



FLEX·PAY

Swipe Clock New Reports for the Affordable Care Act

Courtesy of Flex-Pay Payroll Services

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Free Demo of the New Reports

- ▶ If you are not currently using our Flex-Clock aka Swipe Clock timekeeping system, please visit www.swipeclock.com for a free demo of the reports.
- ▶ Scroll to the bottom of the page and simply click the Supervisor Login (Classic) on the URL address above and follow the login instructions for a free demo.
- ▶ Or contact Amy West for a timekeeping demo. Amy's email is awest@flex-pay.com and her phone number is: 336-714-1212.
- ▶ Click the Reports menu on left hand side of the Welcome page and choose Work Week Report or Work Month Report (the last two reports on the left side of the screen).
- ▶ Then click Run Report to see how easily this program lists your employee counts and classifications.

New Reports Provided to Assist You With the ACA Requirements

- ▶ Flex-Pay is excited to announce new Swipe Clock reports to assist you with your employee counts and employee classifications.
- ▶ This new reports are found in the Reports menu of your Swipe Clock software.
- ▶ The following screen shots show how simple it is to determine your FT/FTE employee counts for specific time periods.
- ▶ One new report is called the Work Week Report and is listed on your Reports Menu.
- ▶ Another new report is called the Work Month Report and is also listed on your Reports Menu.

Work Week Report

- This report provides the option to choose a date range of work weeks as well as the number of hours required for determining a full time employee count for the period.
- The system will include hours recorded for Salary employees in the report calculation for your employee count.
- To ensure the report works correctly, the word “Salary” must be entered into the Additional Options field in the employee record for any salary employees.
- All hours including any paid time off hours recorded in the timekeeping system will be included in the report. Under ACA requirements, all hours including any unworked paid hours, hours worked and any unworked/unpaid hours under the FMLA, USERRA or Jury Duty must be included in the FTE employee calculations.

Work Week Report

- The Category Options below provides the option to choose which hours will appear on the report. Simply click “Select Categories” and you click the hours to include on the report.

Work Week Report	
Shows total hours for each employee, broken down by full-time and non-full-time. If the selected week count is divisible by 4 weeks this report will also compute the Full Time Equivalent Totals. To report Salary or Seasonal Employees you will need to put the keyword "Salary" or "Seasonal" in to the Employee Setup Options field.	
Ending Date of Report	<input type="text" value="6/19/2013"/>
Count of Weeks to Report	<input type="text" value="4"/>
Hours for determining a Full-Time work week	<input type="text" value="30"/>
Show Data	<input checked="" type="radio"/> Show Summary, Employees and Months <input type="radio"/> Show Summary and Employees <input type="radio"/> Show Summary Only
Category Options	<input checked="" type="radio"/> All Categories <input type="radio"/> Select Categories
<input type="button" value="Run Report"/>	

Work Week Report

- The report results can be exported into excel.
- The results show the total hours for the period chosen, average weekly hours and then lists the employee status based on the hours entered into the previous report request screen.

Export to CSV

Report Date : 5/23/2013 to 6/19/2013			
Type	Total Employees	Total Hours	Average Weekly Hours
Full-Time Employee	6	930.60	232.65
Non-Full-Time Employee	4	316.98	79.25
Full-Time Equivalent	2	-	-
Total Full-Time and Equivalent Employees	8	-	-

⚠ This symbol means employee is missing one or more punches.

#	Name	Total Hours	Average Weekly Hours	Type	Hours 6/13 thru 6/19	Hours 6/6 thru 6/12	Hours 5/30 thru 6/5	Hours 5/23 thru 5/29
1	Forgetful, Frank () ⚠	81.36	20.34	Non-Full Time	22.04	16.88	22.08	20.36
2	Job Code, Josh ()	142.97	35.74	Full Time	24.04	39.98	38.98	39.97
3	Location, Leon ()	97.69	24.42	Non-Full Time	22.04	22.46	27.30	25.89
4	Mileage, Millie ()	150.08	37.52	Full Time	39.60	32.43	40.16	37.89
5	Prompts, Paul ()	83.40	20.85	Non-Full Time	11.08	27.61	17.10	27.61
6	PTO, Paige ()	150.63	37.66	Full Time	41.63	25.95	42.66	40.39
7	Restaurant, Roberto ()	159.68	39.92	Full Time	42.20	34.43	42.66	40.39
8	Rounded, Ricky ()	54.53	13.63	Non-Full Time	16.18	10.47	12.80	15.08
9	Shift, Samuel (21495827)	159.55	39.89	Full Time	42.07	34.45	42.64	40.39
10	Simple, Susie ()	167.69	41.92	Full Time	24.06	63.72	40.05	39.86

Work Month Report

- The Work Month report is similar to the Work Week report and provides the options to run for one month or several months.
- You may also click “Select Categories” to choose the hours to include on the report.

