

Update on the Affordable Care Act (ACA) and Medical Benefits

The purpose of this message is to pass on more information about the Affordable Care Act (ACA).

1. As you know, adjunct faculty will be able to teach 11 teaching load/credit hours per semester without triggering medical benefits under the ACA. As it stands right now, this limit will be applicable for all three semesters (summer, spring, and fall). These semester limits for adjuncts (who do not also work hourly) are applicable starting fall semester 2014.
2. Additionally, hourly employees can work up to 59 hours per pay period without triggering medical benefits under the ACA. This change is effective January 1, 2014. Please note that adjuncts who also work hourly must be treated as an hourly employee for ACA (therefore, the limits are applicable starting on January 1, 2014).

The modified WSU Time and Attendance System (TAS) will keep track of hours worked by hourly employees (including any portion that they work as an adjunct). An example of what will be displayed on TAS is shown below. It is important that you use this system to ensure hourly employees do not work more than 59 hours per pay period.

- Timekeepers can keep tab of total hours worked on the Time & Attendance System (TAS)
  - This “TAS Time Keep” screen shot shows an employee working one campus job

Name	Position	Suffix	TAS Hours	Adjunct Hours	Other Hours	Total Hours	Errors	Acknowledge Over 59
Select	H00001	00	42.12	0.00	0.00	42.12		<input type="checkbox"/>
Select	<b>Employee's</b>	W00001	40.00	0.00	0.00	40.00		<input type="checkbox"/>
Select	<b>Name</b>	S00001	2.94	0.00	0.00	2.94		<input type="checkbox"/>
Select		S00001	46.62	0.00	0.00	46.62		<input type="checkbox"/>

In the unlikely event that the employee goes over 59 hrs/pay period, the Timekeeper must acknowledge this by clicking the box before verifying.

Occasionally, an hourly employee works several jobs on campus. TAS will provide this information and a conversation with the other department may be needed to hold the hours at no more than 59 per pay period total.

- This “TAS Time Keep” screen shot shows an employee who has two campus jobs

Name	Position	Suffix	Your Dept.		Other Dept.		Total Hours	Errors	Acknowledge Over 59
			TAS Hours	Adjunct Hours	Other Hours				
Select	S00001	00	27.56	0.00	0.00	27.56		<input type="checkbox"/>	
Select	S00001	00	27.18	0.00	0.00	27.18		<input type="checkbox"/>	
Select	S00001	03	38.33	0.00	13.83	52.16	Warning!	<input type="checkbox"/>	
Select	S00001	01	42.72	0.00	0.00	42.72		<input type="checkbox"/>	
Select	H00001	01	1.38	0.00	0.00	1.38		<input type="checkbox"/>	
Select	S00001	00	51.09	0.00	0.00	51.09		<input type="checkbox"/>	

- Occasionally, adjunct faculty will also work on an hourly basis at WSU. When this happens, adjunct faculty will be considered hourly employees for purposes of the ACA and their hours worked must be tracked. This tracking will begin January 1<sup>st</sup>, 2014. Note: Typically you should not hire someone who works hourly to teach more than 6 credit hours per semester. A 6 credit hour load would allow a maximum of 23 additional hours per hourly pay period.

**CAUTION:** Any type of adjunct pay, whether for credit or non-credit, must be linked to a course section in Banner or the employee must use TAS.

Keeping track of the hourly employment completed by adjunct faculty will also be facilitated through TAS. When an adjunct faculty clocks in for their hourly job, TAS will pull up his/her teaching load and factor in the appropriate hours worked (based on an average of 3 hours per week per credit hour teaching load). An example of what will be displayed on TAS is shown on the next page.

- This shot shows adjunct hours worked & TAS hours worked (hourly employment)

Verify [ ] [ ] 2013 [ ] 05-OCT to 18-OCT (22) [ ] December 16 2013 Help [ ? ]

Name	Position	Suffix	TAS Hours	Adjunct Hours	Other Hours	Total Hours	Errors	Acknowledge Over 59
Select [ ]	S00001	01	11.11	0.00	0.00	11.11		<input type="checkbox"/>
Select [ ]	S00001	03	25.00	0.00	0.00	25.00		<input type="checkbox"/>
Select [ ]	S00001	00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
Select [ ]	W00001	00	15.53	0.00	0.00	15.53		<input type="checkbox"/>
Select [ ]	H00001	00	30.00	0.00	0.00	30.00		<input type="checkbox"/>
Select [ ]	S00001	01	55.00	0.00	0.00	55.00		<input type="checkbox"/>
Select [ ]	H00001	00	53.00	0.00	0.00	53.00		<input type="checkbox"/>
Select [ ]	H00001	00	55.00	24.00	0.00	79.00		<input type="checkbox"/>

This is a problem.

In this case, the department needs to limit the hours worked on an hourly basis to 35 per pay period so that Total Hours worked do not go over 59. In future semesters, both departments and the employee shall work together to proactively plan hours to be worked in a pay period.

Several systems are in place to help you comply with these new rules. TAS will provide reminders to hourly employees and their supervisors when they are approaching 59 hours per pay period. If necessary, Human Resources will follow up with a personal reminder to each employee and supervisor.

Thanks, in advance, for your support of our efforts to comply with the requirements of ACA. If you have questions or concerns, please call Parker Alexander at ext. 6035.