

BEN-15 ACA Reports - Coverage Option

Purpose

The purpose of this job aid is to see a list of Temporary employees with a Stability/Coverage Period that includes a specific key date in the Integrated HR-Payroll System.

In support of Affordable Care Act rules, Temporary employees may or may not be designated as Eligible to enroll in the in the High Deductible Health Plan at the time of hire or after a 12-month look-back measurement period. Each of these designation points is associated with a Stability/Coverage Period of 12 months in which the employee is either Eligible or Not Eligible.

Agencies can run the ZBNR052 – ACA Reports Coverage option to see if their Temporary employees are Eligible or not on a specific Key Date.

Initial Screen

There are 3 steps to complete this process.

Tip: Click the **Program documentation** button to see helpful tips and additional details about the options on the initial screen.

Image

ACA REPORTS

Menu ▾

Selection

Personnel Number

Personnel Area

Organizational Unit

ACA Measurement Reports

☐ Final Measurement

Date Range to

☒ Coverage

Key Date

☐ Period-To-Date

Current Date

SAP

Step 1. Enter employee's **Personnel Number** or leave empty to return all employees you have security to see.

The **Final Measurement** option is selected by default. Instead, click the radio button for the **Coverage** option. The current date will populate in the **Key Date** field automatically.

Image

ACA REPORTS

Menu ▾



Selection

Personnel Number



Personnel Area



Organizational Unit



ACA Measurement Reports

☐ Final Measurement

Date Range

to

☒ Coverage

Key Date

11/18/2024

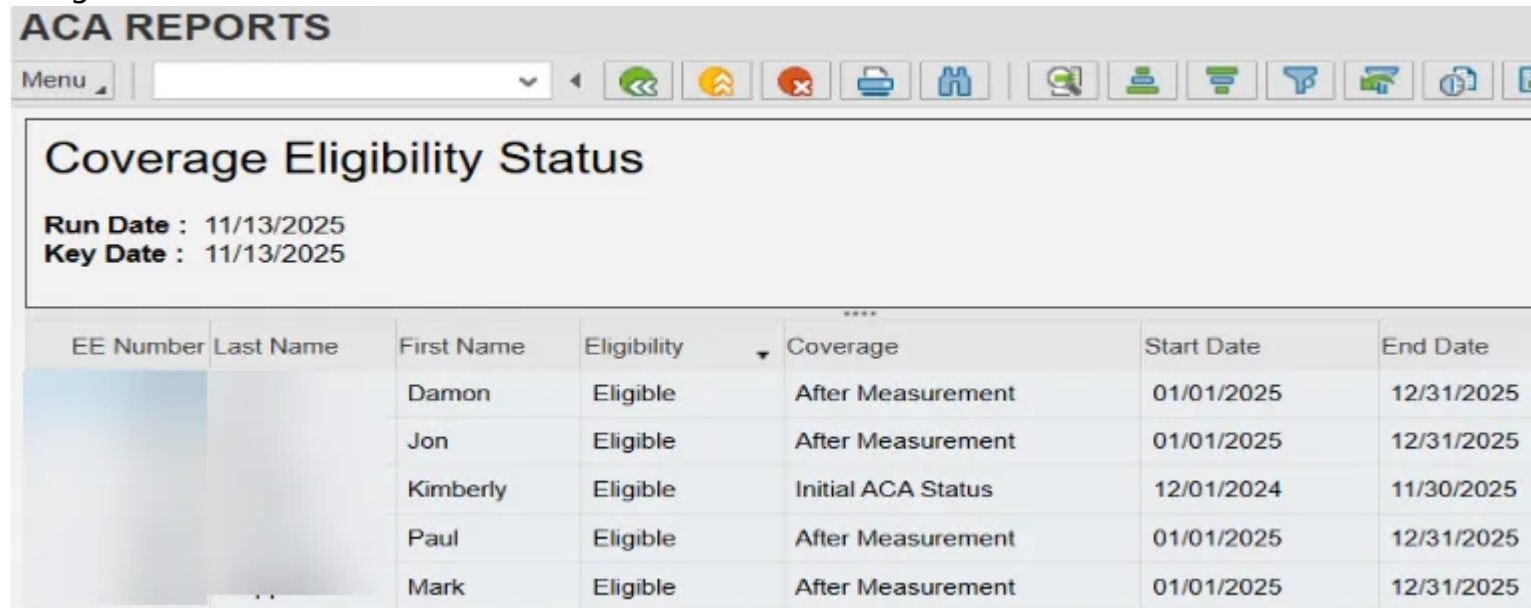
☐ Period-To-Date

Current Date

Step 2. Click the **Execute** button.

