



# WORKFORCE ONE

ACA: Employer Mandate

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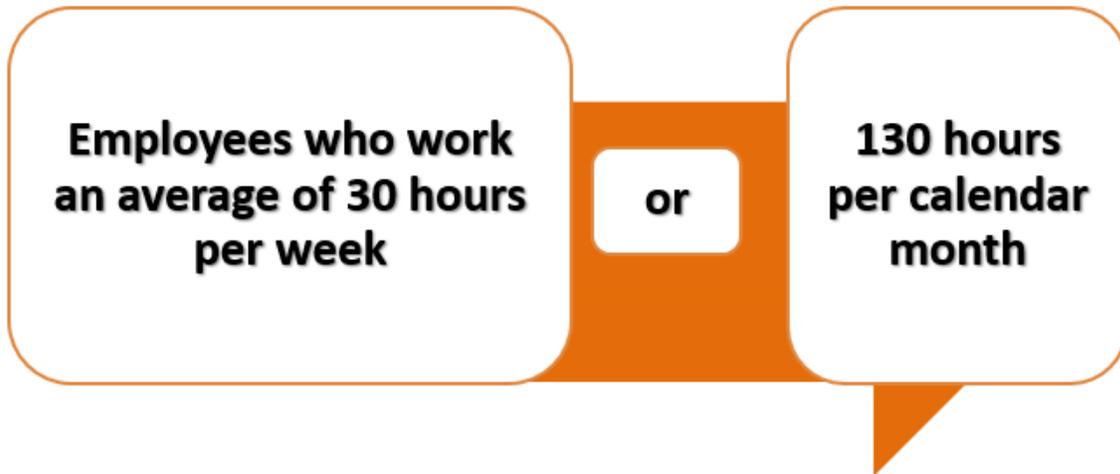
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## ACA: Employer Mandate

This mandate was made effective as of January 1, 2015 regardless of grandfathered status. The mandate is effective for plans beginning or renewing before or after January 1st, 2015.

It applies to employers with 50 or more full time and/or full-time equivalent employees. They must offer medical coverage that is affordable and provides minimum value to full-time employees. Any employer meeting that criteria during the preceding year are considered Applicable Large Employers (ALEs). Employers not following this mandate are subject to penalties.

## Who Are Full Time Employees?



## How Technology Can Assist

WorkforceOne Provides

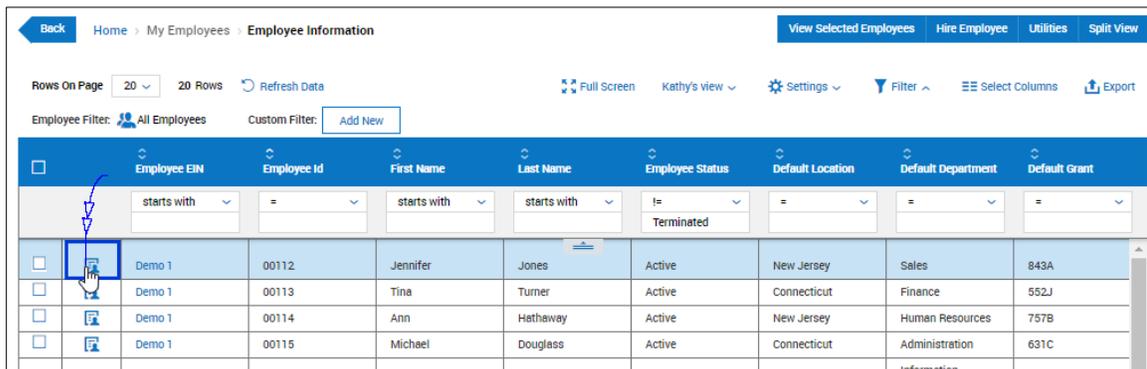
- Employee Records
- ACA Reports
- 1095C Forms
- Electronic Consent

## Employee Record – Benefit Profile

The Benefit Profile assigned to the employee will tell the system which medical plans are offered to the employee and when the employee is eligible to participate.

