Frequently Asked Questions

1. **Under the ACA, is there a requirement for employees (Faculty or Staff) who are not health benefits eligible to record and report all hours worked?**
   
   Yes. Under the ACA, all employees, including faculty and staff, regular or temporary, who are not health benefits eligible shall record and report hours worked (inclusive of paid employer leaves) to determine health benefits eligibility.

2. **What is the definition of FTE?**
   
   An employee’s FTE (full-time equivalent) represents the percentage of the employee's work schedule compared to a 40 hour/week schedule. For example, an employee who works 40 hours per week is 100% FTE, while an employee who works 20 hours per week is 50% FTE.

3. **In terms of hours worked and FTE, what are the requirements for part time employees?**
   
   - Part-time regular employees working 20 to 29 hours per week or .5 FTE to .74 FTE are partially benefits eligible.
   - Part-time regular employees working less than 20 hours per week or less than .5 FTE are non-benefits eligible.

4. **Do regular staff employees working less than 30 hours per week or less than .75 FTE have to record and report hours worked?**
   
   Yes. Under the ACA, all regular staff employees who work less than 30 hours per week or less than .75 FTE shall record and report all hours work to determine health benefits eligibility.

5. **How are Faculty defined?**
   
   The Faculty consists of the Corps of Instruction and the administrative officers as defined in Section 3 of the Policy Manual of the Board of Regents of the University System of Georgia.

6. **Do part time regular Faculty who are not health benefits eligible have to record and report hours worked?**
   
   Yes. Part-time Regular Faculty who work less than 30 hours per week or less than .75 FTE shall record and report all hours work to determine health benefits eligibility, unless they perform “teaching-only” duties.

7. **Do part time Faculty who “Teach-Only” have to record and report hours worked?**
   
   No. Institutions with “Part-time Regular Faculty Who Teach-Only” shall refer to the “Contact Hours to Standard Hours Worked Conversion Chart,” which defines teaching course load/hours worked in-the-classroom and out-of-the-classroom, referred to as “prep time.” The conversion chart should be used to determine hours worked per week. Part time instructors at Gordon State College can teach up to seven (7) contact hours each semester. In emergency circumstances only will the Provost and Vice President of Academic Affairs approve hours beyond the standard hours for part time faculty.

8. **Do part time Faculty, who in addition to teaching, perform other duties outside the classroom, which is not considered “out-of-classroom work/prep-time” have to record and report hours worked?**
   
   Yes. Part-time Regular Faculty assigned to perform other duties, which are not part of classroom teaching or prep-time shall record and report hours worked each week that are in excess of standard hours as determined by the “Contact Hours to Standard Hours Worked Conversion Chart”. An example of other duties outside the
classroom and not considered prep-time include formally advising students, clinical work, serving on committees, etc.

9. **Is the University System of Georgia telling part-time faculty that they are required to do their prep within a specific period of time?**

The University System of Georgia is required to comply with the federal ACA and therefore we are required to track the number of hours part-time employees work in order to determine health benefit eligibility. The Federal Guidelines allow educational organizations to use reasonable method for crediting Faculty hour of service so tracking time is not necessary. The University System of Georgia has decided to use 1.25 hours of prep or out-of-classroom work and .5 hours of office/meeting hours for each hour in the classroom as the method for calculating hours worked. The IRS has provided guidance on out of classroom prep time and the need to account for other activities such as office/meeting time as specified above.

10. **What if a part time employee is willing to work additional hours but is not interested in benefits?**

Under ACA, the USG is obligated to offer health insurance benefits, but the employee may decline. The declination does not relieve the employer from the Federal mandate to track hours worked. The USG Employee Categories policy must be followed.

11. **What if I am a joint staffed employee?**

Under the ACA, all institutions are considered an “employer-control group” for determining health care eligibility; therefore, employees who work more than one job at one or more institutions, shall combine all hours worked for determining health care eligibility. As a reminder, all employees that work for the USG should be paid by one institution through a joint staffing agreement.

12. **What is the process to report hours for ACA?**

Hours worked will be tracked in e-Time. E-time is the online application used for the purposes of tracking time. Managers/Supervisors will be required to approve all reported hours. Staff employees must enter all hours worked. For part time faculty, your schedules each semester will be loaded into e-time by Human Resources. For any hours beyond “teaching hours”, you will be required to input those hours into the system.

13. **Do rehired retirees have to track hours?**

Yes, rehired retirees need to report time because we don’t know if the retiree has USG medical coverage as a retiree.