



## ACA and Supervisor's Responsibilities

### Affordable Care Act (ACA) and University Policy 2217

Student and non-student wage employees are limited to 1450 hours of work during the twelve-month period of May 1 through April 30 and may not exceed an average of 29 hours per week.

If an employee exceeds 29 hours in a single week, supervisors must ensure that hours worked in other weeks are reduced so the average remains 29 hours or less over the 12-month period.

Wage employees who reach the 1450-hour limit must immediately stop working and may not be reemployed until May 1.

### Supervisor Responsibilities:

Supervisors are responsible for reviewing and tracking their wage employees' hours. To avoid exceeding hour limits, supervisors should review and update work schedules as needed.

Supervisors and employees can view the total hours worked during the current measurement period when approving timesheets in Patriot Web under "Leave Balances."

- **Available Balance for ACA Wage Hours:** The total hours paid as of the previous pay period.
- **Measurement Period Year:** Calculated using the month and day of the banked date available.

### Example:

- **Measurement Period Begin Date:** 5/1/2024
- **Measurement Period End Date:** 4/30/2025
- Total hours worked to date: 419.75
- Remaining hours: 1,030.25
- New measurement period begins: 5/1/2025, with wage hours resetting to zero.

If an employee exceeds the hour limit, supervisors must report the issue to the Classification and Compensation team at [workplan@gmu.edu](mailto:workplan@gmu.edu) as soon as possible for further assistance or action. Additionally, Supervisors must terminate the employee immediately via an Electronic Personnel Action Form (EPAF). If an EPAF is not submitted, HR will terminate the position.