

## Temporary Employee Monitoring Queries

There are a few commonly used queries for temporary employee monitoring available to HR Field and to Business Managers via VTHR QueryViewer.

### VT\_TL\_STATE\_LIMIT\_SEASON\_TRK

#### VT\_TL\_STATE\_LIMIT\_SEASON\_TRK - Temp Seasonal 7Month Review

Year (20XX):

Reporting Entity ID like:

[View Results](#)

Empl ID	Empl Record	Name	Title	Last Hire Date	Months since last hire	Pay periods worked in CY	1st pay period wrked CY	Last Check Date	Reg/Temp	Department	Current Department	Dept ID	Dept ID Descr	Location	Location Descr
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Assists with monitoring seasonal temporary employees to comply with the Vermont State Statute cap of 7 months of employment per calendar year as of July 2019.

- **Pay periods worked in CY** -this shows a count of how many pay periods have been worked in the calendar year.
- **1st pay period wrked CY** -this the pay end date of the first pay period worked in prompted calendar year.

### VT\_TL\_STATE\_LIMIT\_TEMP\_TRACK

#### VT\_TL\_STATE\_LIMIT\_TEMP\_TRACK - Temp 1280 Hour Cap Monitoring

Year (20XX):

Reporting Entity ID like:

[View Results](#)

Empl ID	Empl Record	Name	Title	Sum Quantity	Hours including other record	Hours until 1280 reached	Reg/Temp	Department	Current Department	Dept ID	Dept ID Descr	Location	Location Descr
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Assists with monitoring temporary employees to comply with the Vermont State Statute cap of 1280 hours per calendar year. This query pulls all of the hours worked for the active temporary employees for the calendar year. It displays all the employees who have worked any hours for the agency or department listed in the prompt and also shows any other agency or department hours the employee may have worked in during the year. This does not include seasonal temporary employees, please see next query.

- **Sum Quantity** are the hours worked for the department listed on that line.
- **Hours including other record** total **ALL** hours worked by the employee no matter what department or agency (overall total).

Please do not total based on the “Hours including other record” column since if an employee has worked for multiple departments or agencies, the total will show on each row and could be misleading if totaled together. Data is pushed out to this query only after a pay period has been completed and time has been approved.

## VT\_TL\_ACA\_HOURS\_OF\_SERVICE

### VT\_TL\_ACA\_HOURS\_OF\_SERVICE - ACA Hours of Service - Temps

From Date Under Report:  

To Date Under Report:  

Reporting Entity like:

[View Results](#)

Empl ID	Empl Record	Name	Job Title	Dept ID	Dept ID Description	Location	Reporting Entity ID	Department	Month	Hours	Reg/Temp	Hrly Rate
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Can be used to review all payable hours worked by temporary employee within date range entered into query prompts. This query gives a date range prompt and pulls all of the payable hours that meet the ACA definition of hours of service and should be counted when monitoring an employee's hour total to determine Full time status per ACA regulations. It flags the hours worked in each month to help with monitoring patterns of hours worked. Hours are populated to this query after a pay period has been completed and the time has been approved.

## VT\_TL\_ACA\_TEMP\_HOURS

### VT\_TL\_ACA\_TEMP\_HOURS - ACA temp hour monitoring

Reporting Entity ID like:

Job DeptID like:

Empl ID like:

[View Results](#)

Empl ID	Empl Record	Name	Current Title	ACA Hours Total	Hours including other record	Hours until 1560 reached	Measurement Begin	Last Worked Week	Reg/Temp	Department	Current Department	Dept ID	Dept ID Descr	Location	Location Descr	First Measurement hrs if >1560	Begin Date
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Assists with monitoring temporary hours for ACA threshold of 1560 hours in 12 consecutive months

This query pulls all of the hours worked for active temporary employees during their current measurement period. It displays all of the hours for the agency or department listed in the prompt and also shows any other agency or department hours the employee may have worked in during the measurement period.

- **ACA Hours Total** are the hours worked for the department listed on that line.
- **Hours including other record** total **ALL** hours worked by the employee no matter what department or agency (overall total). Please do not total based on "Hours Including other record" column since if an employee has worked for multiple departments or agencies, the total will show on each row and so could be misleading if totaled together. Data is pushed out to this query only after a pay period has been completed and time has been approved.