

## Reporting Time: ACA Recordkeeping Guidelines

Employee Group	Norman PeopleSoft Method
<b>Salaried, full-time benefits eligible</b> <b>.75 – 1.0 FTE</b>	40 hours per week will automatically be recorded by Human Resources. Employees in this category do not need to track hours worked and departments do not need to report ACA hours on the monthly certification.
<b>Hourly paid employees</b>	Actual hours must be tracked on an hourly timesheet and recorded in PeopleSoft for the employee to be paid. This record will also be used for ACA purposes.  If an hourly employee receives supplemental or additional pay, see category Employees Receiving Supplemental Pay or Stipend Pay for further guidance.
<b>Part-time salaried employees</b>  <b>Less than .75 FTE</b>	Your department must now track the hours of service for part-time salaried employees regardless of whether they are eligible for university benefits. An employee’s total hours of service in each pay period should be entered in PeopleSoft using the earnings code ACA. See Appendix E. This code is required for tracking purposes and does not initiate payment.  If actual hours of service are not entered for part-time salaried people, 40 hours per week will automatically be recorded in PeopleSoft using the earnings code ACA.  In the <i>OU Workforce Management Requirements</i> document at the link below, see Section 3.2.4 for methods of calculating hours for adjunct faculty, Section 3.2.5 for graduate assistants, and Section 3.2.6 for Resident Advisors & ProStaff.
<b>Employees Receiving Supplemental Pay or Stipend Pay</b>	<p><b>Changes to Supplemental Pay Requests and Additional Pay ePAFs</b>                      There are ACA reporting requirements for supplemental pay requests if the additional pay is associated with hours worked. When requesting additional pay for hours worked, departments must now calculate and report the number of hours that are equivalent to the amount of pay requested.</p> <p><b>Additional Pay ePAF:</b> The department is responsible for recording the hours of service equivalency on your internal tracking document (sample document in Appendix B of the <i>OU Workforce Management Requirements</i> document at the link below) and entering the hours in HR PeopleSoft using the earnings code ACA. See Appendix E. This code is required for tracking purposes and does not initiate payment.</p> <p><b>Paper Form Supplemental Pay Request:</b> The hours worked should be recorded on the form and the comments should include the statement, “The hours above are reported for ACA compliance purposes.” Your department will still need to record the additional hours of service in PeopleSoft. See Appendix E. Exception: Hours of service do not need to be included on this form if 1) the hours worked have already been recorded in the payroll system, or 2) the supplemental pay is not for hours worked (the payment is for an award, for example). If applicable, note the exception in the comments section of the form.</p> <p><b>Stipend Payments:</b> Payment for stipends cannot be delayed until the end of the semester. Payment must be issued in the month work was performed. Use the Supplemental Pay Request or the Additional Pay ePAF as described above to request stipend pay.</p>

If you have employees that don’t fit into the categories above, contact Human Resources for an alternate method of recordkeeping at [ohr@ou.edu](mailto:ohr@ou.edu).

Up-to-date versions of this and other ACA documents can be found here:  
<https://apps.hr.ou.edu/dms/GetDocuments.aspx?p=ACA+Workforce+Management>.