ConnectPay®
PAYROLL SERVICES

2013 Payroll Fact Sheet

PPACA and the New *Work Week Report* in SwipeClock

Workforce management for employers is undergoing a significant change with the introduction of the new federal Patient Protection and Affordable Care Act (PPACA). To simplify the management of these new employer requirements, ConnectPay has released a new report, the "Work Week Report," which will assist in tracking average weekly hours by employee, determining full-time and non-full-time employee counts, and "full-time equivalents."

This new report will be a key tool in staying compliant with ACA guidelines.

Be aware that numerous enhancements for this report are planned for release in the upcoming few weeks; ConnectPay will also continue developing new features and functionality for improved employer ACA management. Now is the time for employers to get prepared for these upcoming changes. See below for details on the current "Work Week Report":

The Work Week Report overview:

- Set a beginning date, then enter the number of desired weeks to calculate the report (if number is divisible by four, Full Time Employees (FTE's) are calculated)
- Set a threshold of hours for full time employee status (default is 30 hours)
- Filter employees displayed in report (Optional)

The report provides the following information:

- A count of full time and non-full time employees with associated total hours and average weekly hours. Note: All employees with "Salary" entered in the "Options" field of the *Employee Setup* page will be counted in the "Full Time Employee" count.
- Count of total "Full Time Equivalent" employees (if number of weeks selected can be evenly divided by four).
- Total hours, average weekly hours, and employee type (i.e., full-time or non-full-time). Note: Unpaid hours are not included in the total hours count on the report.

Employer uses for the report:

- *Determining the count of "Full Time Employees" for PPACA purposes.*
- *Determining the count of "Non-Full Time Employees" hours for PPACA's FTE calculations.*
- *Determining the count of "Full Time Equivalents"*
- *By adjusting the hours threshold, an employer can also obtain a count of employees working more than a selected hour amount in a given date range (e.g., determine how many employees in the "Maintenance" department have been working "over 38 hours" in the previous quarter.)*

For more information: www.connectpay.us.com