

# Are You Ready for ACA?

STEPS TO TAKE TODAY TO PREPARE  
2020 REPORTING

WILL THE WEBINAR BE RECORDED?

Yes! We'll send you a link to the on-demand recording and slides next week.

CAN I ASK QUESTIONS?

Yes! Type your question into the 'Questions' tab of your GoToWebinar panel, we'll follow up with all questions individually after the webinar

## TODAY'S SPEAKERS



**Rick Freeman**  
Director, Customer Support



**Chris Mumby**  
ACA Team Lead

## TODAY'S AGENDA

ACA Ongoing Checklist

ACA Timeline

Furlough

Penalty Report Review

ACA Form Management

Printing & Distribution Service

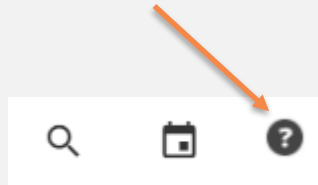


# ACA Ongoing Checklist

How to be Prepared for Reporting Season TODAY

# ACA Ongoing Checklist

## Where to find it?



### Manage Employees

[ADD A NEW EMPLOYEE](#)

Recently Viewed Employees

### Benefits Enrollment

Open Enrollment

New Hire Enrollment

Plan Year

11/1/2018 to 10/31/2019

▼

Open Enrollment

Open Enrollment

Benefits

### Your Tasks

12

Pending Tasks

12 Life Events

0 Evidence of Insurability (EOI)

[VIEW PENDING TASKS](#)

### Learning & Development

GuideMe

Feature tours and product knowledge base

>

PlanSource University

Join your peers in learning with PlanSource University!

>

### Need help?

ACA Administration

>

ACA Ongoing Checklist

▼

ACA Ongoing Checklist

ACA Calculation

Running an ACA Monitoring Report

Reviewing Medical Offers

Administrator: Create an Account

Administrator: Edit an Account

ACA Safe Harbor Value Import

Reviewing Forms

Approving Forms

## ACA Ongoing Checklist

*Review the items below to ensure you are on track:*

### Per Pay Period Checklist Items

- ❑ Be sure all employees are loaded. This includes any terminated employees and those who are not benefits eligible. Additional information on loading ACA Data can be found in GuideMe, ACA Ongoing Checklist> [ACA Administration Guide - ACA Manual Import Worksheets section](#).
- ❑ Review employee names and SSNs for accuracy and make corrections as needed to employee records to prevent errors upon transmission to the IRS. If your medical plan(s) is self-insured, review dependent and spouse information, as well.
- ❑ Confirm all payroll hours are loaded for variable hour and/or part-time employees. Please note that if you are retroactively loading hours, there may be additional processing required to accurately manage the final measurement.
- ❑ Review the ACA Calculation and Monitoring Reports.
  - Calculation errors will show in the most recent ACA Calculation Report, tickets menu by searching for ACA Calculation Report. Instructions to view the ACA Calculation Report may be found in GuideMe, ACA Ongoing Checklist> [ACA Calculation Report](#)
  - Required offers of coverage due to measurement and potential penalties may be reviewed using the ACA Monitoring Report in the Report Center. The steps to run an ACA Monitoring Report can be found in GuideMe, ACA Ongoing Checklist> [Running an ACA Monitoring Report](#).
  - Review offers of coverage and enrollment data to ensure accuracy. Steps to review offers may be found in GuideMe>ACA Ongoing Checklist> [Review Medical Offers](#). Review GuideMe>ACA Ongoing Checklist> [ACA – Process to Review Medical Offers](#) for additional information.

## ACA ONGOING CHECKLIST

Located in GuideMe with walk throughs and documents that will assist with Broker/Client readiness through the year



# ACA Ongoing Checklist

## What to do every pay period



Load all employees, including terminated employees and those who are not benefits eligible



Confirm all payroll hours are loaded for variable hour and/or part-time employees



Review employee and dependent names, addresses and SSNs for accuracy



Review the ACA Calculation error report Monitoring report and potential penalty information.