Step 3. View the Coverage report results. The default report layout sorts the results to show EEs who will be measured sooner at the top of the list.

Image

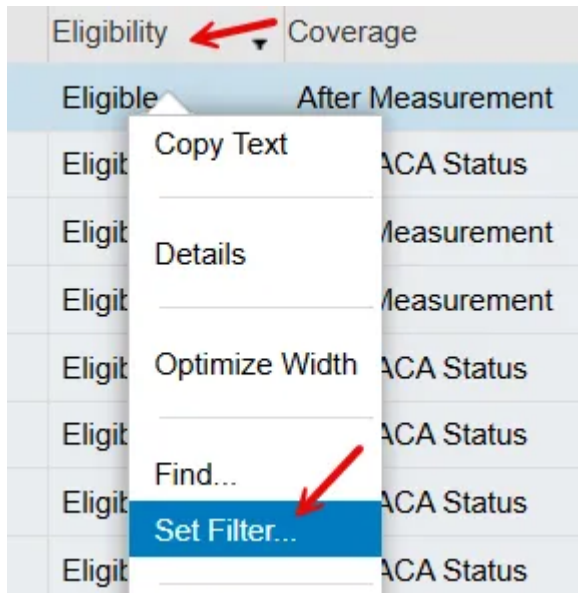


The screenshot shows the 'ACA REPORTS' interface. At the top, there is a 'Menu' dropdown and a search bar. Below this is a toolbar with various icons for navigation and actions. The main section is titled 'Coverage Eligibility Status' and includes the 'Run Date : 11/13/2025' and 'Key Date : 11/13/2025'. Below this is a table with the following columns: EE Number, Last Name, First Name, Eligibility, Coverage, Start Date, and End Date. The table contains five rows of data, all with 'Eligible' status.

EE Number	Last Name	First Name	Eligibility	Coverage	Start Date	End Date
		Damon	Eligible	After Measurement	01/01/2025	12/31/2025
		Jon	Eligible	After Measurement	01/01/2025	12/31/2025
		Kimberly	Eligible	Initial ACA Status	12/01/2024	11/30/2025
		Paul	Eligible	After Measurement	01/01/2025	12/31/2025
		Mark	Eligible	After Measurement	01/01/2025	12/31/2025

Tip: To directly filter for only Eligible EEs, right-click on a cell with the word **Eligible** in it and choose the **Set Filter...** option.

Image



Tip: By default, the Coverage option report filters the results to only Eligible employees. To also see employees who are Not Eligible, click the **Delete Filter** button.

Add an **asterisk** after the text, then click the **Green Check** button.

Image



Tip: You can use the sort and filter buttons to rearrange the results. You can export the data for use in other programs, such as Excel and Word.

Tip: Additional fields can be added to the report results, such as Org Unit, Personnel Area, the EE's address, etc. Click the **Change Layout** button, select a field from the **Column Set**, and click the **Show Selected Fields** button. Then click the **Green Check** button.

Image

Change Layout



Column Selection

Sort Order

Filter

Display

Displayed Columns



Column Name

EE Number

Last Name

First Name

Eligibility

Coverage

Start Date

End Date

Address 1

Address 2

City

1

Column Set



Column Name

Emp Status text

Work Contract

ACA Elig2

PersArea

PersArea name

2

Org Unit

Org Unit name

EE Grp

EE Grp name

EE SubGrp



Image



End Date	Org Unit
12/31/2025	21028375
12/31/2025	21026165
12/31/2025	20001360
12/31/2025	21029267

Image



End Date	Address 1	Address 2	City	State	ZIP CD
12/31/2025			Apex	NC	27523
12/31/2025			Willow Spring	NC	27592
12/31/2025			Mills River	NC	28759
12/31/2025			Garner	NC	27529

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