For ACA purposes, all Lecturers & Faculty are designated as “Variable Hour Employees,” which means ACA-eligibility will be determined at the end of the 12-month measurement period, regardless of the employee’s FTE at hire or during the measurement period.

Regular (not temporary) Position < 48% Full Time Equivalency (FTE) or Salaried Temporary Position < 75% Full Time Equivalency (FTE) or Hourly Temporary Positions (Any FTE)

Instructor of Record (IoR)2
Discussion Leader (DL)4
Neither an IoR or DL

There is no change to the current time reporting process.3
There is no change to the current time reporting process.3
Hourly Employees: There is no change to the current time reporting process.3
Salaried Employees: You will report hours worked, using the Time Reporting Code of ACA,5 in HR/Pay.

Supervisory Role in Time-Reporting | Deans’ offices and supervisors have a role in monitoring ACA Eligibility. They must ensure lecturers and faculty members are informed of their Instructor of Record2 or Discussion Leader4 designation and those designations are accurate in HR/Pay. They also monitor work schedules to ensure accurate reporting of time and determine when schedule adjustments need to be made to comply with appointment limitations. There is no change in leave reporting requirements.

1ACA Eligibility: If a lecturer or faculty member, as described above, reaches 1,560 hours during a 12 month measurement period, he/she will be offered the State Employee Health Plan (medical, prescription drug, dental, vision as well as health care/dependent care Flexible Spending Accounts). More information can be found in the KU Policy Library’s Employee Eligibility Requirements for the Affordable Care Act (ACA).

2Instructor of Record (IoR): An IoR serves as the primary faculty, staff, student or adjunct faculty with overall responsibility for conducting a course or lab to which he/she is assigned, including development of or input for course curricula and syllabus, classroom or lab instruction, grading, office hours, and participating in faculty meetings. Hours are automatically calculated as 3 times (x) the number of credit hours of the course. [E.g. a three credit hour course equals 9 hours worked, for the IoR.] Cross-listed courses count only once. For variable credit hour courses, the average of the variable credits available will be used; for instance, a course with 0-6 available credit hours will be viewed as a 3 credit hour course.

3Time Reporting Process: All questions regarding the current time reporting process should be directed to a supervisor.

4Discussion Leader (DL): A DL has the same responsibilities as an IoR2 for a non-credit-bearing course or discussion. Hours are automatically calculated as real time for the credit-bearing portion of the course (e.g. a 3 hour lecture is equivalent to 3 hours of work), while the non-credit-bearing portion of the class is credited as the actual hours, multiplied by three. [E.g. a 3 credit hour lecture class + (3 hours discussion contact hours x 3) = 12 hours]. For variable credit hour courses, the average of the variable credits available will be used; for instance, a course with 0-6 available credit hours will be viewed as a 3 credit hour course.

5Time Reporting Code (TRC) of ACA: For ACA eligibility purposes, salaried non-benefits eligible lecturers and faculty members, who are not an Instructor of Record3 or a Discussion Leader,4 are required to report hours worked under the TRC of ACA. The TRC of ACA does not affect the calculation of pay.