



WORKFORCE ONE

ACA: Employer Mandate

CONTENTS

ACA: Employer Mandate	3
Who Are Full Time Employees?	4
How Technology Can Assist	5
Employee Record – Benefit Profile	6
Employee Record – ACA Timeline.....	8
View 1095-C.....	10
View the 1094-C	11
Reports That Can Assist in the Audit Process.....	12
Import ACA Data Manually	14
ACA Data Detailed	15
ACA Status Change	16
Electronic Consent.....	17
ACA Summary	18

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?

**Employees who work
an average of 30 hours
per week**

or

**130 hours
per calendar
month**

How Technology Can Assist

WorkforceOne Provides

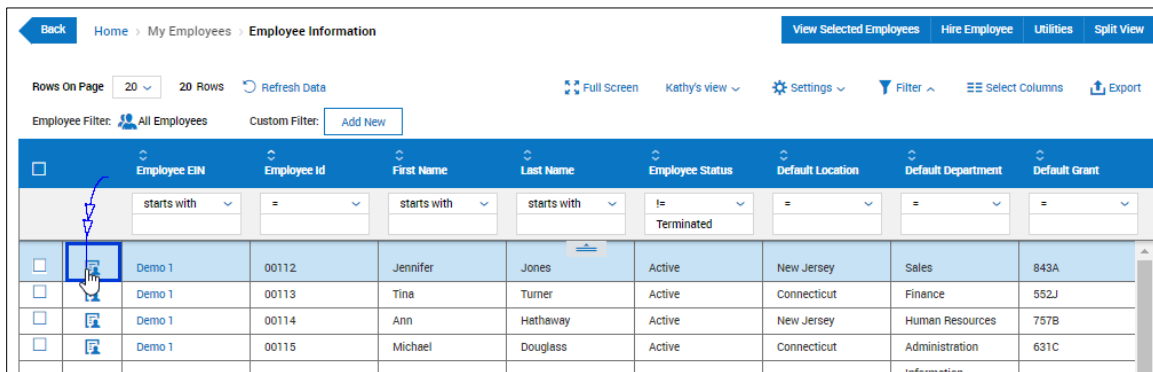
- Employee Records
- ACA Reports
- 1095C Forms
- Electronic Consent

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**.

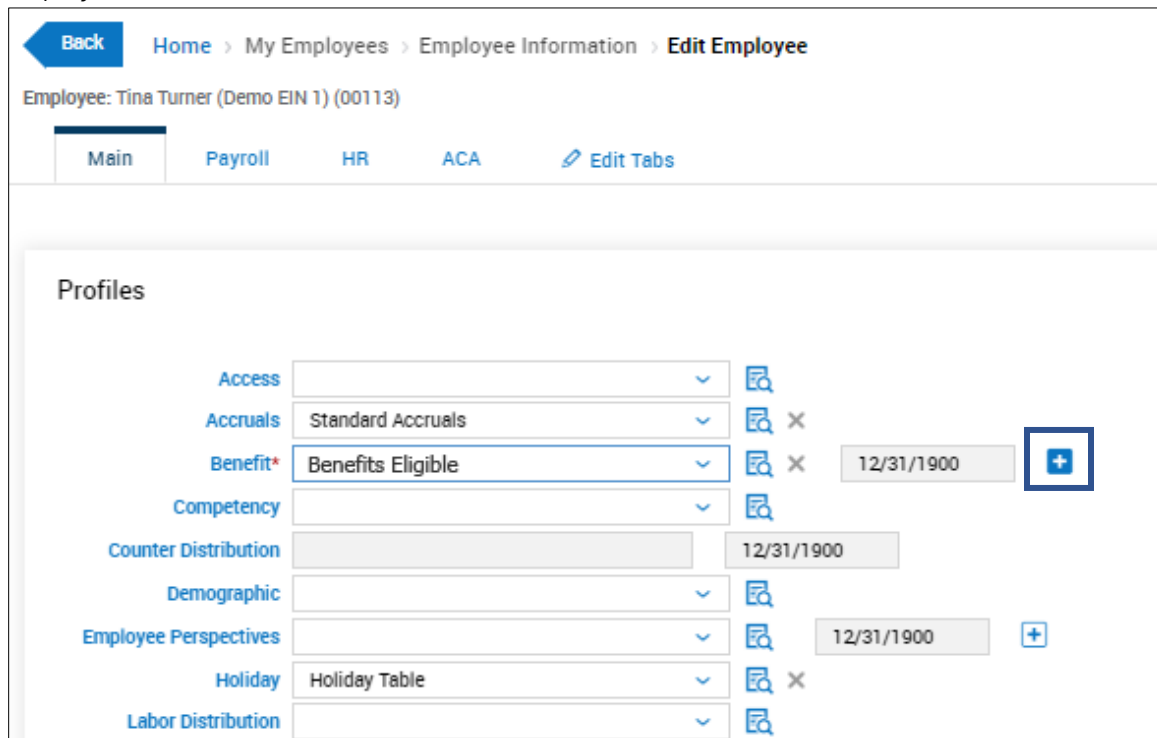
The following window is displayed.



