

# What's New in ezLaborManager Version 18.32

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## Overview

As part of the Affordable Care Act (ACA) effective January 2015, the Shared Responsibility provision requires that "applicable large employers" (those that employ at least 50 full-time and full-time equivalent employees during the preceding calendar year) must offer full-time employee health benefits that are sufficient and affordable or be subject to potential penalties.

If your company employs seasonal or part-time employees, you will want to monitor total paid hours to minimize your liability of part-time employees becoming eligible for ACA benefits.

Available in this release are two new reports that include average weekly and monthly total paid hours and projected scheduled hours. The information in these reports will make it easier for you to comply with the new Shared Responsibility mandate by allowing you to easily identify employees reaching a specified threshold. You will also be able to easily modify employee schedules based on business demand.

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## New Total Paid Hours Reports

The new Total Paid Hours Summary and Total Paid Hours Detail Reports are available to your administrators and Time & Attendance supervisors as a way to proactively track employees' total paid hours for a specified time frame using thresholds you determine.

### New Total Paid Hours Summary Report

The new Total Paid Hours Summary Report lists the total paid hours for employees who meet or exceed the total paid hours thresholds. If the specified time frame includes future dates, the report will include projected hours based on employees' scheduled hours. The report includes average weekly and average monthly total paid hours. Average total paid hours thresholds may be applied to filter the report results. A count of employees who meet or exceed the total paid hours threshold is also included.

### Total Paid Hours Summary Report

**Date Range: 05/06/2013 - 07/31/2013**  
**Includes Projected Schedule Hours as of 07/15/2013**

Report criteria is listed at the top of the report for easy reference.

The report automatically includes projected scheduled hours for future dates.

Projected Average Weekly Total Paid Hours based on Start Day of the Week=Monday; Threshold >= 30.00  
 Projected Average Monthly Total Paid Hours based on Start Date of the Month=1st; Threshold >= 130.00  
 Paid Earnings Codes: HOLIDAY, PERSONAL, REGULAR, SICK, VACATION

Last Name, First Name (ID)	Pay Group	Department	Actual Total Paid Hours	Actual Average Weekly Paid Hours	Actual Average Monthly Paid Hours	Projected Schedule Total Paid Hours	Actual + Projected Schedule Total Paid Hours	Projected Average Weekly Paid Hours	Projected Average Monthly Paid Hours
Duncan,Heather(XYZ091802)	PARTTIME HOURLY	202255	319.00	31.89	319.00	88.00	407.00	31.91	138.38
Johnson,Kenneh(XYZ009841)	HOURLY	202255	310.75	30.81	310.75	88.00	398.75	31.02	139.13
Macgill,Mary(XYZ001008)	PARTTIME HOURLY	202255	316.00	31.56	316.00	88.00	404.00	31.64	139.50

Count of employees : 3

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## New Total Paid Hours Detail Report

The new Total Paid Hours Detail Report lists detailed information for each employee. The report includes actual and projected hours for each week in the month for the selected time frame, the total paid hours per month, and the average weekly and monthly totals. A count of employees who meet or exceed the total paid hours threshold is also included.

Total Paid Hours Detail Report									
Date Range: 05/06/2013 - 07/31/2013									
Includes Projected Schedule Hours as of 07/15/2013									
Projected Average Weekly Total Paid Hours based on Start Day of the Week=Monday; Threshold >= 30.00									
Projected Average Monthly Total Paid Hours based on Start Date of the Month=1st; Threshold >= 130.00									
Paid Earnings Codes: HOLIDAY, OVERTIME, PERSONAL, REGULAR, SICK, VACATION									
Last Name, First Name (ID)	Pay Group	Department	Month	Week 1	Week 2	Week 3	Week 4	Week 5	Monthly
Duncan,Heather(XYZ091802)	PARTTIME HOURLY	202255	2013 May		32.00	32.25	32.50	33.50	130.25
			Jun		32.00	30.50	29.00	30.75	122.25
			Jul	33.50	33.00	32.00*	32.00*	24.00*	154.50*
			Average Total Paid Hours for Duncan,Heather :					Weekly = 31.91*	Monthly = 138.38*
Total Paid Hours for Duncan,Heather = 407.00*									
Johnson,Kenneth(XYZ009841)	HOURLY	202255	2013 May		33.50	30.50	32.50	24.00	120.50
			Jun		32.00	32.50	33.00	32.00	129.50
			Jul	28.00	32.75	32.00*	32.00*	24.00*	148.75*
			Average Total Paid Hours for Johnson,Kenneth :					Weekly = 31.23*	Monthly = 139.13*
Total Paid Hours for Johnson,Kenneth = 398.75*									
Macgill,Mary(XYZ001008)	PARTTIME HOURLY	202255	2013 May		32.00	29.00	32.00	32.00	125.00
			Jun		31.00	31.50	30.50	32.25	125.25
			Jul	34.00	31.75	32.00*	32.00*	24.00*	153.75*
			Average Total Paid Hours for Macgill,Mary :					Weekly = 31.66*	Monthly = 139.50*
Total Paid Hours for Macgill,Mary = 404.00*									
Count of employees : 3									

## Client Preferences Enhancements

Enhancements have been made to the Client Preferences page to allow you to set up your default report preferences for the new Total Paid Hours Summary and Total Paid Hours Detail reports.

In the Total Paid Hours Report Options section, you can select from the following:

- **Include Average Total Paid Hours:** Include the Average Total Paid Hours calculations in the report. The Average Total Paid Hours calculations will be based on whole weeks and whole months within the report time frame. This option is selected as the default.
- **Start Day of the Week:** The day of the week used for the average threshold determination.
- **Start Day of the Month:** The date that is used in the average threshold determination.
- **Total Paid Hours or Average Total Paid Hours Thresholds:** The default thresholds for total paid hours (default is 0) or average weekly total paid hours (the default is 30) and average monthly total paid hours (the default is 130).
- **Select the Earnings Codes to Include in the Report:** The earnings codes you wish to include in the total paid hours calculations.

**Client Preferences**

**Report Configuration**

Company Name (used in reports):

**Report Scheduling:**

Allow Report Scheduling

Allow selection of multiple recipients on a report schedule.

**Default Print Option:**

Print in Landscape

Print using Best Fit [?](#)

**Total Paid Hours Report Options**

Include Average Total Paid Hours  
*(Average total paid hours calculations will be based on whole weeks and whole months within the selected time frame.)*

Start Day of the Week:

Start Date of the Month:

**Total Paid Hours Thresholds:**

Total Paid Hours:  $\geq$

Average Total Paid Hours Thresholds:

Average Weekly Total Paid Hours:  $\geq$

Average Monthly Total Paid Hours:  $\geq$

Select the earnings codes to include in the report: [?](#)

**Select the earnings codes to include in the report:**  
Select the earnings codes that you wish to be included in the total paid hours calculations in Total Paid Hours Reports.  
Do not select any shift differential earnings codes that include only the shift differential portion since the hours will be double-counted in the totals.

Available	Selected
BEREAV	HOLIDAY
DTSH2	OVERTIME
DTSH3	PERSONAL
FLOAT	REGULAR