# My Workforce Analyzer
## Implementation readiness checklist and overview

My Workforce Analyzer is an innovative application for tracking and analyzing your company information and preparing federal legislative forms. My Workforce Analyzer helps you make the decisions necessary to support your employees and follow Affordable Care Act requirements. Your Sage HRMS or Sage Abra Suite system provides the data necessary to power My Workforce Analyzer, but some key information specific to the Affordable Care Act legislation must be entered to set up the application.

After you have purchased My Workforce Analyzer, enter the **Installation Code** in your Sage HR product under **Help > Register Sage HRMS** or **Sage Abra Suite**. Follow the prompts and restart your program. Next, follow the steps below to set up and begin using the program.

**1**

### Readiness checklist

Before you set up My Workforce Analyzer, collect reports or lists of all of the following:

☐ Employees receiving subsidies

☐ Variable hour employees

☐ Payroll earning codes used specifically for hours of service

☐ Employee Type codes, identified by full-time, part-time, and seasonal status for ACA purposes

☐ Benefit Plan codes used for healthcare
  o Ask your healthcare provider which plan(s) meet the minimum essential coverage requirements, and if your healthcare coverage is self-insured.

**2**

### Implementation

To begin implementation, launch My Workforce Analyzer from your Sage HR program. You must have Master user access. The setup includes four primary steps, depending on your configuration.

1. **Employer/Benefits.** Define your employer and benefit information.
2. **Regulatory Periods.** Define your company's regulatory periods for managing and monitoring coverage offers and enrollment.
3. **Employees/Service Hours.** Define your employee types, earnings, and how hours of service are tracked.
4. **Employee ACA Settings.** Define which employees receive subsidies, are variable hour, and select associated healthcare plans to assess.
5. **Payroll History.** Define the source for your payroll records for the prior calendar year(s) (import or use your Sage program).

Click 🛈 on any window in My Workforce Analyzer to launch the online help and get additional information. You can access online help from this document or the web at any time.

**3**

### Forms, Dashboards, and Analysis

Once implementation is complete, you can begin using My Workforce Analyzer to create the required ACA forms and to review a regulations-based analysis of and reporting for your workforce data.

Read online help for detailed information and instructions to use each feature in My Workforce Analyzer.

**ACA Support**
Visit SageCity.na.sage.com/ACA for additional resources, such as on-demand webcasts, training, guides, whitepapers, and other resources.

**Hours of service**
Includes hours worked, paid leave, vacation, sick time, and any hours for which the employee is paid.

**Employees receiving subsidies**
If an employee receives a premium tax credit or cost-sharing reduction from the government, or enrolls in healthcare through a state exchange, the Marketplace will notify the employer. Visit www.healthcare.gov for more information.

**Variable hour employee**
A new hire, but only when you don't know at the employee's start date whether the employee will be full-time (average at least 30 hours per week) because that employee's hours of service in that position is expected to vary significantly.

Would you like to learn more about the Affordable Care Act and how it impacts your business and employees?

Take advantage of the white papers, training, free downloads, and more at www.SageCanHelp.com.