Work Month Report	
Shows total hours for each employee, broken down by full-time and non-full-time. To report Salary or Seasonal Employees you will need to put the keyword "Salary" or "Seasonal" in to the Employee Setup Options field.	
Report Months	<input checked="" type="radio"/> One Month <input type="radio"/> Two Months <input type="radio"/> Three Months <input type="radio"/> Four Months <input type="radio"/> Five Months <input type="radio"/> Six Months <input type="radio"/> 1 Year <input type="radio"/> Select Months
Hours for determining a Full-Time Work Month	<input type="text" value="130"/>
Show Data	<input checked="" type="radio"/> Show Summary, Employees and Months <input type="radio"/> Show Summary and Employees <input type="radio"/> Show Summary Only
Category Options	<input checked="" type="radio"/> All Categories <input type="radio"/> Select Categories
<input type="button" value="Run Report"/>	

Why Are Employee Counts Important?

- ▶ Applicable large employers must either offer insurance or pay the government. (Insurance coverage must begin January 1, 2014.)
- An applicable large employer is defined by a company that employs 50 or more full time and/or full time equivalent employees.
- Employers may still have to pay the government if the coverage does not meet the following:
 - Must offer coverage to at least 95% of full time employees (and their dependents).
 - Must be “affordable” and meet minimum required value (per IRS guidelines)
 - If insurance isn’t offered, then employers may pay an assessment amount if one of their full time employees is certified to receive a premium tax credit in a health insurance Marketplace.
- ▶ The information above is general information only. Please visit the helpful links provided on page 9 for specific rules and detailed information on employer requirements.

Additional Reasons to Track Employees

- ▶ Employers must determine which variable hour employees are eligible for insurance.
- ▶ Employees who average 30 or more hours of service each week over the measurement period will be considered full time employees and will be eligible for insurance coverage.
- ▶ The Swipe Clock reports provide the information that you need in order to track your employee's hours.
- ▶ The reports also provide some of the information that will be required for government reporting.
 - Although government reports begins in 2015, it is recommended to document your employee hours and employee classifications for each month in 2014.

Flex-Pay's Positioning on Health Care Reform

- ▶ Flex-Pay keeps clients informed on important issues with two monthly newsletters, special edition newsletters and email blasts.
- ▶ Flex-Pay diligently stays informed by attending educational seminars and webinars on any issues that not only affect payroll but issues that affect our clients.
- ▶ As the IRS releases more information about the required employer reporting, Flex-Pay will work toward providing additional solutions.
- ▶ Flex-Pay's position is to be proactive about learning about issues so that we are prepared to offer clients the information they will need from payroll. For example, we began our Employer Health Insurance tracking as of January 2012 for the 2012 W-2 forms. (Contacting employers in 2011)
- ▶ Flex-Pay products offer reporting and tracking solutions to employers for determining employee classifications, safe harbor employee classifications, tracking employee dependents, tracking employee insurance coverage and tracking employees that declined insurance coverage from their employer.

Important Dates

- ▶ The IRS expects to have final rulings on the Pay or Play provision by June 30, 2013 which means some of the current information may change.
- ▶ Employers are expected to begin shopping for their 2014 health insurance coverage around July 1, 2013.
- ▶ Healthcare Exchange Open Enrollment begins October 1, 2013.
- ▶ Employers are required to notify employees of their health insurance coverage options by 3rd quarter of 2013 and the exact date will be determined by the DOL.
- ▶ Employee health insurance coverage for applicable large employers begins January 1, 2014. Most individuals must have healthcare insurance beginning January 1, 2014.
- ▶ Employer reporting of healthcare information to government agencies begins 1st quarter of 2015.
- ▶ Any assessable payments from employers for the 2014 coverage year will begin 1st quarter of 2015.

Helpful Links

- ▶ Small Business Administration Web Page about the Key Provisions of the Affordable Care Act: <http://www.sba.gov/healthcare>
- ▶ IRS FAQ about the Basics of the Employer Shared Responsibility Provisions: <http://www.irs.gov/uac/Newsroom/Questions-and-Answers-on-Employer-Shared-Responsibility-Provisions-Under-the-Affordable-Care-Act>
- ▶ IRS Notice 2012-58 – Determining full time employees for purposes of Shared Responsibility: <http://www.irs.gov/pub/irs-drop/n-12-58.pdf>
- ▶ IRS Notice 2012-31 – Minimum value of an employer sponsored health plan: <http://www.irs.gov/pub/irs-drop/n-12-31.pdf>
- ▶ IRS Notice 2012-17 – FAQ regarding automatic enrollment, employer shared responsibility and waiting periods: <http://www.irs.gov/pub/irs-drop/n-12-17.pdf>
- ▶ IRS Notice 2012-9 – Guidance on Information Reporting to Employees: <http://www.irs.gov/pub/irs-drop/n-12-09.pdf>
- ▶ IRS Notice 2011-36 – About Shared Responsibility: <http://www.irs.gov/pub/irs-drop/n-11-36.pdf>
- ▶ IRS Web Page with links to News Releases, Multimedia and Legal Guidance for the Affordable Care Act: <http://www.irs.gov/uac/Affordable-Care-Act-of-2010:-News-Releases,-Multimedia-and-Legal-Guidance>
- ▶ IRS initial guideline for Employer Shared Responsibility: <http://www.irs.gov/pub/newsroom/reg-138006-12.pdf>

Thank You

- ▶ Thank you for taking the time to view this presentation.
- ▶ Additional presentations, special newsletters and newsletter articles will be coming to help keep you informed.
- ▶ Please contact your Payroll Specialist if you have any questions.