	Employee EIN	Employee Id	First Name	Last Name	Employee Status	Default Location	Default Department	Default Grant
	starts with	=	starts with	starts with	= Terminated	=	=	=
	Demo 1	00112	Jennifer	Jones	Active	New Jersey	Sales	843A
	Demo 1	00113	Tina	Turner	Active	Connecticut	Finance	552J
	Demo 1	00114	Ann	Hathaway	Active	New Jersey	Human Resources	757B
	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.



Back Home > My Employees > Employee Information > **Edit Employee**

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

Main Payroll HR ACA

Profiles

Access		
Accruals	Standard Accruals	X
Benefit*	Benefits Eligible	X 12/31/1900
Competency		
Counter Distribution		12/31/1900
Demographic		
Employee Perspectives		12/31/1900
Holiday	Holiday Table	X
Labor Distribution		

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.

Main
Payroll
HR
ACA
Edit Tabs

Benefit Plans

Current
All
Current Waived
All Waived

		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

ADD NEW

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.

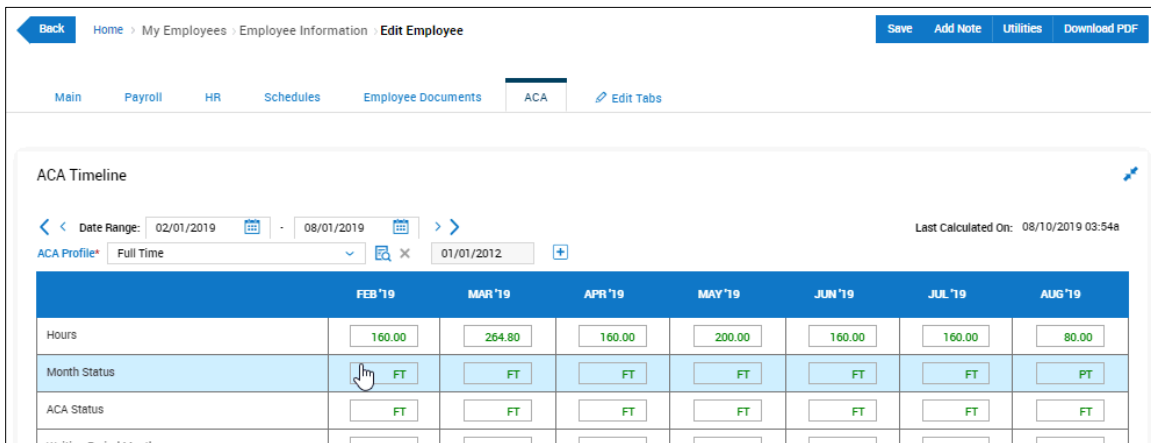
Employee Record – ACA Timeline

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	FT	FT	FT	FT	FT	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"/>

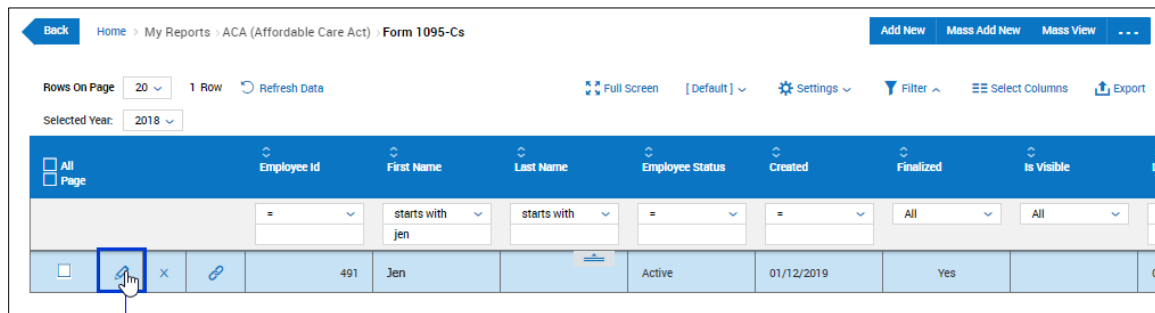
This is an example of the system showing month-by-month the ACA codes and data that it intends to print on the employee's 1095C form.

