To: All Managers

From: Rosalee Law, Manager, HRIS, Data, and Records Management
Office of Human Resources and Strategic Talent Management (HRSTM)

Subject: **ACA Hours Report and Notification for Managers**

Date: August 16, 2023

HRSTM must monitor the total hours worked for all non-benefits-eligible (*i.e.*, part-time casual temps, student workers, part-time faculty, and WDCE instructors) employees to comply with the Affordable Care Act (ACA). To ensure compliance under the ACA, non-benefits-eligible employees can work no more than 1,300 hours during the ACA period, which is **October 1 to September 30**. If non-benefits-eligible employees exceed the 1,300-hour limit, they become benefits-eligible, and Montgomery College is required to offer full-time benefits coverage.

The MC – ACA Hours Audit Report was delivered to your Workday inbox last week and shows all non-benefits-eligible employees at Montgomery College that have worked over 900 hours as of the date of the report. This report will be automatically delivered biweekly to all managers, even if they are not currently managing any non-benefits-eligible employees. This is because all managers could be responsible for non-benefit-eligible employees in the future.

Affected managers will receive the report AND a custom notification with their non-benefits-eligible employees listed below the message. If you receive the customized notification in Workday in addition to the biweekly report, you must open the report to see the total number of hours for your non-benefits-eligible employees. If you do not get the custom notification, no action is required at this time.

If at any point you get the report AND a custom notification, please use this report to keep track of the total hours of your part-time workers. Once a non-benefits-eligible employee works 1,300 hours, they will not be allowed to work again until **October 1**. HRSTM will provide written notice regarding any employee that is close or has reached this limit and can no longer work.

Again, if you do not get a custom notification with employee names, no action is required at this time. Please contact the HR Help Desk at HRSTM@montgomerycollege.edu if you have any questions.

HRIS, Data, and Records Management Team
Office of Human Resources and Strategic Talent Management (HRSTM)