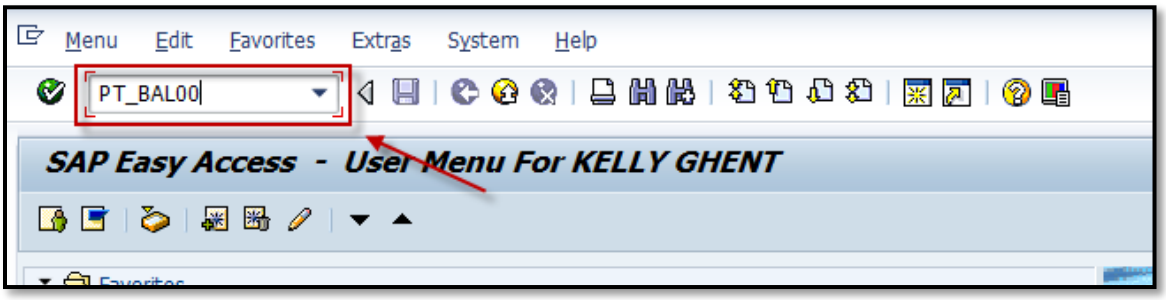
Affordable Care Act Analysis Worksheet Instructions

Log into Citrix

https://sceisgateway.sc.gov/vpn/index.html

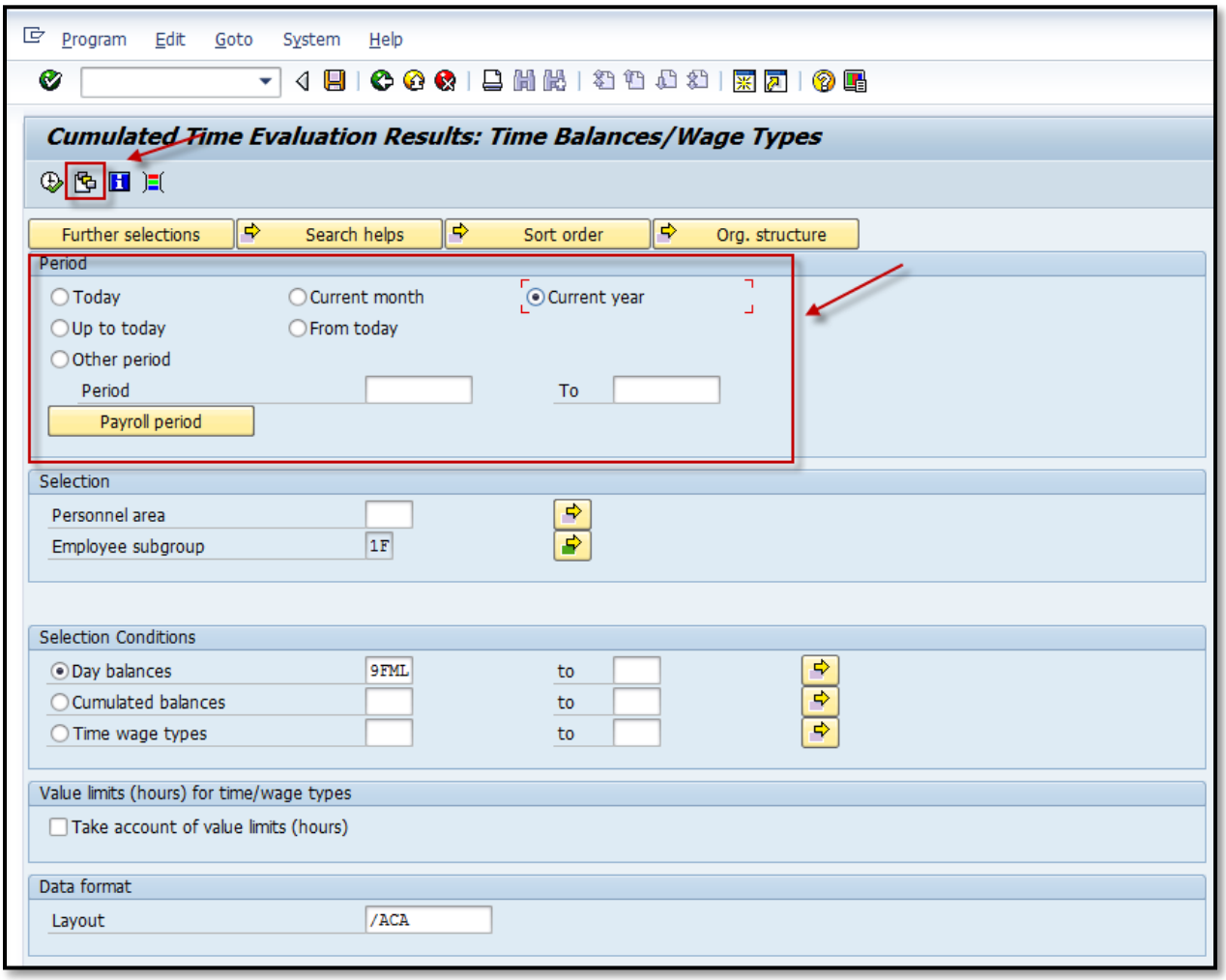
Choose Production SAP Logon

Enter PT_BAL00 into the Command Field and click the green Enter button to access the report.

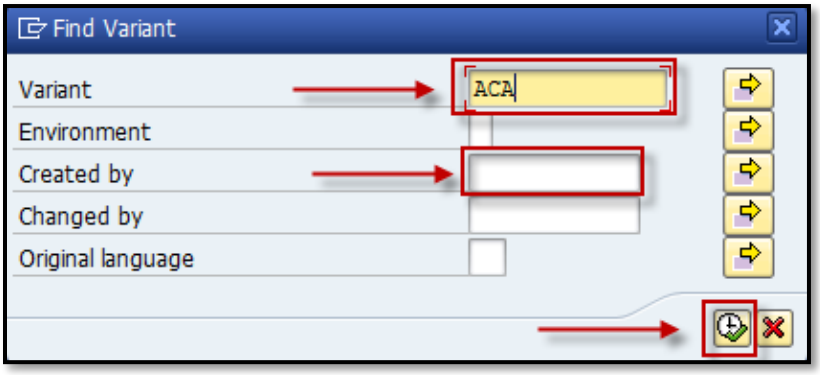


