Recording Affordable Care work hours in Wingspan

With the implementation of the Affordable Care Act, all non-permanent employees are required to report hours worked. This procedure is required for all exempt temporary employees who are not the "Instructor of Record" and teaching a course at Winthrop. All non-exempt employees currently report hours worked on a time sheet in Wingspan.
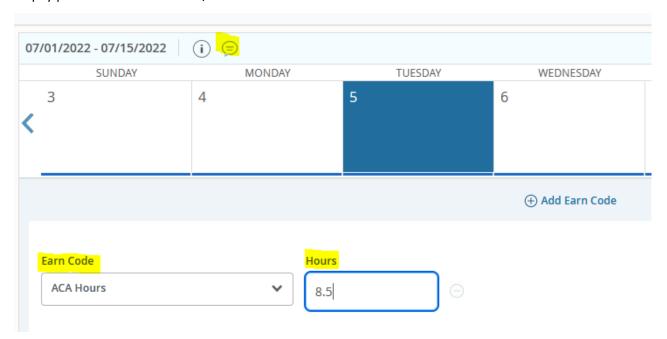
Wingspan – all employees that currently have a Winthrop email account should access their timekeeping report through Wingspan with their current User Name and Password. The User Name is the part of the email address prior to the "@winthrop.edu".

Access Timekeeping Record (Leave Report)

- Login to Wingspan
    - Click on the **Home** Tab
    - Look for the "Employee Dashboard" link in the "Self Service 9x - NEW" section on the right side of the screen.
    - Click the blue button on the far right labeled "Enter Leave Report"

    - You will have a separate link for each position that requires hours tracked for Affordable Care purposes. A new link will show up each pay period, one for the 1st-15th and one for the 16th through the end of the month.

    - More instructions can be found on the HR web page, near the bottom.

Recording Hours Worked on the "Leave Report"

- Select the date to enter hours, choose Earn Code "ACA Hours" then enter the number of hours worked that day in quarter hour increments, then click the SAVE button (bottom right).
- Enter comments as needed by clicking the COMMENT call out for a given day.
- Using the calendar arrows, scroll to access additional days. Continue to click SAVE after making changes. Click Exit Page in the bottom left corner to finish entry. Do not click the SUBMIT button until the entire pay period has been entered/finished.

<u>Submitting Hours Worked</u>

- At the completion of the pay period, submit your Report for approval by your supervisor. To do so, open the leave report, click the Preview button, then Submit.
- If you submit your report in error and need to retrieve it, contact your supervisor immediately and they will be able to return it to you.
- If you receive an error message or have further questions, please email hrhelp@winthrop.edu or call the Office of Human Resources at 803-323-2273 for assistance.

<u>Notes</u>

- Disregard messages like this, as it is expected for this type of employee classification:

  ⚠ **Possible Insufficient Leave Balance for ACA Hours.**

- Timekeeping records processed as "Leave Reports" in Wingspan have no impact on compensation for your position. Time entered here is for the purpose of recording work hours for determining healthcare eligibility.
- You will receive automated emails from HRHelp if you fail to submit your report on time. Please submit all reports each pay period, even if you did not work any hours. In the event that you did not work, please enter in the Comments section "No hours worked this period". Please refer to the calendar for more details on deadlines.
- In the instance that your timekeeping report for the current range of days is not available, please contact HR for further instructions. This scenario arises when ePAF paperwork is not processed in a timely manner. Hours should NEVER be entered on a date that you did not work in order to make up for a missed leave report.