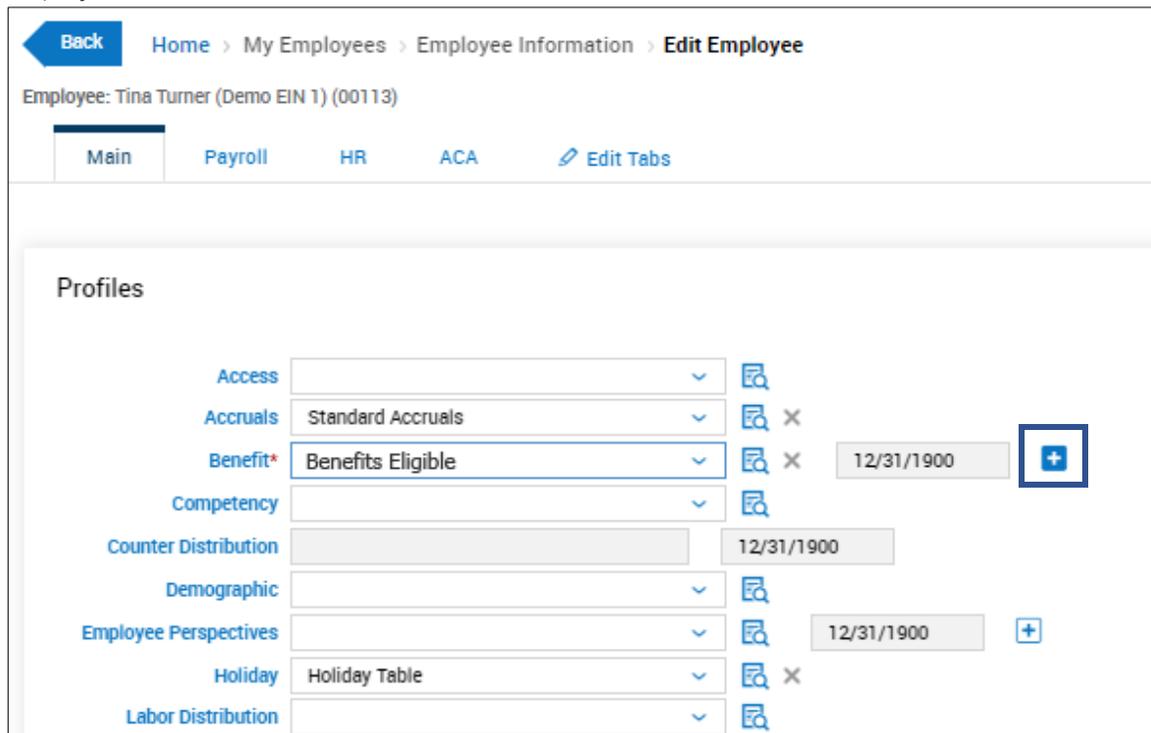
1. Select the hamburger menu.
2. Select **My Employees**.
3. Select **Employee Information**.

*The following window is displayed.*



Employee EIN	Employee Id	First Name	Last Name	Employee Status	Default Location	Default Department	Default Grant	
starts with	=	starts with	starts with	=				
Terminated								
<input type="checkbox"/>	Demo 1	00112	Jennifer	Jones	Active	New Jersey	Sales	843A
<input type="checkbox"/>	Demo 1	00113	Tina	Turner	Active	Connecticut	Finance	552J
<input type="checkbox"/>	Demo 1	00114	Ann	Hathaway	Active	New Jersey	Human Resources	757B
<input type="checkbox"/>	Demo 1	00115	Michael	Douglass	Active	Connecticut	Administration	631C

4. Select the icon to drill into the employee's information.  
*This is where the Benefit Profile should be applied to the employee. Ensure that every employee with an attached Benefit Profile reflects the correct effective date.*



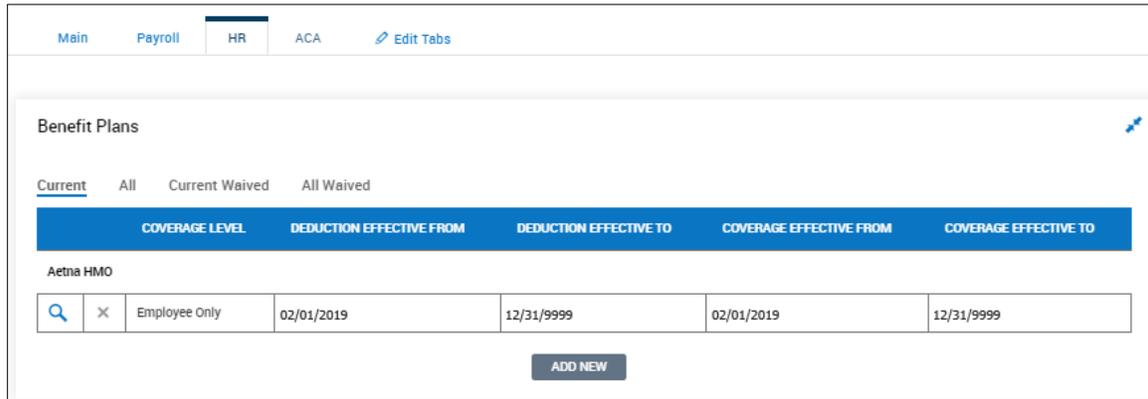
Employee: Tina Turner (Demo EIN 1) (00113)