When you reach the Cumulated Time Evaluation Results screen shown below, you can narrow your selection criteria using a variant.

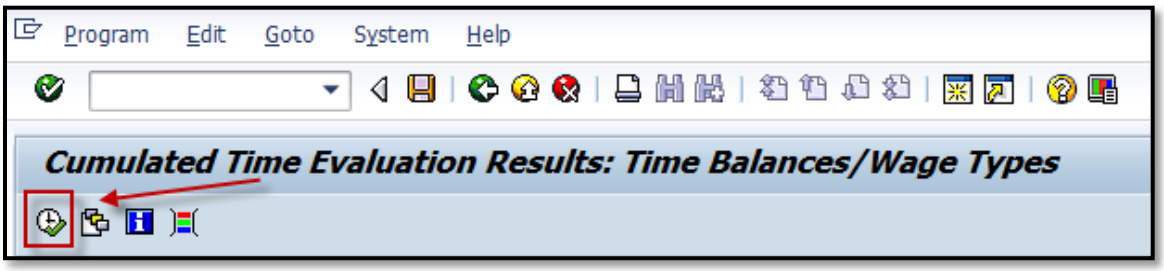
1. Complete the **Period** section for desired time period.
2. Click the **Get Variant** icon.



3. Type “ACA” in the **Variant** field.
4. Clear your user name from the **Created by** field.
5. Click **Execute** to select variant.



