

## Reporting Time: ACA Recordkeeping Guidelines

Employee Group	Recordkeeping Guideline
<b>Salaried, full-time benefits eligible employees</b>	40 hours per week will automatically be recorded by Human Resources. No additional tracking will be necessary for employees in this category.
<b>Hourly paid employees</b>	Actual hours worked must be tracked by timesheet in Banner.
<b>Hourly term (temporary) employees</b>	<p>Actual hours worked must be tracked by timesheet in Banner.</p> <p>Term appointments are limited to 90 days. Requests for appointment extensions must be submitted via RAH/RTP and evaluated by Human Resources.</p>
<b>Employees receiving supplemental pay or stipend pay</b>	<p>Employees who are in an employment category that is less than full-time and receive supplemental or stipend pay should record hours worked if the pay is associated with hours worked.</p> <p>Supervisors must include the projected number of hours worked with each request and approved requests will require the employee and supervisor to complete and approve the hours tracking sheet to certify hours worked for ACA purposes.</p>
<b>Part-time, salaried term employees (term/temporary employees receiving a flat rate for an ongoing job working 29 hours or less per week)</b>	<p>Supervisors must now track the hours of service for part-time salaried term employees. Employees must complete and supervisors must submit the hour tracking sheet at the end of each month in which the part-time term employee does work to certify hours worked for ACA purposes.</p> <p>Term appointments are limited to 90 days. Requests for appointment extensions must be submitted via RAH/RTP and evaluated by Human Resources.</p>