View 1095-C

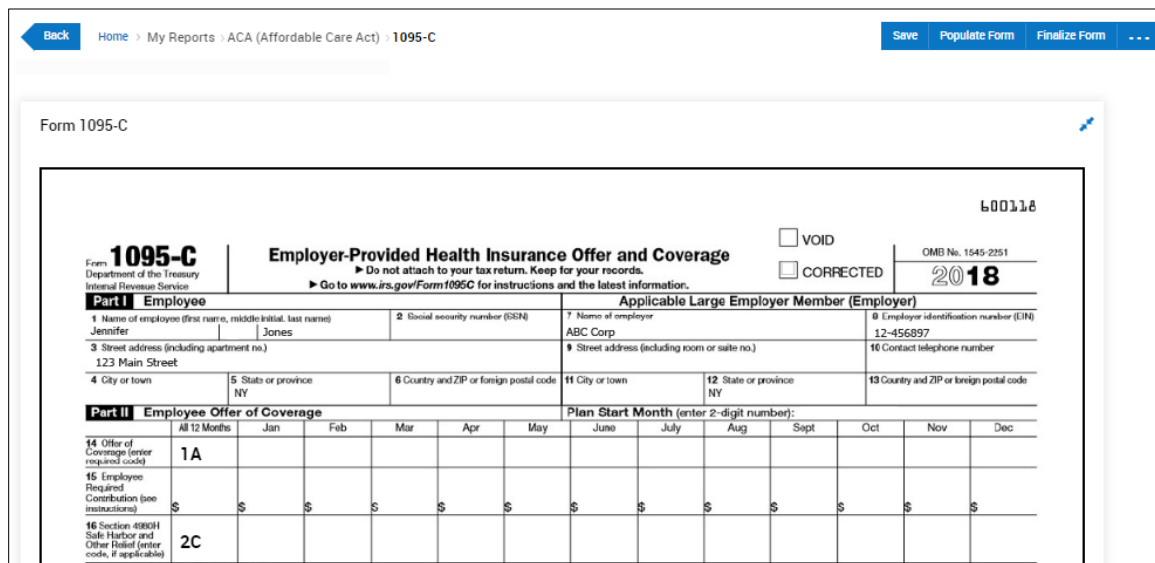
How to view the prior year's 1095-C.

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.



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



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.

Back

Home > My Reports > ACA (Affordable Care Act) > Form 1094-Cs

Add New

Mass View

Rows On Page

20

2 Rows

Refresh Data

Full Screen

[Default]

Settings

Filter

Select Columns

Export

Selected Year:

2018

All Page		Created	Finalized	Company EIN	Company Name	Line 18 Count	Last Modified
<div><div></div><div></div></div>		<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

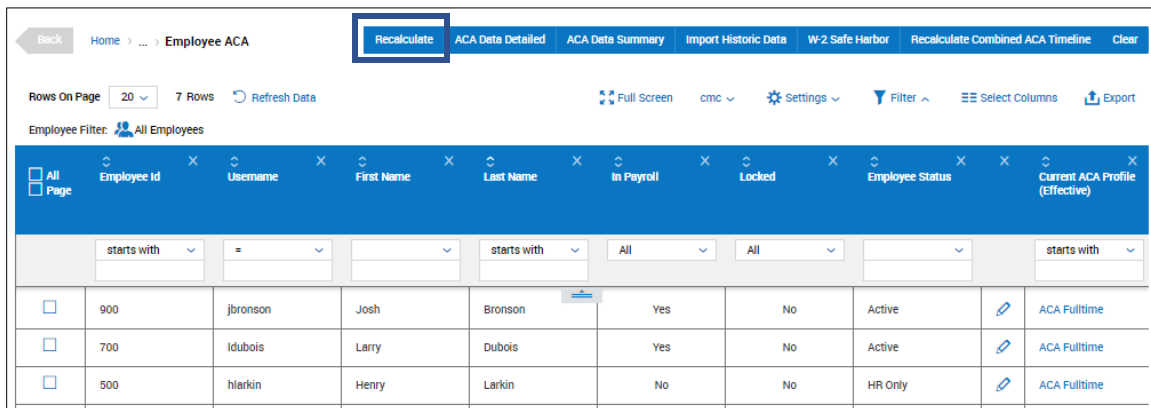
Reports That Can Assist in the Audit Process

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	ACA Fulltime
<input type="checkbox"/>	700	ldubois	Larry	Dubois	Yes	No	Active	ACA Fulltime
<input type="checkbox"/>	500	hlarkin	Henry	Larkin	No	No	HR Only	ACA Fulltime