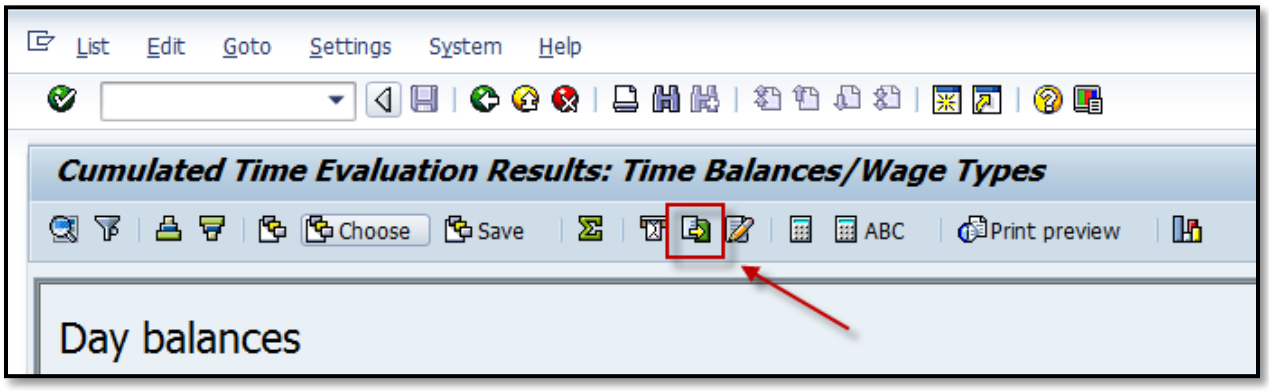
6. Click **Execute** to run report.



You will get the following error. Click the green check to bypass the error and close the window.

