Navigation: Favorites > Main Menu > SDCOE Custom > Benefits > Reports > ACA Report by District

ORACLE

M Run Dist Aca Rpt

Run Control ID lleia Report Manager **Process Monitor** Run

Process Instance:177499

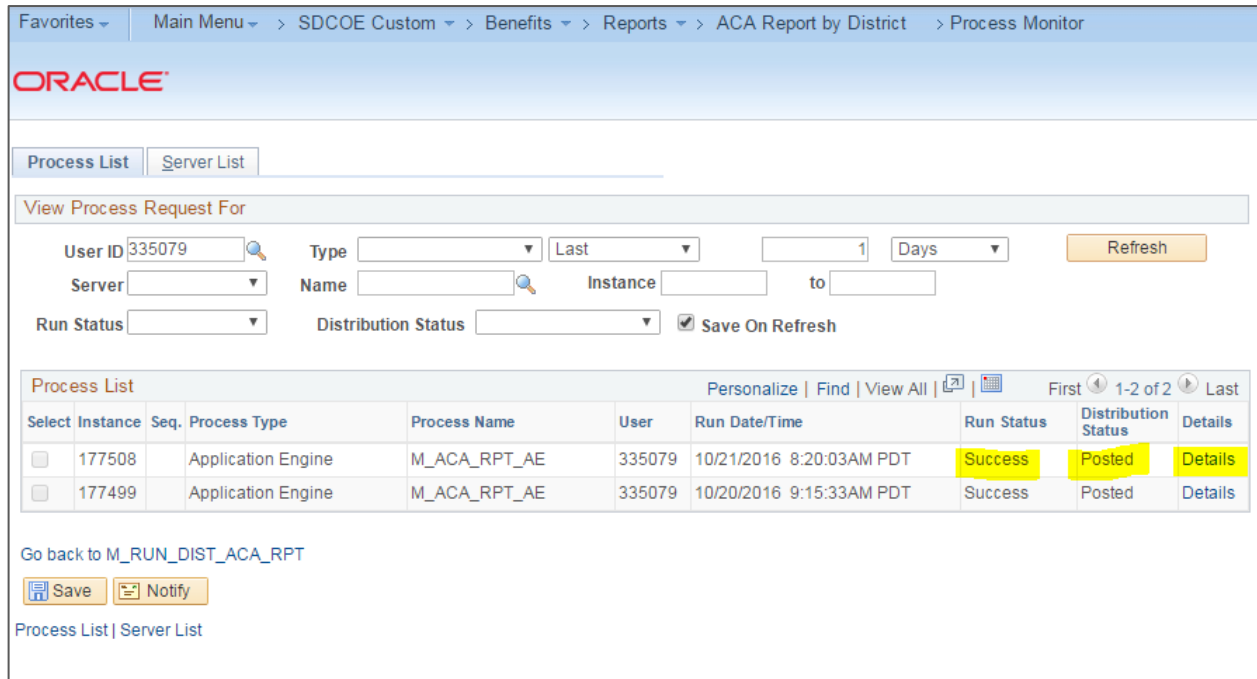
*Business Unit: 06500 San Marcos Unified

*Period Begin Date: 01/01/2016

*Period End Date: 01/31/2016

Save Notify Add Update/Display

- Click **Refresh** until **Run Status** = *Success* and **Distribution Status** = *Posted*. Then click the **Details** link.



Navigation: Favorites > Main Menu > SDCOE Custom > Benefits > Reports > ACA Report by District > Process Monitor

ORACLE

Process List Server List

View Process Request For

User ID 335079 Type Last 1 Days Refresh

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	177508		Application Engine	M_ACA_RPT_AE	335079	10/21/2016 8:20:03AM PDT	Success	Posted	Details
<input type="checkbox"/>	177499		Application Engine	M_ACA_RPT_AE	335079	10/20/2016 9:15:33AM PDT	Success	Posted	Details

Go back to M_RUN_DIST_ACA_RPT

Save Notify

Process List | Server List

7. Click **View/Log Trace**.

Process Detail x Help

Process

Instance 177508	Type Application Engine
Name M_ACA_RPT_AE	Description M_ACA_RPT_AE
Run Status Success	Distribution Status Posted

Run

Run Control ID ghhsjw

Location Server

Server PSUNX1

Recurrence

[Update Process](#)

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Actions

Request Created On 10/21/2016 8:20:45AM PDT	Parameters	Transfer
Run Anytime After 10/21/2016 8:20:03AM PDT	Message Log	View Locks
Began Process At 10/21/2016 8:21:07AM PDT	Batch Timings	
Ended Process At 10/21/2016 8:21:52AM PDT	View Log/Trace	

OK
Cancel

8. Click the file with extension “CSV” and it will open up and can be saved as an Excel file. Please use caution as this report includes Social Security Numbers.

View Log/Trace x Help

Report

Report ID: 147474	Process Instance: 177499	Message Log
Name: M_ACA_RPT_AE	Process Type: Application Engine	
Run Status: Success		
M_ACA_RPT_AE		

Distribution Details

Distribution Node: SDHS92	Expiration Date: 01/23/2017
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File List

Name	File Size (bytes)	Datetime Created
ACA_RPT_177499.csv	637,518	10/20/2016 9:17:40.200306AM PDT
AE_M_ACA_RPT_AE_177499.stdout	294	10/20/2016 9:17:40.200306AM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	335079

Return

Column Descriptions:

A: Pay End Date
B: Employee ID#
C: Empl Record
D: Last Name
E: First Name
F: Middle Initial
G: Mailing Address

H: Mailing Address
I: Apt#
J: City
K: State
L: Zip Code
M: Position #
N: Job title Description

O: Job Class code
P: Job title
Q: Pay Group
R: Hire Date
S: Term Date
T: Total hours worked for pay period
U: Total Gross salary for pay period