

Full-Time Annual Audits – Full-time Partners

Frequently Asked Questions (FAQ's)

1. What is Petco's policy to determine full-time status?

Petco's policy defines full-time status as partners working an average of 30 or more hours per week.

2. What are the Full-time Annual Audits?

The August Core and the December True up Audits is the process to measure partners classified as full-time to confirm if they are working an average of 30 or more hours per week. Only hours worked in full-time status are measured. Partners who do not meet the measurement are moved to part-time.

3. What is included in measurement period for these Audits for hourly full-time partners?

August Core & December True up Audit measure only hours worked in full-time status. Full-time average hours measurements are calculated by combining all ACA (Affordable Care Act)- eligible hours paid from date of hire to the most recent paycheck date, divided by the number of weeks worked in full-time status, up to 52 weeks. ACA eligible hours include regular, PTO, sick, and others, as required. Leave hours that are included in this audit are intermittent leaves, FMLA and State protected leaves. Non protected leave hours are not included. Time on an approved, protected leave of absence is not counted against the measurement.

- August core audit is completed end of August and notices go out to impacted partners in September
- December True-up Audit is completed end of December and notices to impacted partners go out late December.

4. When will the status for partners who do not meet the full-time requirements change in Workday?

- Partner reclassified either in August or December will see a status change by the end of the month.

5. Can partners see the full-time average hours in Workday?

Yes. When logged into Workday, go to Pay > PET – Average Hours. Partners and leaders will see “FT Average Hours” that reflects time worked in full-time status from the date of hire to the most recent pay period.

Workday will display a measurement for recent pay periods and update every biweekly period.

6. Is there a Workday report for leaders to view all partners’ annual average hours and full-time average hours?

Yes. In Workday, search for PET – Average Hours for Managers. The report will deliver measurements for pay periods over the last three months.

7. How can partners validate full-time average hours?

When logged into Workday, go to Pay > PET – Average Hours to see the “FT Average Hours” measurements.

8. Will full-time benefits continue for partners enrolled in coverage after the Workday status changes to part-time?

After the classification change, coverage will continue until January 31, the end of the current plan year, for partners currently enrolled in full-time benefits. However, partners can choose to drop current benefits by contacting Alight at 855-722-0241 before Sept. 26 and request a cancellation due to a full-time status change qualified life event.

9. After status changes to part-time, can partners enroll in the FlexWork Bridge Plan?

Yes. Partners who move from full-time to part-time have 30 days from their effective date of change to enroll in the FlexWorks Bridge Plan. Your coverage will become effective on the first day of the pay period following your enrollment date.

10. If a partner transfers from full-time to part-time, can they participate in both plans?

Yes. When a partner moves to part-time, they are not required to cancel full-time coverage and may also enroll in part-time coverage. A partner could be covered under both plans until the full-time coverage ends on January 31.*

Partners are responsible for premiums on both plans and must present both insurance cards at the time of service to ensure accurate billing.

*Please note, full-time coverage can only be canceled within 30 days of the status change.

11. What happens if a part-time status partner transfers to full-time status?

If you transfer to a full-time status you become eligible for company-subsidized benefits. If you are enrolled in the FlexWork Bridge Plan, coverage will end the last day of the pay period in which the event's effective date falls

Partners will receive enrollment information for company-subsidized benefits in the mail and must enroll in new coverage through Alight. New coverage becomes effective the first of the month following 30 days from the date of changes.

12. When does part-time status get measured for full-time eligibility?

Part-time new hire partners will be measured on their one-year anniversary date with a 12-month lookback and will be moved to full-time status and be eligible for benefits if they average at least 30+ hours per week during the lookback period.

Part-time partners with more than one year of service will be measured annually, in November.

13. Can a full-time partner participate in the FlexWork Bridge Plan?

No. ACA requires employers to offer full-time benefits to partners in a full-time status. Only partners in part-time status are eligible to participate in the FlexWork Bridge Plan.