[Main](#)
[Payroll](#)
[HR](#)
[ACA](#)
[Edit Tabs](#)

**Profiles**

Access	<input type="text"/>	
Accruals	Standard Accruals	X
Benefit*	Benefits Eligible	X 12/31/1900
Competency	<input type="text"/>	
Counter Distribution	<input type="text"/>	12/31/1900
Demographic	<input type="text"/>	
Employee Perspectives	<input type="text"/>	12/31/1900
Holiday	Holiday Table	X
Labor Distribution	<input type="text"/>	

5. Select the plus sign to assign a benefit and select the correct eligibility date.
6. Delete the benefit listed in the first line as they were not yet eligible.
7. Select their eligibility date.
8. Switch to the HR tab.



The screenshot shows the ACA Manager interface with the HR tab selected. The 'Benefit Plans' section is active, displaying a table with columns for Coverage Level, Deduction Effective From, Deduction Effective To, Coverage Effective From, and Coverage Effective To. A single record for 'Aetna HMO' is shown with a search icon, a close icon, and the following values: Employee Only, 02/01/2019, 12/31/9999, 02/01/2019, and 12/31/9999. An 'ADD NEW' button is located below the table.

		COVERAGE LEVEL	DEDUCTION EFFECTIVE FROM	DEDUCTION EFFECTIVE TO	COVERAGE EFFECTIVE FROM	COVERAGE EFFECTIVE TO
Aetna HMO		Employee Only	02/01/2019	12/31/9999	02/01/2019	12/31/9999

ACA Manager looks here to see if the employee is enrolled in coverage, or to see if a record exists that indicates the employee was offered coverage but waived enrollment. (Best practice suggestion: Always enter waive records to easily show that coverage was indeed offered, even though the employee declined enrollment.)

Ensure that Coverage Effective From and Coverage Effective To dates are reflecting accurately for employees.

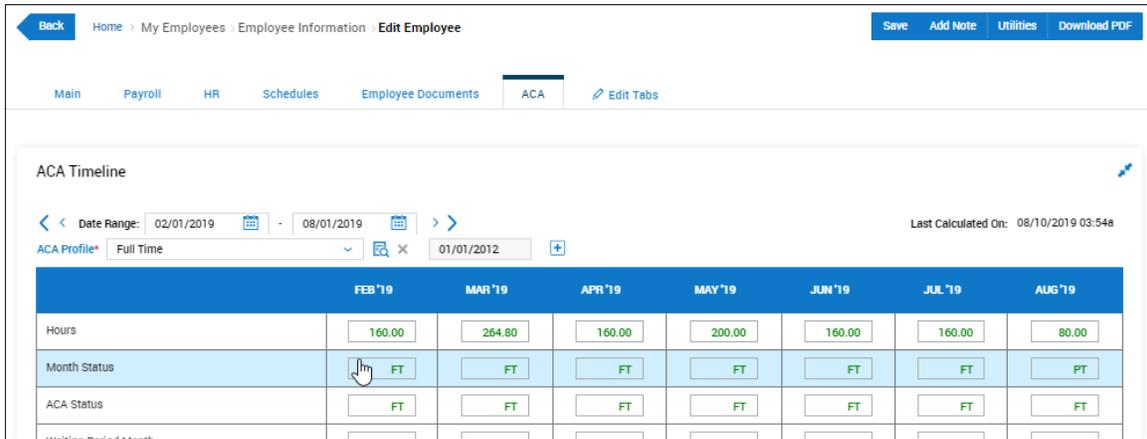
## Employee Record – ACA Timeline

The ACA Timeline is a month-by-month account for each employee that shows his or her current status, identifies compliance alerts, and shows the user what will be reported in Lines 14-16 in Part II of Form 1095-C.