Calculation errors will show in the most recent ACA Calculation Report if any exist. This report includes classification changes which are NOT errors, just notifications.

Required offers of coverage due to measurement and the Potential Penalties reports should be reviewed regularly using the ACA Monitoring Report found in Reports under the Data & Tools section

Review offers of coverage and enrollment data to ensure accuracy and approve offers of coverage when employees made no election

# ACA Ongoing Checklist

## What to do every quarter



Confirm current FEIN(s)  
information is accurate



Report any FEIN additions  
or terminations



For self-insured medical  
plans, review employees  
and their dependents to  
ensure accuracy

# ACA Ongoing Checklist

## Year-end items



### SAFE HARBOR

Upload Pay Rate or  
W-2 Box 1 Safe  
Harbor data



### FORM MANAGEMENT

Review forms and  
potential penalties for  
accuracy & approval



### FULFILLMENT

Opt-in for printing and  
distribution service



### IRS TRANSMISSION

Transmit approved  
forms to the IRS

## ACA Timeline

A two-year graphic display of ACA data that impacts  
the employee and the 1095-C coding

# ACA Timeline

Top section is for employment and measurement

Lower section is for form details, offers and classifications

Subscriber: Jess Alexander      FEIN: **DIVA**      ☐ UnMask SSN

<      2018      2019      >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec    Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**  
Full Time (FT/PT)      FT

**Employment [+add]**  
Employment (NEW/CONT)      NEW

**Monthly Measurement [+add]**

**Look Back Measurement [+add]**

FT      FT      0.0

40.0      40.0

**Hide Details**

**1095-C**  
Monthly Wage  
Per Capita Penalty

? Line 14  
Line 15  
Line 16

**Offer and Enrollment [+add]**  
O:OE      E:OE

**Safe Harbor Values [+add]**  
Org: W2      40,000.00

**Classification [+add]**  
Expected Full Time (YES/NO)      YES      NO  
Seasonal (YES/NO)      NO      NO  
In Multi-Employer Plan (YES/NO)      NO      NO  
Hours (WEEK/DAY/ACTUAL)      WEEK      ACTUAL

**Hours**  
Bi-Monthly Hours      7429

**Download**      **2019 1095-C Form**

W2: 3,333.33

1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

# ACA Timeline

What important details do we see on this page for 2019?

Subscriber: Jess Alexander      FEIN: **DIVA**      ☐ UnMask SSN

<      2018      2019      >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**

Full Time (FT/PT) FT

**Employment** [+add]

Employment (NEW/CONT) NEW

**Monthly Measurement** [+add]

**Look Back Measurement** [+add]

FT 40.0 FT 40.0 0.0

[Hide Details](#)

**1095-C**

Monthly Wage

Per Capita Penalty

? Line 14

Line 15

Line 16

**Offer and Enrollment** [+add]

O:OE E:OE

**Safe Harbor Values** [+add]

Org: W2 40,000.00

**Classification** [+add]

Expected Full Time (YES/NO)	YES	NO
Seasonal (YES/NO)	NO	NO
In Multi-Employer Plan (YES/NO)	NO	NO
Hours (WEEK/DAY/ACTUAL)	WEEK	ACTUAL

**Hours**

Bi-Monthly Hours 7429

[Download](#)      **2019 1095-C Form**

W2: 3,333.33												250	250
1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1H	1H
0	0	0	0	0	0	0	0	0	0	0	0		
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

# ACA Timeline

What important details do we see on this page for 2019?

