**Tips for Students and Grads Trending Towards ACA Eligibility**

* Ensure the combined FTE for **all** active positions does not exceed .625.
* Reduce hours to bring down the employee’s annual rolling average hours per week to 25 hrs per week or less for all active positions combined.
* Review active Student Worker V positions for the following:
	+ Student Workers Vs should not exceed 25 hrs per week.
	+ *Terminate any Student Worker V positions immediately after the conclusion of their job.*
	+ *Reminder:* Active Student Worker V positions will automatically accumulate hours based on the standard hours listed in the HRIS (Job Data screen) towards their average weekly hours worked.
* Review positions and FTE for accuracy.
	+ Correct immediately, if necessary.
	+ *Reminder: Standard hours and FTE in Job Data must accurately reflect actual or expected work hours.*
* Terminate immediately any active positions that the employee is not working in this semester/session.