



UNIVERSITY OF
SOUTH DAKOTA

ACA Time Reporting for Graduate Assistants

Updated 2022

Graduate Assistant Types

Graduate Assistant Type	Required Time Reporting
Graduate Research Assistant (GRA) Graduate Clinical Assistant (GCA) E-Class 25	Work log that distinguishes ACA “compensable” vs. “non-compensable work”
Graduate Administrative Assistant (GAA) E-Class 26	Hourly Timesheet in SNAP – <u>pay is based on hours entered</u> . All hours worked are compensable.
Graduate Teaching Assistant (GTA) Graduate Teaching Assistant – Instructor of Record (GTA-IOR) E-Class 25	None

Time Submission Deadline

Submit your time by 10:00 AM
on the 22nd of every month

Changes to Due Date:

- If the 22nd is a weekend or near a holiday, the due date may be changed.
- Your department will notify you if the due date changes.

Logging Into SNAP

<https://portal.sdbor.edu/snap-fac-staff/>

User Name: USD email address

Password: USD email password

Issues with log in?

Contact:

servicedesk@usd.edu

On Campus: 605-658-6000

Toll Free: 877-225-0027



Sign in with your USD Email Address or USD partner user account name and password

Sign in



**Graduate Research Assistants
Graduate Clinical Assistants
GRA/GCA**



GRA Work Log: Compensable vs. Non-Compensable

GRAs enter time in the online work log into one of two categories:

1. **“ACA Compensable tasks”** – GRA assignments/hours that do count toward ACA eligibility
2. **“ACA Non-Compensable tasks” (Educational/Academic work)** – GRA assignments/hours that do not count ACA eligibility

The ACA work log is not related to payroll, rather it tracks ACA “Compensable” and “Non-Compensable” hours for federal compliance with the Affordable Care Act.

GRA Work Log: Compensable vs. Non-Compensable Hours

- What hours should be recorded as “**Non-Compensable**”?
 - Work that is for the purpose of advancing students' academic process.
 - Tasks in which there is a grade at stake.
- What hours should be recorded as “**Compensable**”?
 - Tasks that do not require knowledge/skills required for graduate program.
 - Tasks that would ordinarily not be performed by faculty researchers.
- If unsure if a task is compensable or non-compensable, consult with your supervisor.

GRA – ACA Work Log Time Entry (Step 1)

In the Employee tab in SNAP, go to the ‘Time Reporting’ section, then click on ‘**Leave Report**’ for the ACA Log

Time Reporting

Preferences

Leave Report

Graduate Research Assistant	UG7622	00	Chemistry	2CHEM1
-----------------------------	--------	----	-----------	--------

>  Leave Report

Graduate Research Assistant	UG7622	01	Chemistry	2CHEM1
-----------------------------	--------	----	-----------	--------

∨  Leave Report

Monthly - 6, Due Date : Jun 22, 2019

>  Leave Report

>  Leave Report



GRA – ACA Work Log Time Entry (Step 2)

Enter “ACA Non-Compensable” or “ACA Compensable”
Enter time in 15-minute increments (.25 hours)

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Graduate Research Assistant -- UG7622-02
Department and Number: Chemistry -- 2CHEM1
Leave Report Period: Jun 22, 2019 to Jul 21, 2019
Submit By Date: Jul 22, 2019 by 05:00 PM

Earning	Total Hours	Total Units	Saturday Jun 22, 2019	Sunday Jun 23, 2019	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019
ACA Compensable Hours	0		Enter Hours						
ACA Non-Compensable Hours	0		Enter Hours						
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Print Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

GRA - ACA Work Log Time Entry (Step 3)

1. Under each date worked, click on 'Enter Hours' in the "ACA Compensable" or "ACA Non-Compensable" rows.

2. Enter Hours into the box and click Save.

Note: You may see an error indicating "negative leave balance" – you may ignore.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Graduate Research Assistant -- UG7622-02
Department and Number: Chemistry -- 2CHEM1
Leave Report Period: Jun 22, 2019 to Jul 21, 2019
Submit By Date: Jul 22, 2019 by 05:00 PM

1

Earning	Total Hours	Total Units	Saturday Jun 22, 2019	Sunday Jun 23, 2019	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019
ACA Compensable Hours	0		Enter Hours						
ACA Non-Compensable Hours	0		Enter Hours						
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Print Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

