

Determining your full-time employees



COMMONWEALTH PAYROLL & HR



The 90-day waiting period limitation applies to those full-time employees (FT) in an eligible class.



Full-time employee (FT) is defined as averaging **30** hours/week or **130** hours/month.

• Full-time equivalents that average 120 hours/month are included in the count for ACA purposes.

The **full-time employee determination** is one of the most **important** tasks for an employer because of the **Affordable Care Act**. **Here's why:**



Employers must closely track the hours of employees whose hours vary or engage in seasonal work, utilizing a look-back measurement period.



The key issue for employers is whether they will be considered an applicable large employer who employs an average of at least 50 FTE during the preceding calendar year; this is delayed until 2016 for 50-99 FTEs.

Applicable large employers are potentially subject to two play or pay penalties in 2015:

- 1. A no-coverage penalty for failing to offer FT minimum essential coverage (MEC).
- 2. An inadequate coverage penalty for failing to make the MEC both affordable (9.5% of wages) and offer minimum value (policy pays 60% of the costs).



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iSolved will help employers manage their ACA compliance without requiring an upgrade or any additional charges.



manage W-2 reporting

manage Medicare tax

manage applicable large employer status each year

manage multiple FEINs within a controlled group to determine status

manage employee count to alert employers who employ 100 or more full-time equivalents (FTE) during the preceding calendar year; applicable large employers with 50-99 FTEs have an additional one-year delay until 2016

manage FT count to limit exposure to penalty

manage hours of service for FT status

variable hours employees (part-time, temporary, seasonal) can be tracked on a payroll basis during the look-back period

manage affordability for eligible plans (non-HIPAA excepted benefits) based upon the lowest cost option/single contribution and one of the safe harbor options (regardless of whether the employee is enrolled in that plan or not)

Time & Attendance

variable hours employees (part-time, temporary, seasonal) can be tracked on a daily basis and employer alerted when close to 120 hour/month threshold

manage (as often as an employer needs) hours of service within a look-back period

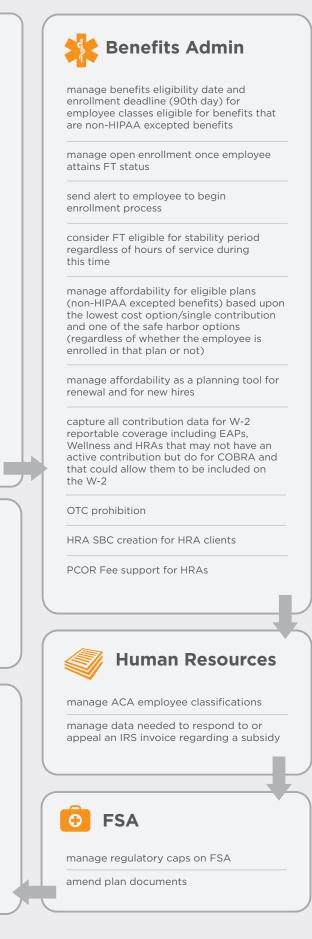


manage COBRA eligible plans for W-2 reporting purposes

manage employer/employee tax modifications due to the ACA

offer ACA mailings such as SBC, Exchange, etc.

automate Forms 1094 and 1095 B &C



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