The timeline also shows employees' ACA service hours month by month. This is particularly valuable for evaluating variable employees' ACA status.

At the top of the timeline is where the employee's ACA profile is stored. The ACA profile allows the employee to be included in ACA reporting.

1. From the Employee Information window, select the ACA tab.  
*The ACA Timeline is displayed.*



	FEB '19	MAR '19	APR '19	MAY '19	JUN '19	JUL '19	AUG '19
Hours	160.00	264.80	160.00	200.00	160.00	160.00	80.00
Month Status	FT	FT	FT	FT	FT	FT	PT
ACA Status	FT						

The Date Range and ACA Profile fields can be edited as needed. Each employee's numbers and settings for each month will appear within the widget. Entries displaying in green denote a system calculation and those in black denote a manual entry.

2. Scroll down to view additional areas of the screen.

[Back](#)
[Home](#) > [My Employees](#) > [Employee Information](#) > [Edit Employee](#)

Month Status	<input type="text" value="-"/>	<input type="text" value="-"/>
ACA Status	<input type="text" value="-"/>	<input type="text" value="-"/>
Waiting Period Month	<input type="text" value="-"/>	<input type="text" value="-"/>
Initial Measurement Month	<input type="text" value="-"/>	<input type="text" value="-"/>
Initial Administrative Month	<input type="text" value="-"/>	<input type="text" value="-"/>
Initial Stability Month	<input type="text" value="-"/>	<input type="text" value="-"/>
Standard Measurement Month	<input type="text" value="2"/>	<input type="text" value="3"/>
Standard Administrative Month	<input type="text" value="-"/>	<input type="text" value="-"/>
Standard Stability Month	<input type="text" value="2"/>	<input type="text" value="3"/>
Affordable Plan Offered	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>
Minimum Value Plan Offered	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

The highlighted categories help the employer spot where a particular employee is in the measurement process.

1095-C Line 14 Codes (Series 1)	<input type="text" value="1A"/>	<input type="text" value="1A"/>	<input type="text" value="1A"/>
Limited Non Assessment Period	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
1095-C Line 15 (Employee Only Lowest Cost)	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="-"/>
1095-C Line 16 Codes (Series 2)	<input type="text" value="2C"/>	<input type="text" value="2C"/>	<input type="text" value="2C"/>

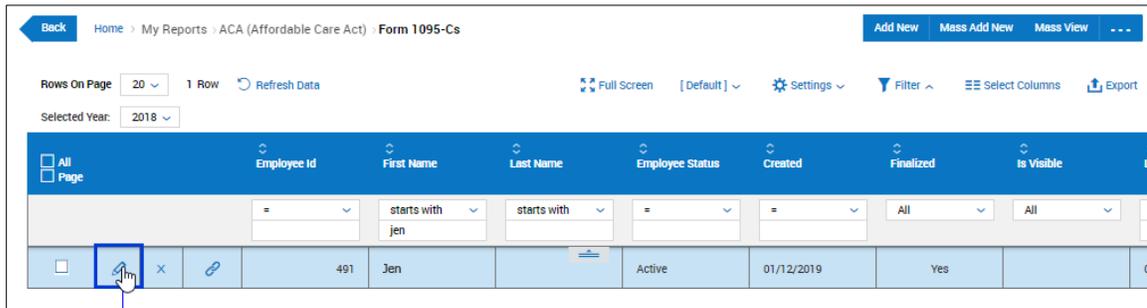
This is an example of the system showing month-by-month the ACA codes and data that it intends to print on the employer's 1095C form.

## View 1095-C

How to view the prior year's 1095-C.

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select **1095-C**.

*The following window displays. Let's filter out for a specific employee named Jen.*



