

Common Action Memo

CAM- TLo08

January 1, 2024



Part-Time Faculty and Graduate Teaching Assistants- ACA Time Tracking

Introduction:

This job aid describes how employees required to report ACA hours should record these hours in OneUSG Connect. The Affordable Healthcare Act requires part time employees to report hours worked to determine healthcare eligibility. USG and KSU require ACA hours be recorded on the employee's timesheet in OneUSG each month.

Note: ACA hours entered on the timesheet have no bearing on employee pay and are tracked for compliance purposes only.

Instructions:

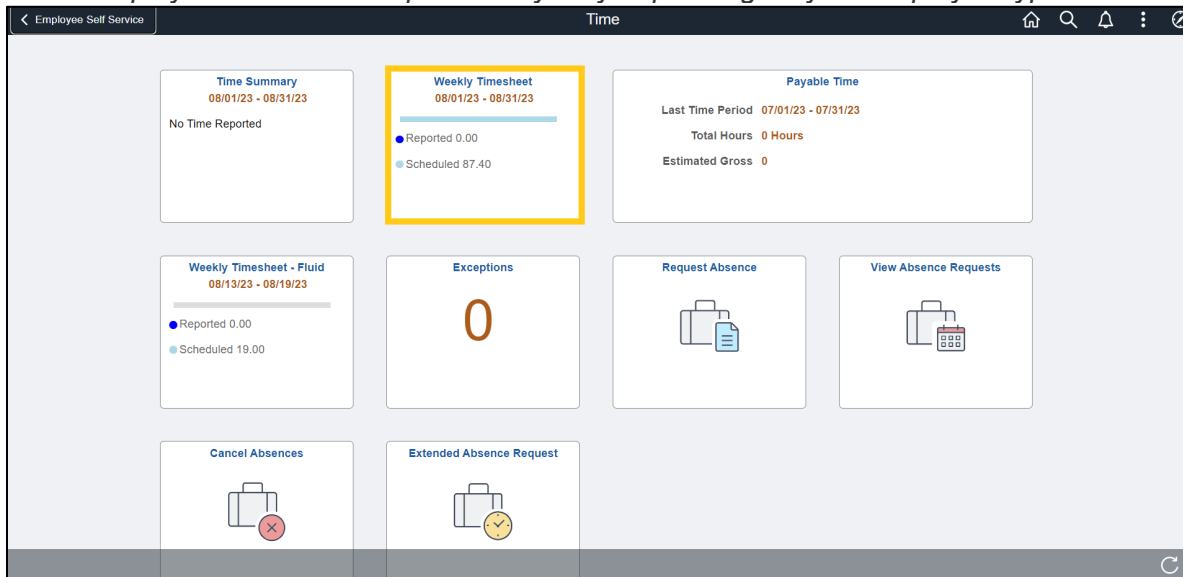
1. Log into **OneUSG Connect**.
2. Navigate to the Weekly Timesheet from Employee Self Service.

Navigation:

Employee Self Service > Time and Absence > Weekly Timesheet

3. Click on **Weekly Timesheet** on the **Time and Absence** page.

Note: Employee Self Service options may vary depending on your employee type.



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4. The timesheet will display the current month/week. Use the corresponding left and right arrows to navigate to different months/weeks.

A screenshot of a timesheet web application. At the top, it shows 'Earliest Change Date 08/01/2022' and a date range '1 August - 31 August 2022' with left and right navigation arrows. Below this, it displays 'Month Period - PS Delivered' and 'Scheduled 87.40 | Reported 0 Hours | Combined Hours 0.00 Hours'. There are buttons for 'Print Timesheet', 'Apply Schedule', and 'Submit'. A 'View Legend' link is on the left. The main section is titled 'Week 1 of 5' with 'Scheduled 19.00 | Reported 7.00 Hours'. It has a table with columns for days of the week: '1-Monday', '2-Tuesday', '3-Wednesday', '4-Thursday', '5-Friday', '6-Saturday', and '7-Sunday'. Each day has a box showing 'Scheduled' and 'Reported' hours. Below the table are input fields for reporting hours, with '3.50' entered for Monday, Wednesday, and Friday. A dropdown menu on the left is set to '00ACA - ACA Tracking'. A 'Comments' section with speech bubble icons is at the bottom. A yellow arrow points to the 'Submit' button, and yellow boxes highlight the date range, week navigation, and the reporting code dropdown.

5. Record hours worked each day that are related to teaching assigned classes.
(The number of hours to be reported should be in compliance with USG policy and can be found on page 5 in the following link [HRAP Policy on Employee Categories \(usg.edu\)](https://www.usg.edu/hrap-policy-on-employee-categories). Any questions or variances will need to be discussed with your department chair.)
 - a. Click on the Time Reporting Code- **00ACB-ACA Tracking**.
 - b. Enter the total number of hours worked each day related to your teaching position in the appropriate day's field.
 - c. Do not record 0.00 hours for days when you did not work as this will cause a time exception issue.
 - d. Use the appropriate arrows to navigate to each week to enter the hours for other weeks.
 - e. Once all hours have been recorded, press the submit button in the upper right corner to save the recorded hours.

Note: Hours can be entered up until the last day of the current pay period. Hours for a prior pay period will need to be entered by your supervisor or by a payroll representative.