

ACA Reporting



Two most common ACA Reports are ACA FT Lookback report-Ongoing Employees and ACA FT Lookback Report- New Hires.

1 Navigate to <https://connect.threadhcm.com/default.aspx>

Click "Reports"

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Client: 1000 - DEMO

View Critical Notes

Search the menu

Customer Service

Employee Admin Tools

Employee Management

Client Management

Payroll

Reports

Report Archive

My Reports

Run New Report

Report Writer

My Reports Queue

Check Print Back

Quarterly Reports

Year End Reports

Year End Reports On Demand

Report Archive

Reports to CD

Predictive People Analytics

Production Utilities

Report Category: All

Search:

Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Generate Report

Go To My Reports Queue

Once your report request has been submitted you can do any of the following: Run another report, go to My retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue

Absence Export

Filtering

From Date:

To Date:

Legal Company: 1000 - Our Awesome Company

Pay Groups:

Employee:

Options

Format: Excel

2 Click "My Reports"

Client: 1000 - DEMO [View Critical Notes](#)

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Reports
Report Archive
Run New Report
Report Writer
My Reports Queue
Check Print Back
Quarterly Reports
Year End Reports
Year End Reports On Demand
Report Archive
Reports to CD
Predictive People Analytics

Production Utilities

My Reports

Report Category: All [Filter](#)

Search:

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
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ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
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Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Generate Report [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to My retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue

Absence Export

Filtering

From Date: [Calendar](#)
To Date: [Calendar](#)
Legal Company: 1000 - Our Awesome Company [v](#)
Pay Groups: [v](#)
Employee:

Options

Format: Excel [v](#)

3 Click "Report Category" - Using this drop down you can select just ACA reports that are in the system pre-loaded.

Client: 1000 - DEMO [View Critical Notes](#)

Search the menu

Customer Service
Employee Admin Tools
Employee Management
Client Management
Payroll
Reports
Report Archive
Run New Report
Report Writer
My Reports Queue
Check Print Back
Quarterly Reports
Year End Reports
Year End Reports On Demand
Report Archive
Reports to CD
Predictive People Analytics

Production Utilities

My Reports

Report Category: ACA Reporting [Filter](#)

Search:

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Generate Report [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report, go to My retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue

Absence Export

Filtering

From Date: [Calendar](#)
To Date: [Calendar](#)
Legal Company: 1000 - Our Awesome Company [v](#)
Pay Groups: [v](#)
Employee:

Options

Format: Excel [v](#)

4 Click "ACA FT Lookback Report - New Hires"

My Reports

Report Category: ACA Reporting

Search: Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Absence Export

Filtering

From Date: To Date:

Legal Company: 1000 - Our Awesome Company

Pay Groups:

Employee:

Options

Format: Excel

5 This report is an "As of Date". This report data will include all payrolls within the quarter/year up to including the as of date.

ACA FT Lookback Report - New Hires

ACA Full Time Lookback Report - New Hires

Filtering

As Of Date: 12 Months

New Hire Measurement Period: 12 Months

Pay Groups:

- ☒ Our Awesome Company
- ☒ VTG LLC
- ☒ World Domination, Inc.

Report Option: ACA Look-Back Summary Report

Union Employee Option: ALL Employees

Employee Type Option: ALL Employees

Include Inactive & Terminated: ☐

Include Only Status Changes: ☐

Exclude ACA Full Time: ☐

Aggregate EE data: ☐

Sort Option:

Organization Level:

- ☐ Location
- ☐ Account Number
- ☐ Department
- ☐ Job
- ☐ Task Code
- ☐ Team

6 This report can be ran in PDF or Excel.

Report Category: ACA Reporting

Search: Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run
Bank Account Reconciliation	Date Range
Bank Account Reconciliation Summary	Date Range
Benefit Changes Audit	Date Range
Benefit Enrollment E-Signature Acknowledgements	As Of Date

Generate Report Go To My Reports Queue

ACA Full Time Lookback Report - New Hires

Filtering

Report Data will include all payrolls within the Quarter/Year up to and including the As Of Date.

As Of Date:

New Hire Measurement Prd: 12 Months

PayGroups:

- ☒ Our Awesome Company
- ☒ VTG LLC
- ☒ World Domination, Inc.

