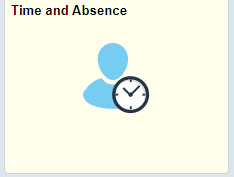


**Reporting Affordable Care Act (ACA) Hours – Salaried (Exempt) Students**

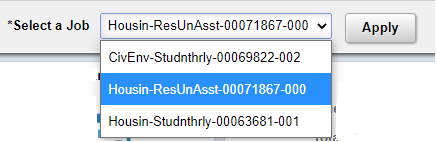
Database: <https://hr.ku.edu>

Who should report ACA Hours: See details at [Graduate Salaried Student ACA reporting](file:///\\hipaafs.home.ku.edu\HR_General\Groups\HR%20Group\Information%20Systems\HRPay\Training\Current\Under%20Revision\to%20be%20Reviewed\Graduate%20Students%20ACA%20reporting).

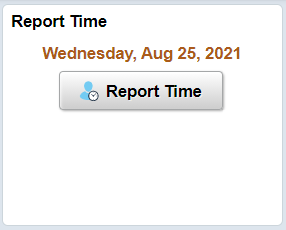
**Tile: Time and Absence>Report Time**



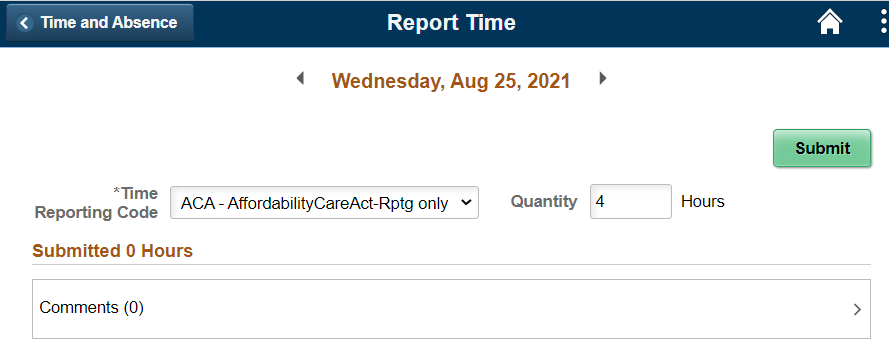
1. If you hold multiple jobs, you will need to select the correct job from the drop down and select Apply before recording your punch.

****

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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