

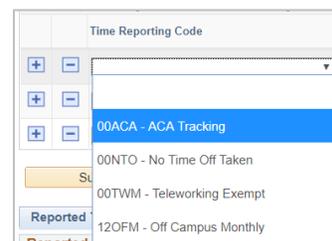
Affordable Care Act (ACA): How to Report Additional Hours Worked in OneUSG Connect

The Affordable Care Act (ACA) was implemented on March 23, 2010 and is intended to increase access to health care for more Americans. Monthly paid employees not receiving health benefits from USG will have Affordable Care Act (ACA) hours recorded on their timesheet. ACA hours are for tracking purposes only and do not impact the employee's pay. These ACA hours will be systematically loaded by central offices at the beginning of the pay period as detailed in the employees' standard hours.

- Temporary Salaried Employees** ACA Hours are updated on timesheets based on Standard Hours in Job Data, Part-Time Teaching Faculty Agreement form, or Actual Hours worked.
- GRAs/GTAs** ACA Hours are updated on timesheets based on Standard Hours in Job Data
- Housing Resident Assistant** ACA Hours are updated on timesheets by managers based on Housing Standard Scheduled Hours

Employees and managers can change timesheet ACA tracking hours to accurately reflect the employees' actual hours worked:

1. Log in to [TechWorks](#) and select the OneUSG Connect icon.
2. Select the Time and Absence tile from the Employee Self-Service page.
3. Select the Weekly Timesheet option from the top of the list.
4. Use the pull-down menu to select WEEK in the View By window. If necessary, select the Previous Week or Next Week link to enter time for a different week.
5. Under Time Recording Code, use the pull-down arrow to select 00ACA – ACA Tracking. It is possible that this could be your only choice.
6. Enter any additional hours worked in the appropriate box for the date indicated. Check to make sure hours are entered using the correct format. For example: If you worked 2 hours, enter 2. If you worked 1 hours and 45 minutes, enter 1.75.
7. After the hours are entered, select the SUBMIT button.



Until otherwise notified, faculty/managers are not required to approve these hours. ACA hours will be approved by the Payroll office. If you need assistance, please visit services.gatech.edu.