2

Leave Report

Title and Number: Graduate Research Assistant -- UG7622-02
Department and Number: Chemistry -- 2CHEM1
Leave Report Period: Jun 22, 2019 to Jul 21, 2019
Submit By Date: Jul 22, 2019 by 05:00 PM

Date: Jun 24, 2019
Hours:
[Save](#) [Copy](#)

Earning	Total Hours	Total Units	Saturday Jun 22, 2019	Sunday Jun 23, 2019	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019
ACA Compensable Hours	0		Enter Hours						
ACA Non-Compensable Hours	0		Enter Hours						
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Print Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

GRA - ACA Work Log Time Entry (Step 4)

To submit your work log, click the 'Submit for Approval' button.
The status of your work log, and who will be approving it, will appear after it is submitted.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number:

Graduate Research Assistant -- UG7622-02

Department and Number:

Chemistry -- 2CHEM1

Leave Report Period:

Jun 22, 2019 to Jul 21, 2019

Submit By Date:

Jul 22, 2019 by 05:00 PM

Earning	Total Hours	Total Units	Saturday Jun 22, 2019	Sunday Jun 23, 2019	Monday Jun 24, 2019	Tuesday Jun 25, 2019	Wednesday Jun 26, 2019	Thursday Jun 27, 2019	Friday Jun 28, 2019
ACA Compensable Hours	0		Enter Hours						
ACA Non-Compensable Hours	0		Enter Hours						
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Print Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Graduate Administrative Assistants

GAA



GAA - Time Sheet Entry (Step 1)

In the Employee tab in SNAP, go to the **'Time Reporting'** section and click on the Time Sheet that is due.



The screenshot shows a web interface for 'Time Reporting'. At the top, there is a grey header with the text 'Time Reporting' and a dropdown arrow. Below this is a blue horizontal bar with a 'Preferences' button on the right. The main content area is white and contains the following text:

Time Sheet
Training and Comm Specialist, UE9103- 00 - Human Resources, 2DOHR1
Monthly - 7, Due Date : Jul 21, 2022
Monthly - 8, Due Date : Aug 22, 2022
Monthly - 9, Due Date : Sep 22, 2022
[More](#)

GAA - Time Sheet Entry (Step 2)

In the 'Hours Worked' row, click on Enter Hours under each date to enter hours worked.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

HR Summer Work Study -- UW8500-00

Department and Number:

Human Resources -- 2DOHR1

Time Sheet Period:

Jul 22, 2014 to Aug 21, 2014

Submit By Date:

Aug 22, 2014 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 22, 2014	Wednesday Jul 23, 2014	Thursday Jul 24, 2014	F
Hours Worked	1	0	82.5		8	5.75	5.75	J
Comp Time Taken at Straight Ti	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:			82.5		8	5.75	5.75	
Total Units:				0	0	0	0	

Position Selection

Comments

Preview

Print Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

GAA - Time Sheet Entry (Step 3)

To submit your timesheet, click the 'Submit for Approval' button.
The status of your timesheet, and who will be approving it, will appear after it is submitted.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number:

HR Summer Work Study -- UW8500-00

Department and Number:

Human Resources -- 2DOHR1

Time Sheet Period:

Jul 22, 2014 to Aug 21, 2014

Submit By Date:

Aug 22, 2014 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Jul 22, 2014	Wednesday Jul 23, 2014	Thursday Jul 24, 2014	Friday Jul 25, 2014
Hours Worked	1	0	82.5		8	5.75	5.75	
Comp Time Taken at Straight Ti	1	0	0		Enter Hours	Enter Hours	Enter Hours	
Total Hours:			82.5		8	5.75	5.75	
Total Units:				0	0	0	0	

Position Selection

Comments

Preview

Print Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Graduate Assistant Time Reporting Summary

Graduate Assistant Type	Required Time Report Action
Graduate Research Assistant (GRA) Graduate Clinical Assistant (GCA)	Submits ACA compensable vs. non-compensable time on the report. <u>Does not affect pay.</u>
Graduate Administrative Assistant (GAA)	<u>Pay is based on hours worked submitted on the timesheet.</u> All hours worked are compensable.
Graduate Teaching Assistant (GTA) Graduate Teaching Assistant Instructor of Record (GTA-IOR)	Nothing needs to be done to be paid. ACA record keeping is automatic.