Back Home > My Reports > ACA (Affordable Care Act) > Form 1095-Cs

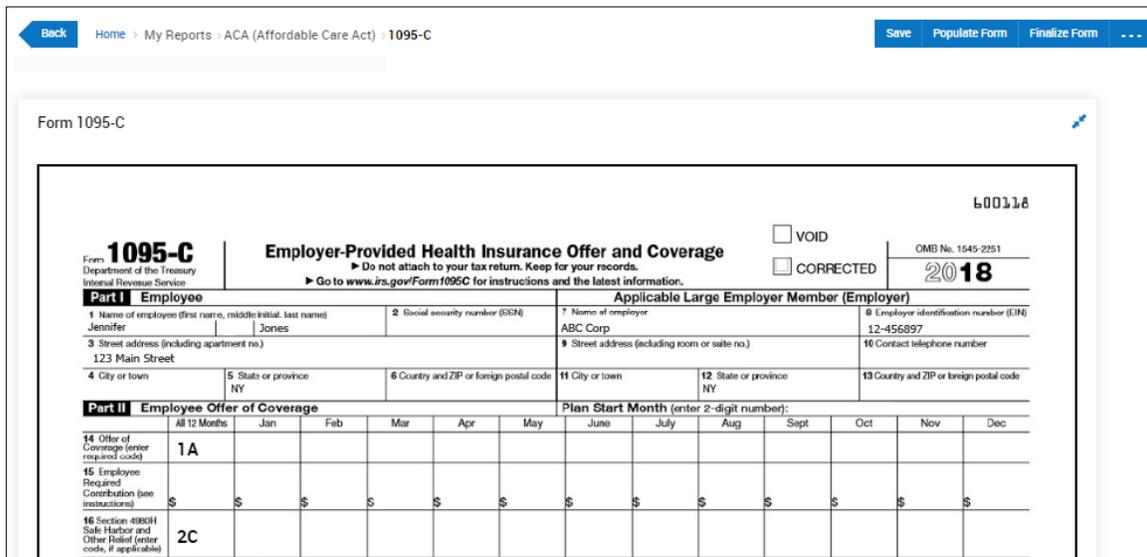
Rows On Page: 20 1 Row Refresh Data Full Screen [Default] Settings Filter Select Columns Export

Selected Year: 2018

All Page	Employee Id	First Name	Last Name	Employee Status	Created	Finalized	Is Visible
<input type="checkbox"/>	491	Jen		Active	01/12/2019	Yes	

5. Select the pencil icon to review her 1095-C from last year.

*The 1095-C displays.*



Back Home > My Reports > ACA (Affordable Care Act) > 1095-C

Save Populate Form Finalize Form ...

Form 1095-C

600118

VOID  
CORRECTED

OMB No. 1545-2251  
2018

From **1095-C**  
Department of the Treasury  
Internal Revenue Service

**Employer-Provided Health Insurance Offer and Coverage**  
Do not attach to your tax return. Keep for your records.  
Go to [www.irs.gov/Form1095C](http://www.irs.gov/Form1095C) for instructions and the latest information.

**Part I Employee**      **Applicable Large Employer Member (Employer)**

1 Name of employee (first name, middle initial, last name)  
Jennifer Jones

2 Social security number (SSN)

7 Name of employer  
ABC Corp

8 Employer identification number (EIN)  
12-456897

3 Street address (including apartment no.)  
123 Main Street

9 Street address (including room or suite no.)

10 Contact telephone number

4 City or town

5 State or province  
NY

6 Country and ZIP or foreign postal code

11 City or town

12 State or province  
NY

13 Country and ZIP or foreign postal code

**Part II Employee Offer of Coverage**      **Plan Start Month (enter 2-digit number):**

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)	1A												
15 Employee Required Contribution (see instructions)	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)	2C												

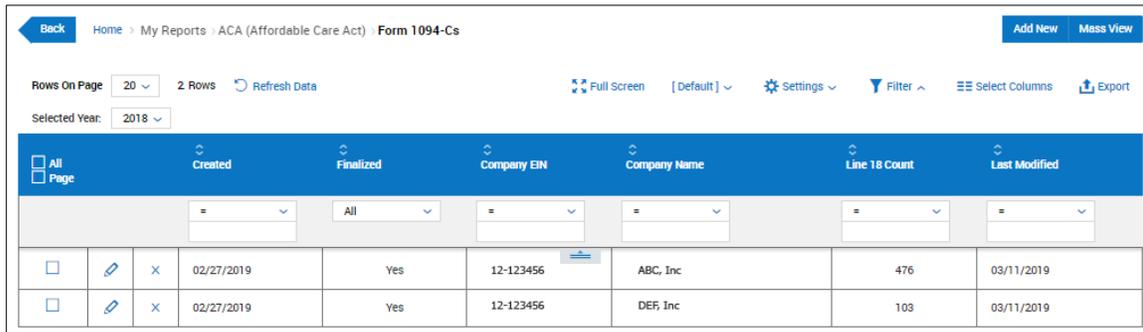
6. Select Back to return.

