May 6, 2015

MEMORANDUM

TO: Part-time Staff

FROM: Human Resources

RE: Federal Guidelines to Track Time Worked

Beginning on January 1, 2014, the Affordable Care Act (“ACA”), also referred to as Health Care Reform, requires all individuals to have health insurance coverage or pay a penalty. The law also requires employers to offer medical coverage to employees who work an average of 30 hours or more per week during a defined measurement period. In addition, employers are required to report their health coverage data to the Federal government. The measurement period is defined as a period in which non healthcare eligible employees’ time worked is measured to determine if they worked an average of 30 or more hours for the purpose of healthcare eligibility. As a result, the University System of Georgia (USG) will need to take actions to ensure compliance with the law by establishing standard tracking periods for all employees. The initial measurement period established for the University System of Georgia will be May 1, 2014 – October 31, 2014. This initial period will allow the USG system to determine healthcare eligibility for the 2015 calendar year. Future measurement periods will be defined as a 12-month measurement period.

Effective May 1, 2014, all hours worked must be tracked to include hours worked in other departments, Community Education, and at other USG institutions. Both exempt (salaried paid employees) and non-exempt (hourly paid employees) will be required to track hours. The categories of employees affected are student workers, part time staff and faculty, and other categories to include residence life directors and coaches.

No additional action is required of students and part time staff who are currently entering time in the e-time system. For all others, time must be tracked in e-Time. E-time is the online application used for the purposes of tracking hours. Included with this memo are instructions on how to register for e-time.

A list of Frequently Asked Questions (FAQs) has been developed to provide more details about the hours worked reporting requirement. You may also contact your direct supervisor or Human Resources at 678-359-5011 for additional information.

Sincerely,

Gordon State College
Human Resource Department