

**Change in e-PAF Process for Adjunct/Lecturer Part-time Employees**

The Affordable Care Act (ACA) regulations will require UAH to change how we determine eligibility for healthcare coverage. Eligibility will be based on the number of hours worked per week or calendar month. Employees who work at least 30 hours a week or 130 hours per calendar month during a set measurement period will be eligible for healthcare coverage. The IRS has not yet outlined how to address tracking hours worked for adjunct/part-time faculty employees. Until the IRS issues further guidance, we will calculate the hours worked by assigning an FTE based upon the number of credit hours taught per semester. The model we will use assumes 4 three credit hour courses (a total of 12 credit hours) as full-time or 1.0 fte. For faculty teaching 3 credit hour courses, use the chart below to determine the fte to enter on their Spring 2014 e-PAF.

<u># courses</u>	<u># credit hours</u>	<u>total credit hours</u>	<u>FTE</u>	<u>Hours worked</u>
1	3	3	0.25	10
2	3	6	0.5	20
3	3	9	0.75	30
4	3	12	1	40
For employees teaching courses other than 3 semester hour credits refer to the chart below.				
	<u>Credit Hours</u>	<u>times 3.3333</u>	<u>Hours Worked</u>	<u>FTE</u>
	1	3.333	3	8%
	2	3.333	7	17%
	3	3.333	10	25%
	4	3.333	13	33%
	5	3.333	17	42%
	6	3.333	20	50%
	7	3.333	23	58%
	8	3.333	27	67%
	9	3.333	30	75%
	10	3.333	33	83%
	11	3.333	37	92%
	12	3.333	40	100%

The University will track hours worked over the next 12 months and, starting in 2015, employees who work at least 30 hours a week or 130 hours per calendar month during the measurement period may be eligible for a healthcare option.

A great deal of planning, thought and consideration have gone into how UAH will implement these changes so that we not only comply with the law, but provide healthcare benefits to additional employees. The tracking and compliance requirements associated with the ACA will undoubtedly be complex and sometimes confusing. Human Resources is ready to answer your questions and provide assistance as we transition through the next year.

Thank you for your assistance in helping make these changes a positive transition for all concerned.