Undergraduate Student Position Time Reporting for the Affordable Care Act (ACA): How Hours Worked Will Be Counted and Reported to Determine ACA Eligibility

For ACA purposes, all undergraduate student employees 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.

### Hourly Student Positions

**Non-Work Study Position Only**

There is no change to the current time reporting process. For Academic Year 2014-2015, you may not exceed 29 hrs/week while classes are in session.

**Federal Work Study (FWS)**

There is no change to the current time reporting process. You may not exceed 30 hrs/week while classes are in session.

**Combination of Non-Work Study & FWS Positions**

There is no change to the current time reporting process. For Academic Year 2014-2015, you may not exceed 29 hrs/week while classes are in session.

### Salaried Student Positions (Student Interns, Student Assistants and Residential Undergraduate Assistants)

You will report hours worked using the Time Reporting Code of ACA, in HR/Pay.

**Combined Appointments** | Appointments of undergraduate students to any combination of student titles, while classes are in session, shall not exceed the equivalent of 29 hours a week, except in federal work study positions. Students in federal work study positions may not exceed 30 hours a week, while classes are in session. All undergraduates are able to work up to 40 hours per week while classes are not in session, at the discretion of their appointing department. For all combined appointments, hours worked must be reported for each appointment individually. Reference the **Student Employee Eligibility Requirements & Appointment Limits Policy, located in the KU Policy Library, for more information.**

**Supervisory Role in Time-Reporting** | Deans’ offices and supervisors have a role in monitoring ACA Eligibility. 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.

1. **ACA Eligibility:** If an undergraduate student, as described above, works the equivalent of 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).
2. **Measurement Period:** the 12 month period during which ACA Eligibility is determined.
3. **Time Reporting Process:** All questions regarding the current time reporting process should be directed to a supervisor.
4. **Academic Year 14-15 Hour Limit Flexibility:** An exception to the work limitations described in the current ACA policies For the 2014-15 academic year, campus departments will have the discretion to employ undergraduate student employees up to 29 hours a week in non-work study funded student positions, and up to 40 hours during breaks and over the summer. If such employment makes the undergraduate student employee ACA-eligible, the appointing department(s) will assume the potential fiscal liability.
5. **Federal Work Study (FWS):** Hours worked on positions funded by work study do not count toward eligibility for health insurance coverage. Work study funded employees should be appointed to positions established specifically for that purpose.
6. **Time Reporting Code (TRC) of ACA:** For ACA eligibility purposes, salaried undergraduate students (including Student Interns, Student Assistants, and Residential Undergraduate Assistants) are required to report hours worked under the TRC of ACA. The TRC of ACA does not affect the calculation of pay.

Questions? Please email hraca@ku.edu, or call the ACA Benefits Specialist: 785.864.7420 | Additional resources are available on the Human Resources ACA webpage.

KU Policies can be found at the following web address: http://www.policy.ku.edu/.

Details for the State Employee Health Plan are located at the following web address: http://www.kdheks.gov/hcf/sehp/SBC.htm.

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