## View the 1094-C

How to view the total count that will appear in Part III of Form 1094-C.

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select **1094-Cs**.

The following window is displayed.



All Page			Created	Finalized	Company EIN	Company Name	Line 18 Count	Last Modified
<input type="checkbox"/>			02/27/2019	Yes	12-123456	ABC, Inc	476	03/11/2019
<input type="checkbox"/>			02/27/2019	Yes	12-123456	DEF, Inc	103	03/11/2019

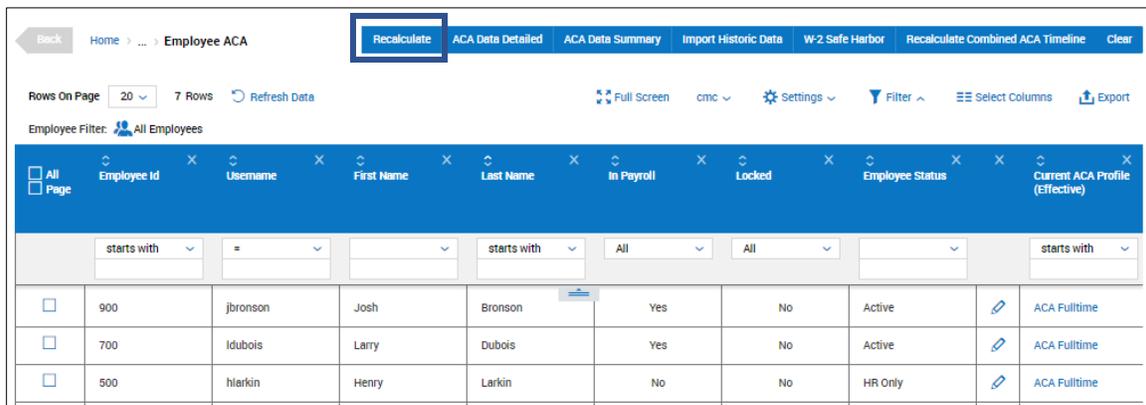
## Reports That Can Assist in the Audit Process

Each of these system reports can be accessed depending on the security profile assigned to the user.

- Employee ACA
- ACA Data Detailed
- ACA Data Summary
- Form 1094-C Employee Count
- ACA Account Status Change History

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select **Employee ACA**.

*The window below displays all employees and their assigned ACA Profile (like the Employee List Report), allowing you to recalculate, clear, and import their historic data. A link to view each employee's ACA history is available, as well as links to the two other reports in the system.*



<input type="checkbox"/>	Employee Id	Username	First Name	Last Name	In Payroll	Locked	Employee Status	Current ACA Profile (Effective)
<input type="checkbox"/>	900	jbronson	Josh	Bronson	Yes	No	Active	<a href="#">ACA Fulltime</a>
<input type="checkbox"/>	700	ldubois	Larry	Dubois	Yes	No	Active	<a href="#">ACA Fulltime</a>
<input type="checkbox"/>	500	hlarkin	Henry	Larkin	No	No	HR Only	<a href="#">ACA Fulltime</a>

5. Select one or more employees using the checkbox.
6. Select the **Recalculate** button.

*This will recalculate their ACA data. The following popup will display allowing the user to go back for a period of up to 5 years. The Recalculate button will perform the standard calculation of previous, current and next year, or it can be used in conjunction with the year selected in the Recalculation From drop-down.*

### Recalculate ACA Timeline

Pressing Recalculate will recalculate the selected employee(s) ACA Timeline for the current year, the previous year and the next year automatically. You may also recalculate further back by selecting the desired year from the drop down and pressing GO.

