Unit Administrator – Affordable Care Act (ACA) Time Report

How to Access the Report

1. Login to the EBS Portal.
2. Click the Unit Administrator tab.
3. Click the sub tab Reports
4. Click the ACA Time Report (as shown below).

Information Required to launch the Report

You may launch the report for an entire organizational unit, multiple organizational units, or by a specific employee. However, the Organizational Unit is a required field.

After you have entered the Organizational Unit and any other desired selection criteria simply select the Execute button.
Where to find a Organizational Unit and/or Person ID

If you are unaware of either a Person ID and/or Organizational Unit you may use the Unit Administrator Employee Information Report to identify this information.

1. Click the Unit Administrator tab.
2. Click the sub tab Employee Information Report
   a. Retain the prefilled search criteria Today in the Reporting Period area, OR make any necessary reporting period adjustments.
3. Under the Program Selections area enter the employees ZPID.
4. Select the Execute button.

Recommendations Regarding Launching the Report

The ACA Time report should be launched and reviewed on payday Fridays for the pay period that is being paid.

The Reporting Period area of the report should be used to indicate the end date of the period that is being paid.

For example:

- Pay Date is 1/24/2014.
- This reflects the pay period of 12/29/2013 - 1/11/2014.
- The report should be launched using the date of 1/11/2014 (the end date of the pay period that is actually being paid, not the actual payday date).

While the report may be launched on a monthly basis it is important that a previous biweekly pay period end date be used for accurate weekly data to display.

Additional Information

Additional detail information pertaining to this report can be found on the full ACA Time Report publication.