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

2015 ▾

GO

Or

RECALCULATE

Cancel

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

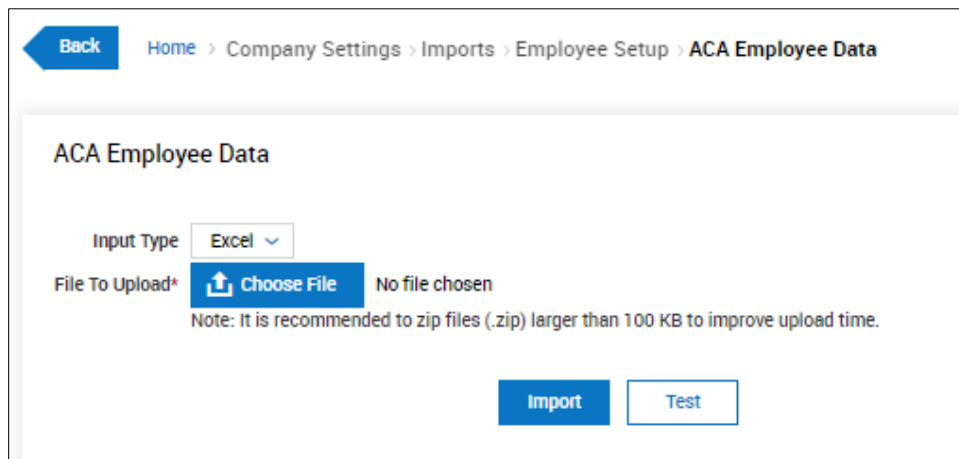
The ACA data has been successfully recalculated.

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 a section for file upload. It includes an **Input Type** dropdown menu set to **Excel**. Below that, there is a **File To Upload*** label, a blue **Choose File** button with an upload icon, and the text **No file chosen**. A note below the upload section states: **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.

Back Home > My Reports > ACA (Affordable Care Act) > ACA Data Detailed									
<div> Employee ACA ACA Data Summary </div>									
<div> Rows On Page: 20 Showing: 1-20 of 490 Page: 1 Of 25 </div>									
<div> Employee Filter: All Employees Dates: Calendar Range Last Month (08/01/2019 – 08/31/2019) Custom Filter: Add New </div>									
Username	First Name	Last Name	Employee EIN	Employee Status	Current ACA Profile (Effective)	Month	Year	Hours	
▼	=	starts with	starts with	starts with	!=	starts with	=	=	=
				terminated					
100	Laura	Smith	123-45-6789	Active	Full Time	August	2019		
106	Matthew	Johnson	123-45-6790	Active	Full Time	August	2019		
107	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.

[Back](#)
[Home](#) > [My Reports](#) > [ACA \(Affordable Care Act\)](#) > **ACA Status Change**

Rows On Page: 20 3 Rows Refresh Data
Full Screen [Default] Settings Filter Select Columns Export

Employee Filter: All Employees
Dates: Calendar Range Last Month (08/01/2019 - 08/31/2019)
Custom Filter: Add New

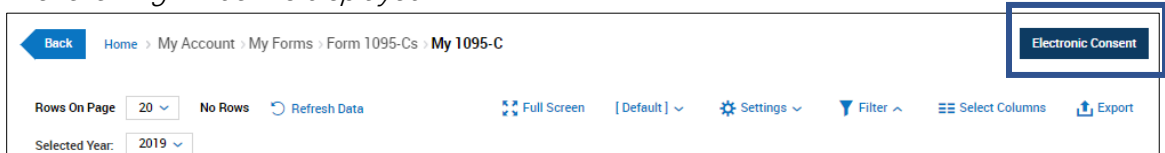
First Name	Last Name	Employee Status	Month	Year	ACA Status	Prior Month	Prior Year	Prior ACA Status
starts with	starts with	=	=	=	=	=	=	=
Jeff	Goldblum	Active	August	2019	FT	July	2019	PT

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.

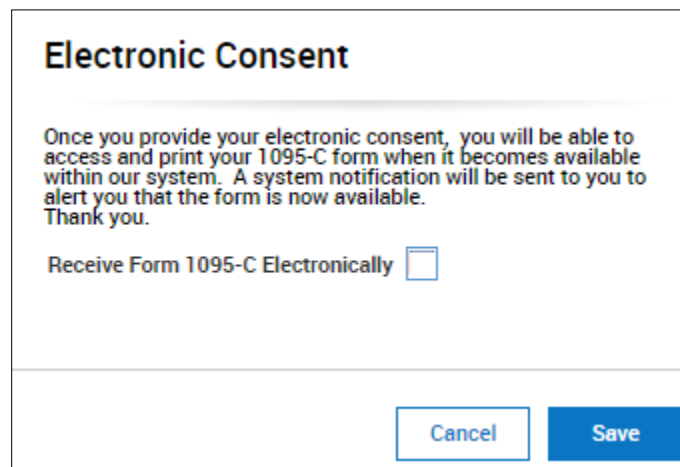
1. Select the hamburger menu.
2. Select **My Account**.
3. Select **My Forms**.
4. Select **Form 1095-C**.

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.