Recalculate From   Or

7. Select a year if you require and Select the **Go** or **Recalculate** button.

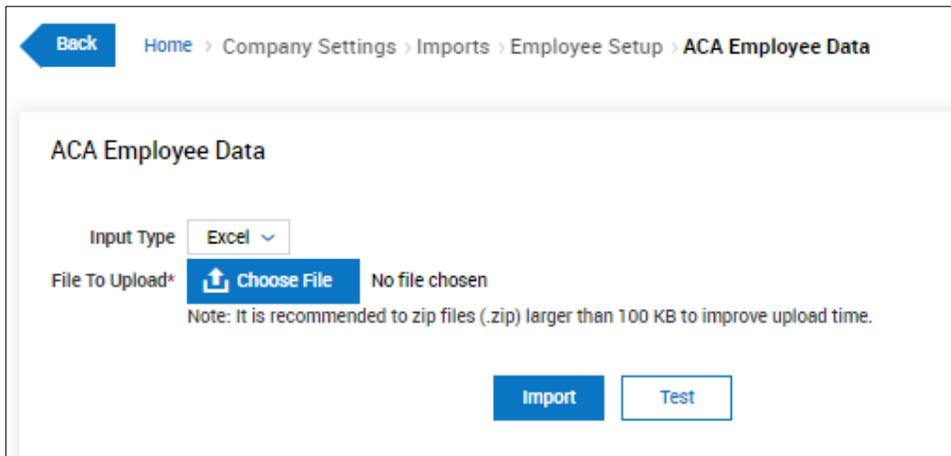
The ACA data has been successfully recalculated.

## Import ACA Data Manually

You can also import ACA data manually. To use this feature, you need to obtain the ACA Employee Data template from **Company Settings > Imports > Overview**. The data can only be imported using this option within the ACA module.

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select **Employee ACA**.
5. Select the **Import Historic Data** button.

*The following window will display.*



The screenshot shows a web interface for importing ACA Employee Data. At the top, there is a breadcrumb trail: **Back** > **Home** > **Company Settings** > **Imports** > **Employee Setup** > **ACA Employee Data**. Below this, the title **ACA Employee Data** is displayed. Under the title, there is an **Input Type** dropdown menu set to **Excel**. Below that is a **File To Upload\*** section with a **Choose File** button and the text **No file chosen**. A note below the file upload section reads: **Note: It is recommended to zip files (.zip) larger than 100 KB to improve upload time.** At the bottom right of the form, there are two buttons: **Import** and **Test**.

6. Select your file from the **Choose File** button.
7. Select the **Import** button.

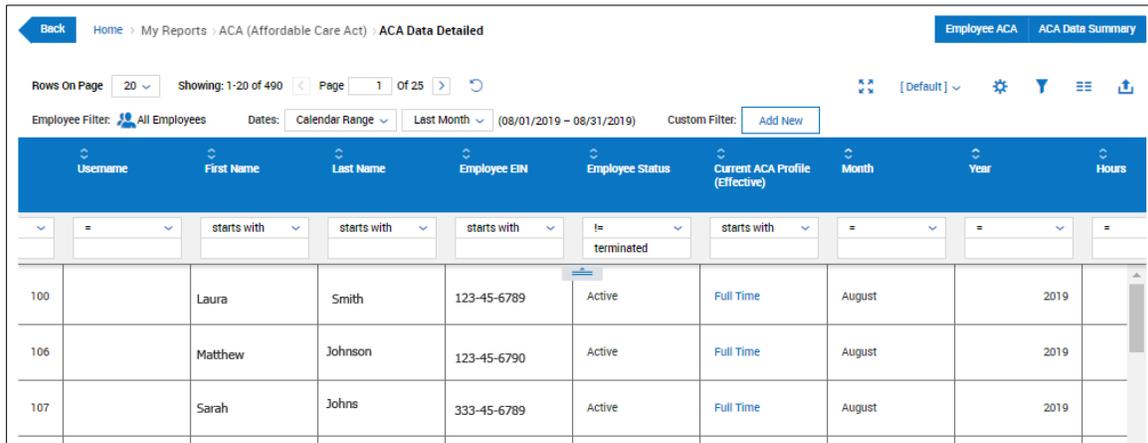
Your information is imported.

## ACA Data Detailed

This report will give you a month-by-month view of the data from the ACA Timeline.

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select the **ACA Data Detailed** button.

*This window will display.*



The screenshot shows a web application interface for 'ACA Data Detailed'. At the top, there are navigation links: 'Back', 'Home', 'My Reports', 'ACA (Affordable Care Act)', and 'ACA Data Detailed'. On the right, there are tabs for 'Employee ACA' and 'ACA Data Summary'. Below the navigation, there are controls for 'Rows On Page' (set to 20), 'Showing: 1-20 of 490', 'Page 1 of 25', and various utility icons. The 'Employee Filter' is set to 'All Employees', and the 'Dates' are set to 'Last Month' (08/01/2019 - 08/31/2019). A 'Custom Filter' button is labeled 'Add New'. The table has columns for Username, First Name, Last Name, Employee EIN, Employee Status, Current ACA Profile (Effective), Month, Year, and Hours. The table contains three rows of data:

