

# THIRD-PARTY ADMINISTRATOR ACA REPORTING

## Overview:

- This section is designed for use by Districts opting to use a Third-Party Administrator for the reporting of the Forms 1095-C/1094-C.
- Payroll Services will not have any other role other than making these reports available to the Districts.

## ACA reports available in PeopleSoft:

- The following two tools are available for Districts working with Third-Party Administrators for ACA Reporting.
  - **M\_HR\_PAY\_ACA\_REPORT (Query):** Similar to the Legacy Extract PSQL file, this query contains Demographic and HR/Payroll required fields. It is available under Main Menu>Reporting Tools>Query>Query Viewer. This report is a large file and may take some time to load. Alternately, it can be scheduled (Main Menu>Reporting Tools>Query>Schedule Query).
- **ACA Report by District (Report):** Similar to the Legacy Extract TMPAY file, this report can be used to determine ACA eligibility for Health Benefit. It returns basic demographic information including Social Security Numbers, basic job information and hours worked/earnings for each employee for a designated “lookback period”. Note this is a general tool so you will need to review all rows, paying particular attention to monthly part-time Certificated employees.
- Both these reports can be sent to a Third-Party Administrator to evaluate eligibility and prepare the Forms 1095-C. Districts will need to coordinate with the Third-Party Administrator.

## Instructions to generate the ACA Report by District:

- 1) Go to the ACA Report by District page (see below for navigation).
- 2) To create a Run Control ID, click the Add a New Value tab.
- 3) Enter a Run control ID.
- 4) Click the Add button.

The screenshot shows the Oracle navigation bar with the path: Favorites > Main Menu > SDCOE Custom > Benefits > Reports > ACA Report by District. Below the Oracle logo, the title 'M\_RUN\_DIST\_ACA\_RPT' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red circle '2'. Below the tabs is a text input field for 'Run Control ID' with a red circle '3' next to it. Below the input field is an 'Add' button with a red circle '4' next to it. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

- 5) Populate the following fields
  - a. Business Unit = Three-digit company number followed by two 00  
(Example: for district 099, enter 09900)
  - b. Period Begin Date = Beginning of the pay period for your report
  - c. Period End Date = Beginning of the pay period for your report

The screenshot shows the Oracle navigation bar with the path: Favorites > Main Menu > SDCOE Custom > Benefits > Reports > ACA Report by District. Below the Oracle logo, the title 'M Run Dist Aca Rpt' is displayed with a red circle '5' next to it. Below the title, there is a 'Run Control ID' field with the value 'aca'. To the right of the 'Run Control ID' field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button with a red circle '7' next to it. Below these links is a form with three fields: '\*Business Unit:' with the value '09900' and a red circle 'a' next to it; '\*Period Begin Date:' with the value '09/01/2017' and a red circle 'b' next to it; and '\*Period End Date:' with the value '12/31/2017' and a red circle 'c' next to it. Below the form is a row of buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is highlighted with a red circle '6'.

- 6) Click Save
- 7) Click Run

- 8) In the Process Scheduler Request window,
- Set the Type field = Web
  - Set the Format field = XLS
  - Click OK

Process Scheduler Request

User ID  Run Control ID aca

Server Name  Run Date 09/24/2018

Recurrence  Run Time 10:08:57AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	M_ACA_RPT_AE	M_ACA_RPT_AE	Application Engine	Web	XLS	Distribution

OK Cancel

- 9) On the ACA Report by District page, click on the Process Monitor

SDCOE Custom > Benefits > Reports > ACA Report by District

ORACLE

M Run Dist Aca Rpt

Run Control ID aca

Report Manager Process Monitor Run

Process Instance:530282

\*Business Unit: 09900 SDCOE Superintendent

\*Period Begin Date: 09/01/2016

\*Period End Date: 10/01/2017

Save Return to Search Previous in List Next in List Notify Add Update/Display

10) On the Process Monitor page,

- Click Refresh, until the Run Status = Success and the Distribution Status = Posted
- Click on the Details link

Process Monitor

Process List | Server List

View Process Request For

User ID: [ ] Type: [ ] Last: [ ] 2 Days [Refresh]

Server: [ ] Name: [ ] Instance From: [ ] Instance To: [ ]

Run Status: [ ] Distribution Status: [ ] ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	530282		Application Engine	M_ACA_RPT_AE	600460	09/24/2018 10:08:57AM PDT	Success	Posted	Details
<input type="checkbox"/>									
<input type="checkbox"/>									

Go back to M\_RUN\_DIST\_ACA\_RPT

Save Notify

Process List | Server List

11) In the Process Detail window, click on the View Log/Trace link

Process Detail

Process

Instance 530282 Type Application Engine

Name M\_ACA\_RPT\_AE Description M\_ACA\_RPT\_AE

Run Status Success Distribution Status Posted

Run Update Process

Run Control ID aca

Location Server

Server PSUNX

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On 09/24/2018 10:13:48AM PDT

Run Anytime After 09/24/2018 10:08:57AM PDT

Began Process At 09/24/2018 10:14:03AM PDT

Ended Process At 09/24/2018 10:18:19AM PDT

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK Cancel

- 12) In the View Log/Trace window, click on the M\_ACA\_RPT\_##### file to open or download.