Report Option: ACA Look-Back Summary Report

Union Employee Option: ALL Employees

Employee Type Option: ALL Employees

Include Inactive & Terminated: ☐

Include Only Status Changes: ☐

Exclude ACA Full Time: ☐

Aggregate EE data: ☐

Sort Option:

Organization Level:

- ☐ Location
- ☐ Account Number
- ☐ Department
- ☐ Job
- ☐ Task Code
- ☐ Team

Work Location: ☒ Work Locations

Grouping

Group by Legal Company: ☒

Options

Format: Excel

7 Click "ACA FT Lookback Report - Ongoing Employees"- as this is another option using a date range.

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Search the menu

- Customer Service
- Employee Admin Tools
- Employee Management
- Client Management
- Payroll
- Reports
- Report Archive
- My Reports
- Run New Report
- Report Writer
- My Reports Queue
- Check Print Back
- Quarterly Reports
- Year End Reports
- Year End Reports On Demand
- Report Archive
- Reports to CD
- Predictive People Analytics

Production Utilities

My Reports

Report Category: ACA Reporting

Search: Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Generate Report Go To My Reports Queue

Once your report request has been submitted you can do any of the following: Run another report, go to My retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue

ACA FT Lookback Report - New Hires

ACA Full Time Lookback Report - New Hires

Filtering

Report Data will include all payrolls within the Quarter/Year up to and including the As Of Date.

As Of Date:

New Hire Measurement Prd: 12 Months

PayGroups:

- ☒ Our Awesome Company
- ☒ VTG LLC
- ☒ World Domination, Inc.

Report Option: ACA Look-Back Summary Report

Union Employee Option: ALL Employees

Employee Type Option: ALL Employees

Include Inactive & Terminated: ☐

Include Only Status Changes: ☐

Exclude ACA Full Time: ☐

Aggregate EE data: ☐

Sort Option:

Organization Level:

- ☐ Location
- ☐ Account Number
- ☐ Department
- ☐ Job
- ☐ Task Code
- ☐ Team

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You can enter a date range, example being 1/1/2024-12/31/2024 to capture the whole year.

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Client: 1000 - DEMO View Critical Notes

Client Search

My Reports

Report Category: ACA Reporting Search: Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

Generate Report Go To My Reports Queue

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

ACA FT Lookback Report - Ongoing Employees

ACA Full Time Lookback Report - Ongoing Employees

Filtering

OnGoing Employee From Date:

OnGoing Employee To Date:

Date Type: Period Ending Date

PayGroups:

- ☒ Our Awesome Company
- ☒ VTG LLC
- ☒ World Domination, Inc.

Report Option: ACA Look-Back Summary Report

Union Employee Option: ALL Employees

Employee Type Option: ALL Employees

Include Inactive & Termined: ☐

Include Only Status Changes: ☐

Exclude ACA Full Time: ☐

Aggregate EE data: ☐

Sort Option:

Organization Level:

- ☐ Location
- ☐ Account Number
- ☐ Department
- ☐ Job
- ☐ Task Code
- ☐ Team

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This report also has an excel and PDF option.

Report Category: ACA Reporting Search: Filter

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run
Bank Account Reconciliation	Date Range
Bank Account Reconciliation Summary	Date Range
Benefit Changes Audit	Date Range
Benefit Enrollment E-Signature Acknowledgements	As Of Date

Generate Report Go To My Reports Queue

ACA FT Lookback Report - Ongoing Employees

ACA Full Time Lookback Report - Ongoing Employees

Filtering

OnGoing Employee From Date:

OnGoing Employee To Date:

Date Type: Period Ending Date

PayGroups:

- ☒ Our Awesome Company
- ☒ VTG LLC
- ☒ World Domination, Inc.

Report Option: ACA Look-Back Summary Report

Union Employee Option: ALL Employees

Employee Type Option: ALL Employees

Include Inactive & Termined: ☐

Include Only Status Changes: ☐

Exclude ACA Full Time: ☐

Aggregate EE data: ☐

Sort Option:

Organization Level:

- ☐ Location
- ☐ Account Number
- ☐ Department
- ☐ Job
- ☐ Task Code
- ☐ Team

Work Location: ☒ Work Locations

Grouping

Group by Legal Company: ☒

Options

Format: Excel

10 Click "Generate Report"

The screenshot shows the 'My Reports' interface. On the left is a sidebar with navigation links. The main area has a 'Report Category' dropdown set to 'ACA Reporting' and a 'Filter' button. Below this is a table of reports. The 'ACA FT Lookback Report - Ongoing Employees' is highlighted. To the right of the table is a 'Filtering' section with various options like 'OnGoing Employee From Date', 'OnGoing Employee To Date', 'Date Type', 'PayGroups', 'Report Option', 'Union Employee Option', 'Employee Type Option', 'Include Inactive & Terminated', 'Include Only Status Changes', 'Exclude ACA Full Time', 'Aggregate EE data', 'Sort Option', 'Organization Level', and 'Work Location'. The 'Generate Report' button at the top of the filtering section is circled in orange.

