Running / Viewing / Printing Reports

eTime Summary – ACA (Affordable Care Act)

This report provides an account of hours recorded by temporary, part-time salaried employees (non-benefits eligible) that must track hours of work each pay period to be compliant with the ACA (i.e., part-time staff and part-time non-instructional faculty). This report is designed to assist with tracking recorded hours and approvals for the pay period. <u>Run report prior to the end of each pay period to ensure hours have been recorded and approved in a timely manner by those individuals identified above and their supervisors.</u>

1. Access HRIS Report

<u>Time and Leave > Reports > Time Reports > eTime Summary Report - ACA</u>

2. Select Run Control ID

Enter an existing Run Control ID <u>or</u> click on the "Search" button to produce a list of Run Control ID's. <u>If a RUN CONTROL ID DOES NOT EXIST</u>, please repeat Step 1. Select "Add a New Value" tab to create Run Control ID.

HSA ER Contrbution Grants	
Enter any information you have and click Search. Leave fields blank for a list	t of all values
Find an Existing Value	
▼ Search Criteria	
Search by: Run Control ID begins with amd	
Search Advanced Search	

3. Complete the Report Request Parameters

In Control ID:	AMD	Report Manager		Process Monitor	Run
eport Request Param	eters				
Empl ID		Q			
	Enter D	eptID or Dept Grou	р		
Department:	36	70020060 🔍	Biology		
Department Grou	up ID	Q			
Pay Period End [Date: 06	21/2014 🔍			
Sort By Subunit	(Optional)				
KSU Subunit ID	(Optional)	Q			

- 4. Save and Run the Report
 - **Select "Save**" to retain selected report parameters
 - **Select "Run"** to access the Process Scheduler Request page.

5. Set Up Process Scheduler Request Page

Server Name: PSUNX - Type: Web - Format: PDF

User ID: ALMAMD		Run Control ID: AMD						
Server Name: PSUNX	Run Date: 06	/04/2014 関						
Recurrence:	 Run Time: 2:0 	01:27PM	Reset to Cu	Reset to Current Date/Time				
Time Zone:								
rocess List								
elect Description	Process Name	Process Type	<u>*Type</u>	*Format	Distribution			
eTime Summary Report - ACA	WTEC044	SOR Report	Web N	PDF	Distribution			

After completing the options, select "OK" to run the report.

6. View or Print the Report

Select ... Report Manager to produce a list of reports that have been sent to the process scheduler/report list

e Time Summary Re	eport - ACA	1		
Run Control ID:	AMD	Report Manager	Process Monitor	Run
				Process Instance:1009856

- Select the "Refresh" button to view report as it processes. May need to select "Refresh" more than once. Status will indicate "Posted" when report has finished processing.
- > To view/print the report, select the Description or Details.

List Explo	orer /	Administra	tion Archiv	es			_			
User ID: Status:	ALMA	MD	Type: Folder:	/~	Last		✓ to:	1 Da	ys 🗸	Refresh
Report List				Personalize Find	View All	Firs	st 🚺 1-3 of	f 8 💵 Last		
Select	Report ID	Prcs Instance	Description		<u>Request</u> Date/Time	<u>Format</u>	<u>Status</u>	<u>Details</u>		
	948380	1009856	eTime Summa	ry Report - ACA	06/04/2014 2:03:44PM	Acrobat (*.pdf)	Posted	Details		

- > Selecting Details provides PDF or CSV files.
- > PDF = Provides only a count; CSV = Provides funding data detail.

Questions, please contact Benefits at <u>benefits@ksu.edu</u> or (785) 532-6277.