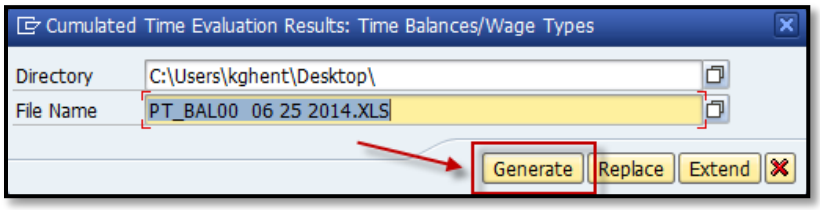
Export to Microsoft Excel

1. Click the **Export (Local File…)** icon.

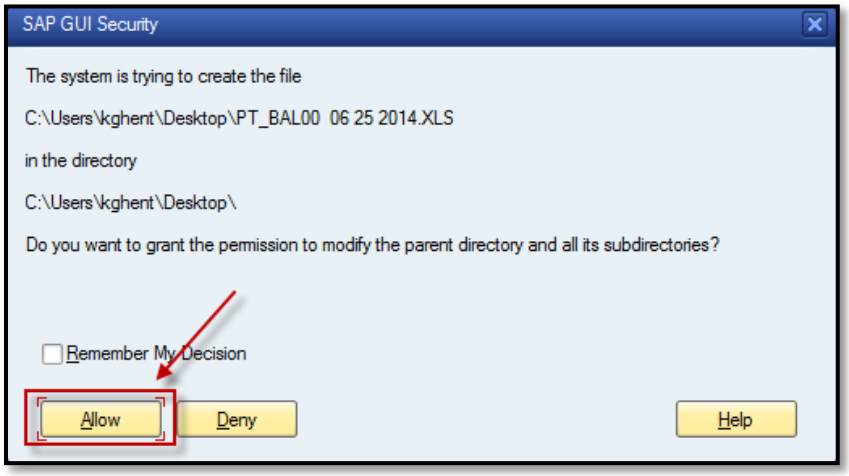


2. Select **Spreadsheet** as your format.
3. Click the green check to close the window.

4. Select a location on your computer to save the file.
5. Click **Generate**.



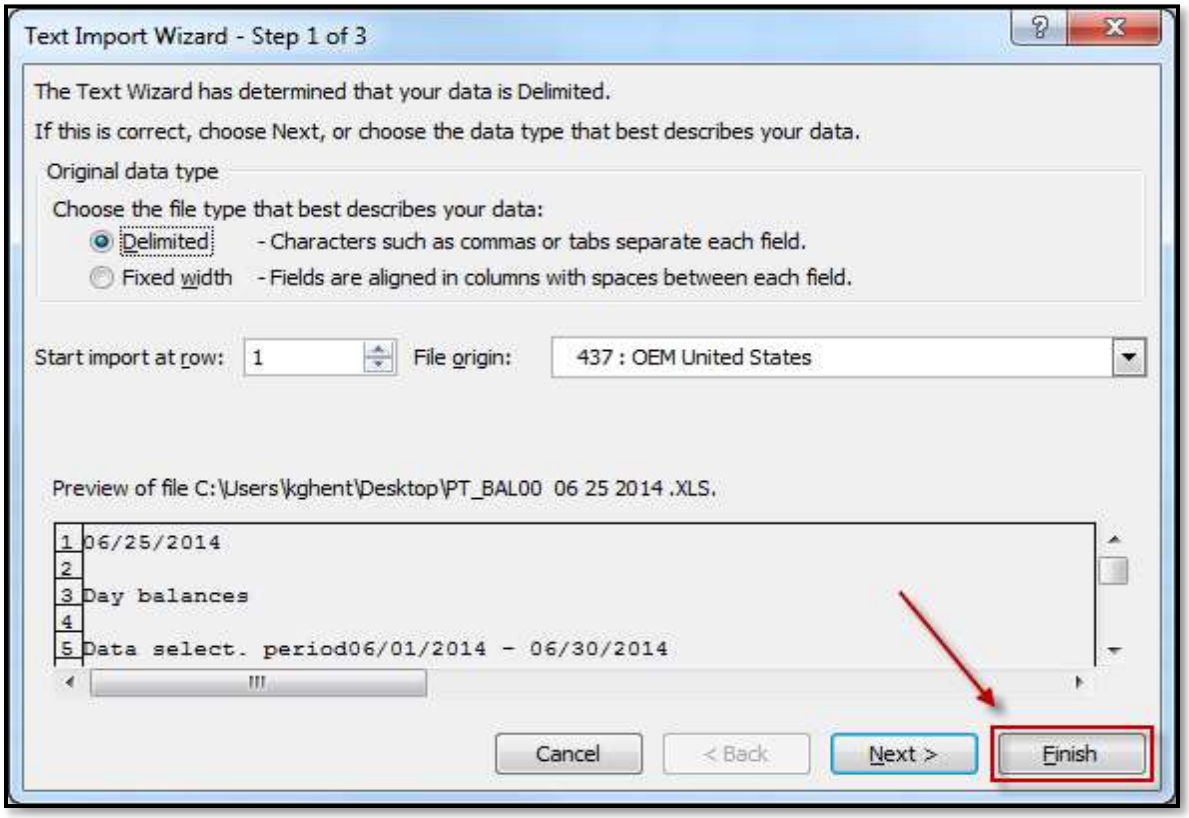
6. You may receive the following message. Click **Allow**.