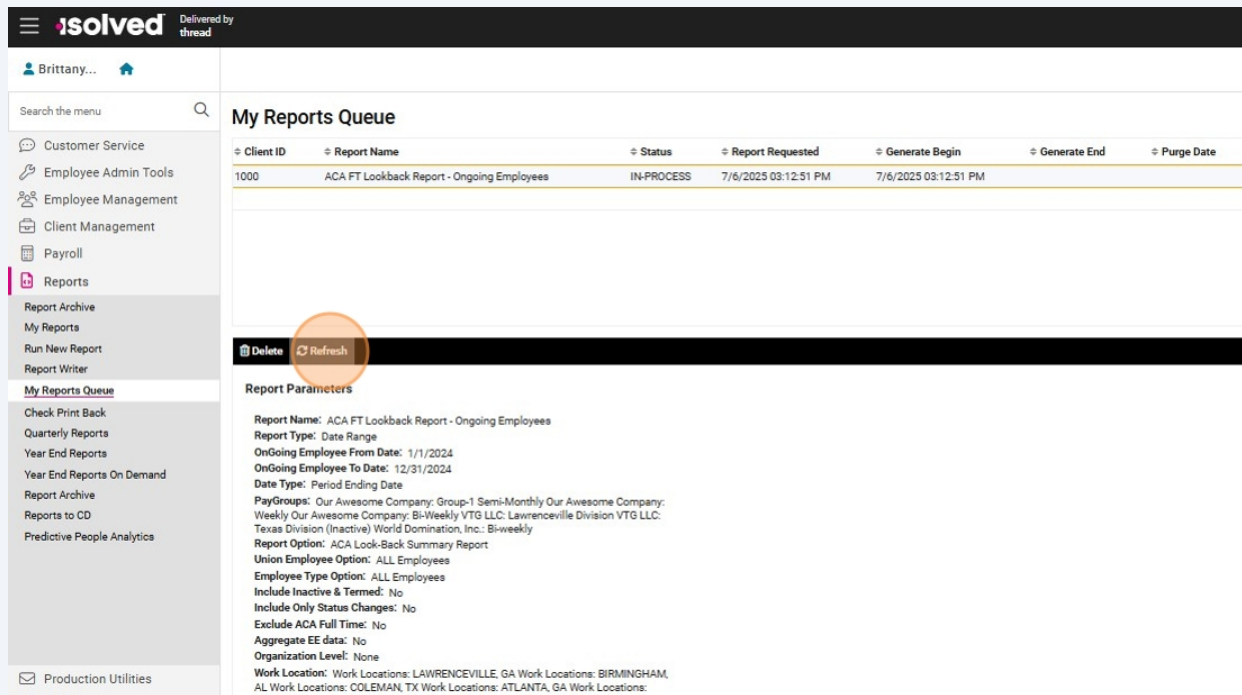
Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
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ACA Monthly Measurement Status Report	Date Range
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ACA Safe Harbor Affordability-FPL	Date Range
ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

11 Click "Go To My Reports Queue"

The screenshot shows the 'My Reports' interface after a report has been submitted. A green banner at the top says 'Your report request has been submitted.' The 'Generate Report' button is now disabled. The 'Go To My Reports Queue' button at the top of the filtering section is circled in orange. Below the filtering section, a message states: 'Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue to retrieve reports, or exit this screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.'

Output Name	Report Type
Absence Export	Date Range
AbsenceSoft Eligibility File	As Of Date
ACA 1095-C Form Preview	As Of Date
ACA FT Lookback Report - New Hires	As Of Date
ACA FT Lookback Report - Ongoing Employees	Date Range
ACA Large Employer Compliance Test	Date Range
ACA Look-Back Change in Status Report	By Payroll Run
ACA Monthly Measurement Status Report	Date Range
ACA Plan Renewal - Affordability Projection Tool	As Of Date
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ACA Safe Harbor Affordability-Rate of Pay	Date Range
ACA Safe Harbor Affordability-W-2 Wages	As Of Date
Accrual Audit History Report	Date Range
Alert Occurrence Count Report	Date Range
Alert Occurrence Count Report	By Payroll Run
Alerts Export	By Payroll Run
Alerts Export	Date Range
Approval Status	As Of Date
Approval Status - Life Events	As Of Date
Avery Partners - ADP 401k Export	By Payroll Run
Bank Account Reconciliation	By Payroll Run

