

Workforce Management for the Affordable Care Act



Partner with UniFocus to Manage your Workforce Better and Reduce Compliance Risk in Preparation for The ACA



RESOURCE MANAGEMENT
Solutions



LABOR MANAGEMENT System



TIME & Attendance



BUSINESS Intelligence



SURVEY Solutions

Hospitality typically employs more part-time hourly workers than companies in other industries. This means they will be more affected by key provisions in the Affordable Care Act (ACA) that are set to take effect in 2015. In fact, 46% of the employers in the hospitality industry expect their costs to increase 3% or more. UniFocus' industry-leading labor management solutions help minimize the impact.

What you need to know

In 2015, employers with 50 or more full-time equivalent employees will be required to extend coverage in a qualified health plan for all employees working an average of 30 or more hours per week in a month. Employers that do not provide such coverage will face a penalty of \$2,000 per employee, minus the first 30 employees.

Full-time employees can be asked to pay no more than 9.5% of their household income for coverage. Therefore, employers have two primary choices for offering more affordable plans with lower contributions:

1. Reduce employee contributions, clearly resulting in higher costs for employers OR
2. Add a lower-cost plan with lower contributions. This could raise or lower costs, depending on the organization.

Your company will need to determine which choice is the best.

UniFocus is exclusively dedicated to providing the Hospitality, Service, Retail, and Healthcare Industries with the most comprehensive Workforce Management systems, Financial Management tools and Survey Solutions, available globally.

Additional websites that might be of interest to you:

- **The White House:** <http://www.whitehouse.gov/healthreform>
- **Health Care:** <http://www.healthcare.gov>
- **Answers USA Government:** <http://www.usa.gov/index.shtml>
- **US Small Business Administration:** <http://www.sba.gov/healthcare>
- **United States Department of Labor:** <http://www.dol.gov/ebsa/healthreform/>
- **Internal Revenue Service:** <http://www.irs.gov/uac/Affordable-Care-Act-Tax-Provisions>

What to consider when determining strategies to prepare for the ACA

- ◆ How is large employer status decided?
- ◆ How is employee status defined as full-time, part-time or seasonal?
- ◆ What are the penalties and the total cost equation?
- ◆ What is the appropriate *Look Back Period*, *Administrative Period* and *Stability Period* for the organization, and how are they established?
- ◆ What is the right mix of full-time and part-time employees to create the optimal balance between workforce productivity and health care costs? The potential loss of productivity should be taken into consideration as employers weigh the following options:
 - Create more part-time positions. Reducing the number of employee hours to less than 30 per week.
 - Replace some part-time positions with full-time equivalents, and extend coverage to all employees working 30 or more hours per week.
 - Hold the course and pay penalties as needed.

Partner with UniFocus now to minimize impact later

With UniFocus' Workforce Management System your organization can:

- ◆ Schedule and monitor work hours to meet ACA requirements
- ◆ Monitor approaching overtime with real-time compliance reporting
- ◆ Adjust schedules as necessary and at anytime, to ensure employee status doesn't shift between full-time, part-time and seasonal.
- ◆ Analyze and monitor labor accurately for *Look Back Periods*.
- ◆ Determine employee benefit eligibility easily, with average work-week hours reporting.
- ◆ Reduce penalties with configurable reports, ensuring governmental compliance

Ensure compliance and optimize productivity

UniFocus' Workforce Management system, including Time and Attendance and LMS, provides the information necessary to optimize your company's resources. On-demand scheduling places the right labor, in the right place, at the right time, improving current productivity and meeting or exceeding customer expectations. These applications effectively manage labor, minimizing the impact of the ACA and reducing compliance risk.

Is your organization ready for the ACA? We can help.