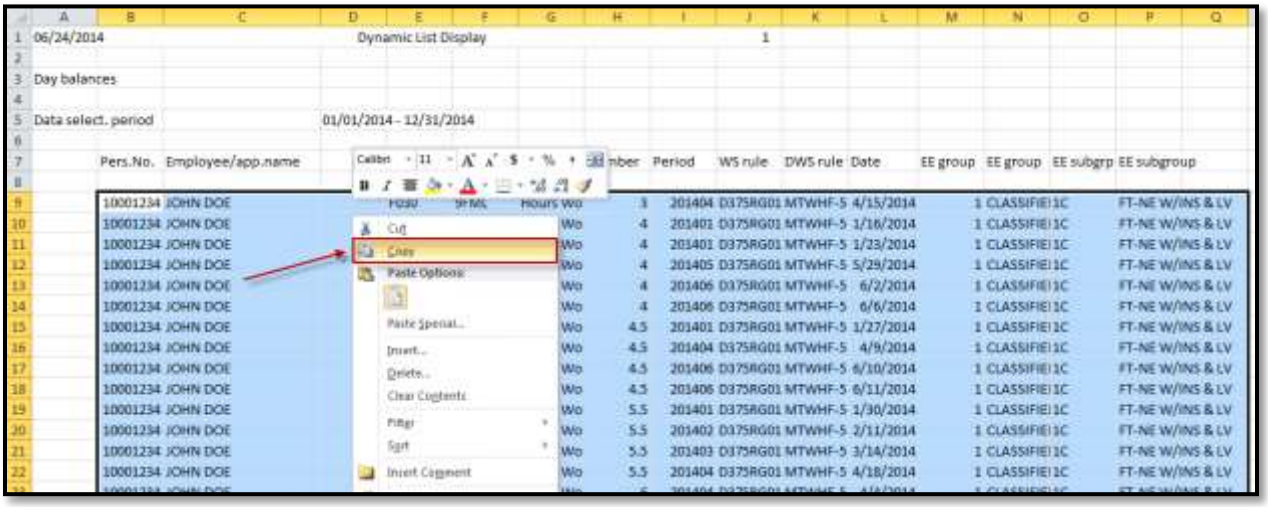
Insert Data into Report Template in Microsoft Excel

1. Open the "Affordable Care Act Analysis Worksheet" in Microsoft Excel.
2. Open the file exported from the PT_BAL00 transaction.
3. You may receive the following message. Select **Yes**.

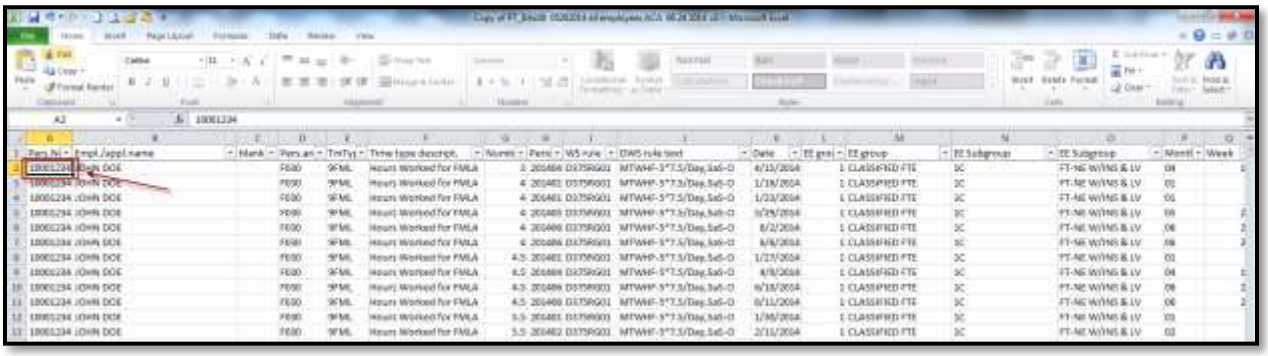
4. The Text Import Wizard will open. Select **Finish**.



