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. **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**.
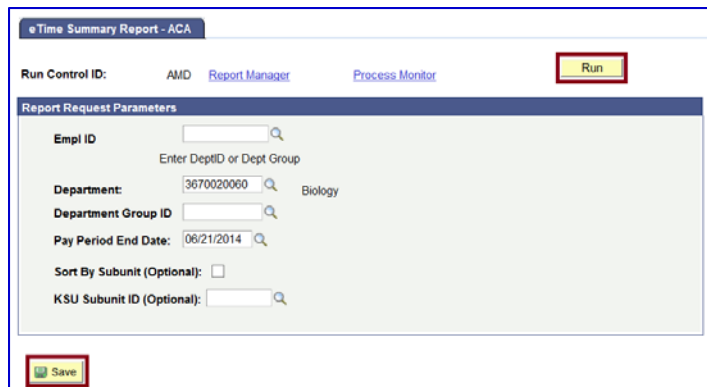
1.   Access HRIS Report

Time and Leave > Reports > Time Reports > eTime Summary Report - ACA

2.   Select Run Control ID

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

3.   Complete the Report Request Parameters

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

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

➢ 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.**

➢ **Selecting Details provides PDF or CSV files.**

➢ **PDF = Provides only a count; CSV = Provides funding data detail.**

Questions, please contact Benefits at **benefits@ksu.edu** or **(785) 532-6277.**