

**Reporting Affordable Care Act (ACA) Hours – Salaried (Exempt) Students**

Database: <https://hr.ku.edu>

Who should report ACA Hours: See details at [Graduate Salaried Student ACA reporting](file:///%5C%5Chipaafs.home.ku.edu%5CHR_General%5CGroups%5CHR%20Group%5CInformation%20Systems%5CHRPay%5CTraining%5CCurrent%5CUnder%20Revision%5Cto%20be%20Reviewed%5CGraduate%20Students%20ACA%20reporting).

**Tile: Time and Absence>Report Time**



1. If you hold multiple jobs, you will need to select the correct job from the drop down and select Apply before recording your punch.

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1. Select Date(s):
	1. Click on the Report Time button. Today’s date is the default. To report hours on a different date, select the date words at the top and a calendar will display to choose a different date.



1. Select the Time Reporting Code of ACA-AffordabilityCareAct-Rptg only.
2. Type in total hours worked for the day in quarter hour increments.
3. Submit.



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