Appendix E: Entering ACA hours into TAL

The duration time sheet for exempt employees that are less than .75 FTE is shown below.

The drop menus in the bottom box list the different types of hours worked and leave taken that can be put on the time sheet.

Employees or the supervisor or payroll coordinator must use Regular ACA to record hours worked for the purposes of ACA reporting. All other items in the menu are forms of leave that should be used as defined. These hours do not affect pay and are recorded for the purposes of ACA compliance.
An employee that worked 6 hours on Monday would choose “Regular ACA” under **Hours Type** and enter a 6 in the Monday column, as shown below.

Click and repeat for the remainder of the pay period. Duration time sheets must be completed by the employee and approved by the supervisor at the end of each pay period.
If the number of hours in a given day does not match the per day FTE value, a warning will appear, as shown in the following screenshot. You do not need to correct this warning if the hours are accurate. The system is just showing that the person worked more or less than expected per day. For instance, the system assumes that a .5 FTE employee working 20 hours per week would work 4 hours per day, 5 days per week; however, a person working 10 hours per day, 2 days per week is acceptable. The warning will not prevent the process from running.
**NOTE:** Multiple types of leave can be entered on the same week by using the other rows under **Hours Type**, as shown in the image below.

**Part Time Exempt Employees and LWOP**

If a part-time exempt employee only works part of their scheduled hours for a day and has no available leave, they cannot use **leave without pay (LWOP)** hours for the hours not worked. However, if the employee does not work any hours of a scheduled work day, then **LWOP** may be used on the time sheet. The amount of **LWOP** entered should match the number of hours the employee was scheduled to work.

**Missed or Incorrect ACA Hours:**

If an employee fails to record hours accurately, the supervisor or payroll coordinator must correct their hours.

- If a person worked on a given day, but the number of hours is not known, 8 hours must be entered for that day.
- If a person worked during a given week, but the days worked are not known, 40 hours must be entered for the week.
- If an employee consistently fails to enter hours, 40 hours must be entered for every week causing the person to be a 1.0 FTE with full-time eligibility.