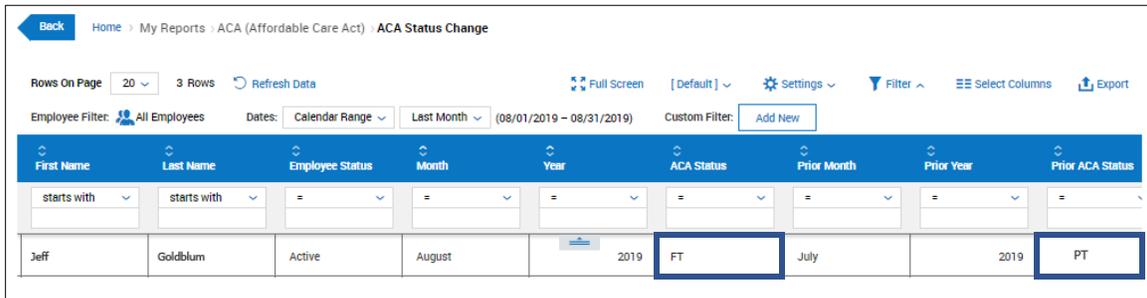
Username	First Name	Last Name	Employee EIN	Employee Status	Current ACA Profile (Effective)	Month	Year	Hours
	Laura	Smith	123-45-6789	Active	Full Time	August	2019	
	Matthew	Johnson	123-45-6790	Active	Full Time	August	2019	
	Sarah	Johns	333-45-6789	Active	Full Time	August	2019	

## ACA Status Change

This report will display status change for employees.

1. Select the hamburger menu.
2. Select **My Reports**.
3. Select **ACA (Affordable Care Act)**.
4. Select **ACA Status Change** button.

*This window will display and shows that this employee went from a part-time to full-time status.*



First Name	Last Name	Employee Status	Month	Year	ACA Status	Prior Month	Prior Year	Prior ACA Status
Jeff	Goldblum	Active	August	2019	FT	July	2019	PT

## Electronic Consent

Electronic Consent allows for employees to view their ACA Forms 1095-C in an electronic format within ESS. Employers can use this option to go paperless for ACA. In this example, let's assume we are an employee.

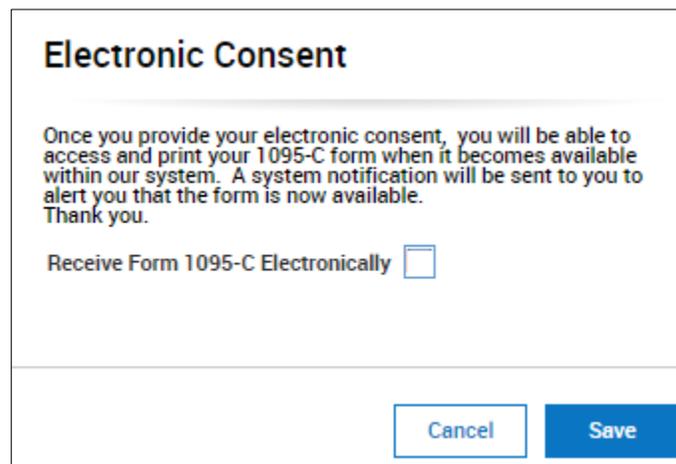
1. Select the hamburger menu.
2. Select **My Account**.
3. Select **My Forms**.
4. Select **Form 1095-C**.

*The following window is displayed.*



5. Select the **Electronic Consent** button.

*This confirmation popup will display.*



If the employee does not check the **Receive Form 1095-C Electronically** checkbox, a Success message will display indicating that the employee wants to continue to receive a paper copy of the Form 1095-C.

6. We will check the **Receive Form 1095-C Electronically** checkbox.
7. Select the **Save** button.
8. The employee must then enter the last 4 digits of their Social Security Number or password to confirm.

The process is complete.

## ACA Summary

Ask yourself these questions for ACA to work properly. Have you completed the following?

- ✓ Have you assigned a benefit profile to eligible employees?
- ✓ Have you assigned an ACA profile to all employees you want to track for ACA reporting?
- ✓ Have you recorded the benefit enrollments and/or waivers on all eligible employees?
- ✓ Have you reviewed your ACA reports?
- ✓ Have your employees logged in and consented to receive their forms electronically?

If you have questions reach out to your dedicated service team.