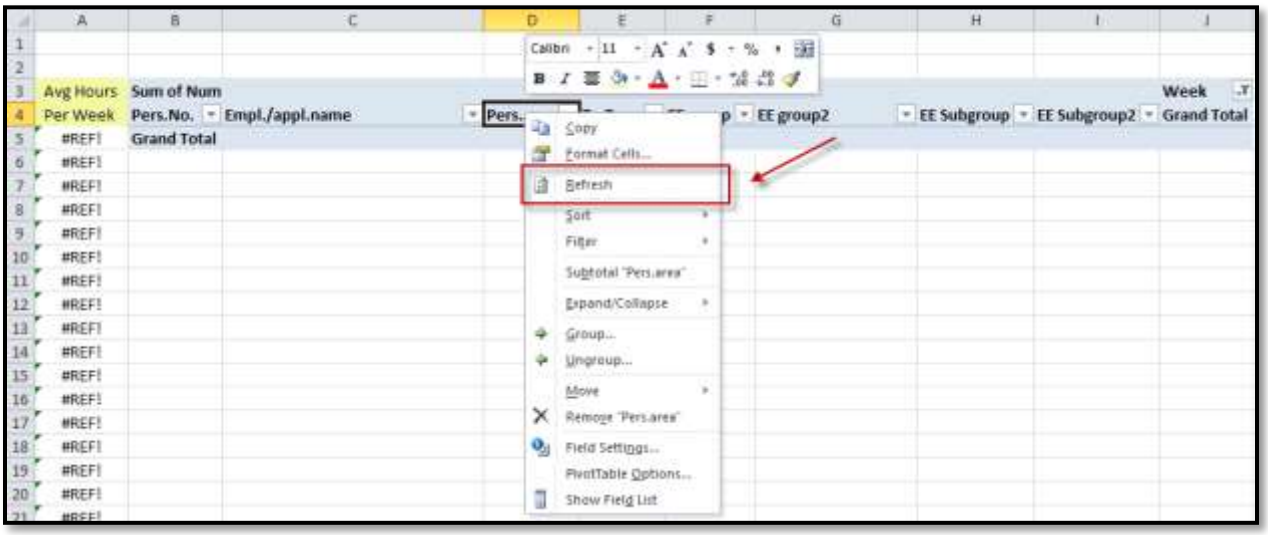
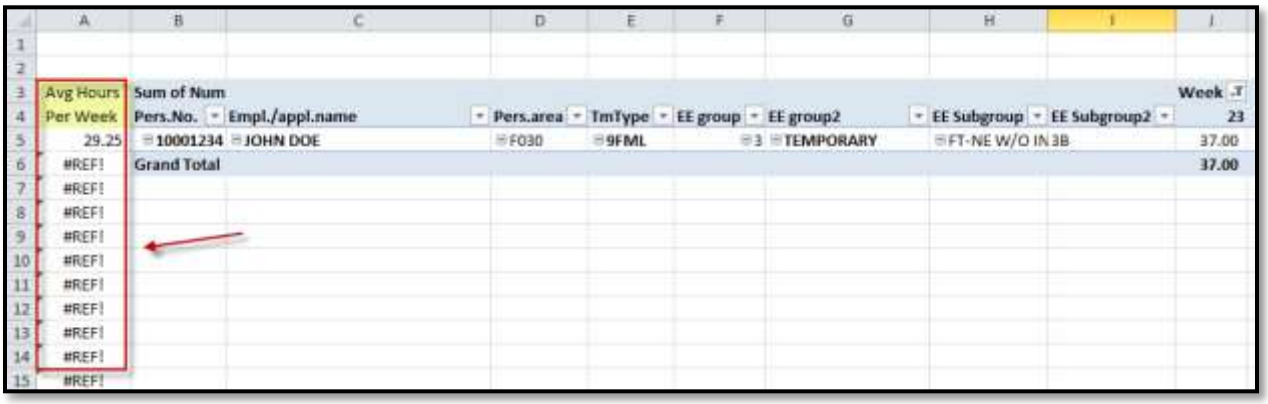
5. Select all information starting with the first Pers.No.
6. Right click and select **Copy**.



7. Open the Affordable Care Act Template and paste data in cell A2 on the tab labeled "Data."



8. On the worksheet tab labeled "Table," place your cursor in a shaded cell in the header, right click on the table header, then select **Refresh**.



9. Column A is the average number of hours worked for the period selected. (Total number of hours divided by number of weeks)