

WORKDAY | BENEFITS: HOURLY EMPLOYEE ACA ELIGIBILITY

When do hourly store employees become eligible for full-time Benefits?

Initial Measurement Period:	If Eligible After Initial Period:
• Begins on date of hire. • Lasts 12 months. • Employee must work 1,560 hours (average of 30 hours/week) to qualify for benefits.	• Enrollment Window: 30 days after the 12-month period ends. • Benefits Effective: First month of the following 30-day window. Example: • Hire Date: 2/23/2024 • Measurement Period: 2/23/2024 – 2/22/2025 • Enrollment Window: 2/23/2025 – 3/24/2025 • Benefits Start: 4/1/2025

Eligible employees receive a task in their Workday inbox:

The top screenshot shows the Workday 'Welcome' page. A task titled 'Benefit Change - PE: ACA Eligibility Change : Jaquandre Moore on 07/16/2025' is highlighted in the 'Awaiting Your Action' section. The bottom screenshot shows the 'My Tasks' page. The same task is listed under 'All Items'. The 'Change Benefit Elections' sidebar is visible on the right, showing the 'Initiated On' date as 07/16/2025 and the 'Submit Elections By' date as 08/14/2025.

Tracking Hours for ACA Eligibility

The screenshot shows the 'ACA Hours' page in Workday. A table displays the following data:

Required Hours	Hours Worked	Hours Needed	Must be completed by	For Benefits to be Effective On
1560	1007.794	552.206	10/03/2025	01/01/2026

A red box highlights the 'ACA Hours' tab and the table. A red text box at the bottom states: "Ongoing Annual Measurement Period for benefits eligibility (1,560 required hours) is October 4 – October 3 each year for benefits to start on January 1 of the following year."