View Log/Trace

Help

Report

Report ID330919

Process Instance468639

Message Log

NameM\_ACA\_RPT\_AE

Process TypeApplication Engine

Run StatusSuccess

M\_ACA\_RPT\_AE

Distribution Details

Distribution NodeDEFAULT

Expiration Date12/31/2018

File List

Name	File Size (bytes)	Datetime Created
ACA_RPT_468639.csv	2,345,075	09/27/2018 1:31:59.016230PM PDT
AE_M_ACA_RPT_AE_468639.stdout	294	09/27/2018 1:31:59.016230PM PDT

Distribute To

Distribution ID Type

\*Distribution ID

User

600460

Return

- 13)The file does not contain column headers (see below), so you can add the column descriptions on the following page:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	9/30/2016	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		176		
2	10/31/2016	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		168		
3	11/30/2016	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		176		
4	12/31/2016	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		176		
5	1/31/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		176		
6	2/28/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		160		
7	3/31/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		184		
8	4/30/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		179		
9	5/31/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		195		
10	6/30/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Administrative Assistant IV	23106	Administrative Secretary-Confl	99M	8/5/2002		186		
11	7/31/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Executive Assistant I HR	23106	Administrative Secretary-Confl	99M	8/5/2002		168		
12	8/31/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Executive Assistant I HR	23106	Administrative Secretary-Confl	99M	8/5/2002		184		
13	9/30/2017	100316	0						6377 Gallegos Terrace	San Diego	CA	92114	10993014	Executive Assistant I HR	23106	Administrative Secretary-Confl	99M	8/5/2002		168		
14	12/31/2016	101209	0						2406 Skylark	Oceanside	CA	92054	30001254	BTSA Support Provider (UGF)	19090	Project Specialist - Certifica	99P	10/14/2014		0		
15	5/31/2017	101209	0						2406 Skylark	Oceanside	CA	92054	30001254	BTSA Support Provider (UGF)	19090	Project Specialist - Certifica	99P	10/14/2014		0		
16	12/31/2016	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		36		
17	2/28/2017	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		26		
18	3/31/2017	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		36		
19	4/30/2017	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		34		
20	6/30/2017	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		40		
21	7/31/2017	101548	0						8930 Ferguson Way	San Diego	CA	92119	30000953	VPSS Instructor - Online	19090	Project Specialist - Certifica	99P	9/13/2012		38		
22	9/30/2016	101548	1						8930 Ferguson Way	San Diego	CA	92119	30000952	VPSS Curriculum Developer	19090	Project Specialist - Certifica	99P	3/1/2016		40		
23	10/31/2016	101548	1						8930 Ferguson Way	San Diego	CA	92119	30000952	VPSS Curriculum Developer	19090	Project Specialist - Certifica	99P	3/1/2016		34		
24	11/30/2016	101548	1						8930 Ferguson Way	San Diego	CA	92119	30000952	VPSS Curriculum Developer	19090	Project Specialist - Certifica	99P	3/1/2016		34		
25	12/31/2016	101548	1						8930 Ferguson Way	San Diego	CA	92119	30000952	VPSS Curriculum Developer	19090	Project Specialist - Certifica	99P	3/1/2016		0		
26	9/30/2016	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
27	11/30/2016	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
28	2/28/2017	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
29	3/31/2017	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
30	4/30/2017	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
31	6/30/2017	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
32	7/31/2017	101548	2						8930 Ferguson Way	San Diego	CA	92119	30000954	VPSS Instructor - Live	19090	Project Specialist - Certifica	99P	3/1/2016		0		
33	9/30/2016	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		141.75		
34	10/31/2016	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		141.75		
35	11/30/2016	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		108		
36	12/31/2016	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		81		
37	1/31/2017	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		135		
38	2/28/2017	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		114.75		
39	3/31/2017	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		155.25		
40	4/30/2017	101631	0						1413 Old Jamal Ranch Road	Chula Vista	CA	91915	10996933	Orientation & Mobility Instr	11160	Orientation And Mobility Instr	99M	7/21/2014		101.25		

**ACA Report by District Column Descriptions:**

<b>Column</b>	<b>Descriptions</b>
<b>A</b>	<b>Pay End Date</b>
<b>B</b>	<b>Employee ID#</b>
<b>C</b>	<b>Empl Record</b>
<b>D</b>	<b>SSN</b>
<b>E</b>	<b>Last Name</b>
<b>F</b>	<b>First Name</b>
<b>G</b>	<b>Middle Initial</b>
<b>H</b>	<b>Name Suffix (such as “Jr.”)</b>
<b>I</b>	<b>Street Address 1</b>
<b>J</b>	<b>Street Address 2</b>
<b>K</b>	<b>City</b>
<b>L</b>	<b>State</b>
<b>M</b>	<b>Zip Code</b>
<b>N</b>	<b>Position #</b>
<b>O</b>	<b>Job title Description</b>
<b>P</b>	<b>Job Class code</b>
<b>Q</b>	<b>Job title</b>
<b>R</b>	<b>Pay Group</b>
<b>S</b>	<b>Hire Date</b>
<b>T</b>	<b>Term Date</b>
<b>U</b>	<b>Total hours worked for pay period</b>
<b>V</b>	<b>Total Gross salary for pay period</b>