12 Click "Refresh"



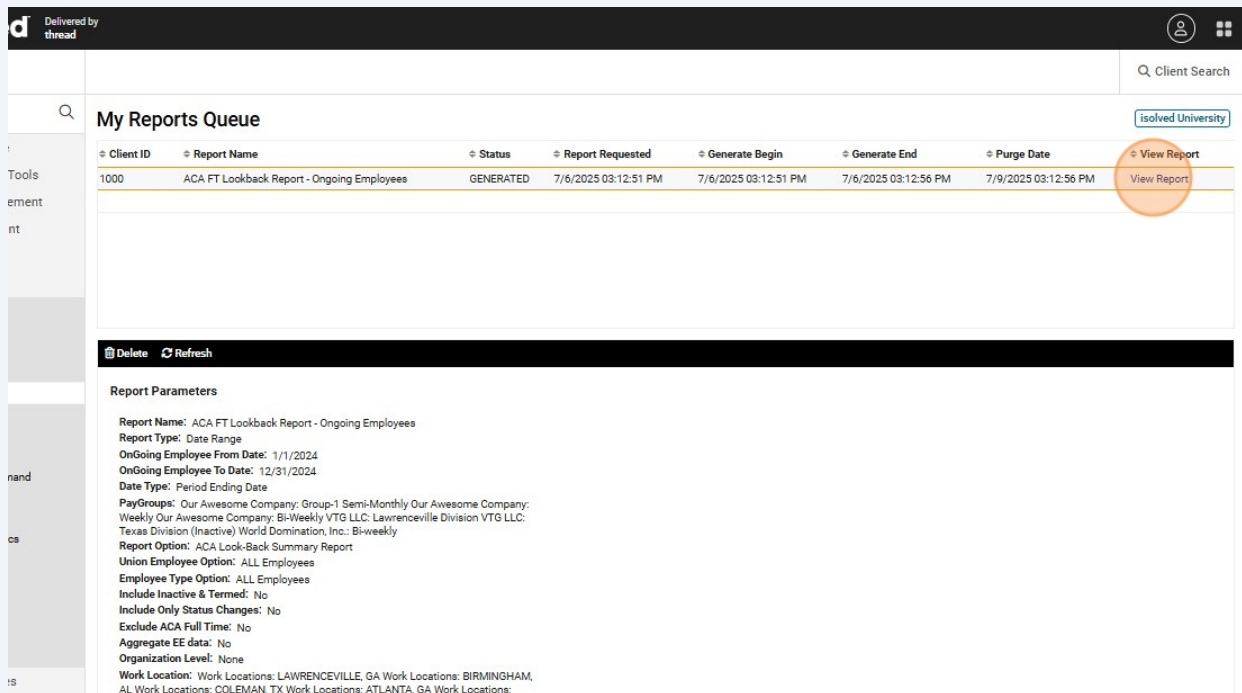
My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date
1000	ACA FT Lookback Report - Ongoing Employees	IN-PROCESS	7/6/2025 03:12:51 PM	7/6/2025 03:12:51 PM		

Report Parameters

Report Name: ACA FT Lookback Report - Ongoing Employees
 Report Type: Date Range
 Ongoing Employee From Date: 1/1/2024
 Ongoing Employee To Date: 12/31/2024
 Date Type: Period Ending Date
 PayGroups: Our Awesome Company; Group-1 Semi-Monthly Our Awesome Company; Weekly Our Awesome Company; Bi-Weekly VTB LLC; Lawrenceville Division VTB LLC; Texas Division (Inactive) World Domination, Inc.; Bi-weekly
 Report Option: ACA Look-Back Summary Report
 Union Employee Option: ALL Employees
 Employee Type Option: ALL Employees
 Include Inactive & Termed: No
 Include Only Status Changes: No
 Exclude ACA Full Time: No
 Aggregate EE data: No
 Organization Level: None
 Work Location: Work Locations: LAWRENCEVILLE, GA Work Locations: BIRMINGHAM, AL Work Locations: COLEMAN, TX Work Locations: ATLANTA, GA Work Locations: ...

13 Click "View Report"- Once you view either report, the Current ACA Status is being pulled from the employment category screen from isolved.



My Reports Queue

Client ID	Report Name	Status	Report Requested	Generate Begin	Generate End	Purge Date
1000	ACA FT Lookback Report - Ongoing Employees	GENERATED	7/6/2025 03:12:51 PM	7/6/2025 03:12:51 PM	7/6/2025 03:12:56 PM	7/9/2025 03:12:56 PM

Report Parameters

Report Name: ACA FT Lookback Report - Ongoing Employees
 Report Type: Date Range
 Ongoing Employee From Date: 1/1/2024
 Ongoing Employee To Date: 12/31/2024
 Date Type: Period Ending Date
 PayGroups: Our Awesome Company; Group-1 Semi-Monthly Our Awesome Company; Weekly Our Awesome Company; Bi-Weekly VTB LLC; Lawrenceville Division VTB LLC; Texas Division (Inactive) World Domination, Inc.; Bi-weekly
 Report Option: ACA Look-Back Summary Report
 Union Employee Option: ALL Employees
 Employee Type Option: ALL Employees
 Include Inactive & Termed: No
 Include Only Status Changes: No
 Exclude ACA Full Time: No
 Aggregate EE data: No
 Organization Level: None
 Work Location: Work Locations: LAWRENCEVILLE, GA Work Locations: BIRMINGHAM, AL Work Locations: COLEMAN, TX Work Locations: ATLANTA, GA Work Locations: ...