Subscriber: Jess Alexander FEIN: **DIVA** ☐ UnMask SSN

< 2018 2019 >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**  
Full Time (FT/PT) FT

**Employment** [+add]  
Employment (NEW/CONT) NEW

**Monthly Measurement** [+add]

**Look Back Measurement** [+add]

FT  
40.0 40.0 0.0

**Hide Details**

**1095-C**  
Monthly Wage  
Per Capita Penalty

? Line 14  
Line 15  
Line 16

**Offer and Enrollment** [+add]  
O:OE E:OE

**Safe Harbor Values** [+add]  
Org: W2 40,000.00

**Classification** [+add]

Expected Full Time (YES/NO)	YES	NO
Seasonal (YES/NO)	NO	NO
In Multi-Employer Plan (YES/NO)	NO	NO
Hours (WEEK/DAY/ACTUAL)	WEEK	ACTUAL

**Hours**  
Bi-Monthly Hours 7429

**Potential penalties**

**Download 2019 1095-C Form**

W2: 3,333.33

1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

# ACA Timeline

What important details do we see on this page for 2019?

Subscriber: Jess Alexander FEIN: **DIVA** ☐ UnMask SSN

< 2018 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2019 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec >

**Full Time Status**  
Full Time (FT/PT) FT

**Employment** [+add]  
Employment (NEW/CONT) NEW

**Monthly Measurement** [+add]  
**Look Back Measurement** [+add]

FT  
40.0 FT  
40.0 0.0

**Hide Details**

**1095-C**  
Monthly Wage  
Per Capita Penalty

? Line 14  
Line 15  
Line 16

**Offer and Enrollment** [+add]  
0:OE E:OE

**Safe Harbor Values** [+add]  
Org: W2 40,000.00

**Classification** [+add]

Expected Full Time (YES/NO)	YES	NO
Seasonal (YES/NO)	NO	NO
In Multi-Employer Plan (YES/NO)	NO	NO
Hours (WEEK/DAY/ACTUAL)	WEEK	ACTUAL

**Hours**  
Bi-Monthly Hours 7429

**Download 2019 1095-C Form**

W2: 3,333.33

1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

Empty offer period



# ACA Timeline

Subscriber: Jess Alexander      FEIN: **DIVA**    ☐ UnMask SSN

<      2018      2019      >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**

Full Time (FT/PT) FT

**Employment** [+add]

Employment (NEW/CONT) NEW

**Monthly Measurement** [+add]

**Look Back Measurement** [+add]

FT 40.0 FT 40.0 0.0

**Hide Details**

**1095-C**

Monthly Wage

Per Capita Penalty

? Line 14

Line 15

Line 16

**Offer and Enrollment** [+add]

O:OE E:OE

**Safe Harbor Values** [+add]

Org: W2 40,000.00

**Classification** [+add]

Expected Full Time (YES/NO)	YES	NO
Seasonal (YES/NO)	NO	NO
In Multi-Employer Plan (YES/NO)	NO	NO
Hours (WEEK/DAY/ACTUAL)	WEEK	ACTUAL

**Hours**

Bi-Monthly Hours 7429

**Download**    **2019 1095-C Form**

W2: 3,333.33												
1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

Why do we  
have penalties?

# ACA Timeline

Why do we have penalties?

Subscriber: Jess Alexander FEIN: **DIVA** ☐ UnMask SSN

< 2018 2019 >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**

Full Time (FT/PT) FT

**Employment** [+add]

Employment (NEW/CONT) NEW

**Monthly Measurement** [+add]

**Look Back Measurement** [+add]

FT 40.0 FT 40.0 0.0

**Hide Details**

**1095-C**

Monthly Wage

Per Capita Penalty

? Line 14

Line 15

Line 16

**Offer and Enrollment** [+add]

O:OE E:OE

**Safe Harbor Values** [+add]

Org: W2

**Classification** [+add]

Expected Full Time (YES/NO) YES

Seasonal (YES/NO) NO

In Multi-Employer Plan (YES/NO) NO

Hours (WEEK/DAY/ACTUAL) WEEK

**Hours**

Bi-Monthly Hours 7429

**Download** **2019 1095-C Form**

W2: 3,333.33

1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

**Change from FT to PT**

40,000.00

**NO**

**NO**

**NO**

**ACTUAL**

# ACA Timeline

What about  
2020?

Subscriber: Jess Alexander FEIN: **DIVA** ☐ UnMask SSN

< 2018 2019 >

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

**Full Time Status**

Full Time (FT/PT) FT

**Employment [+add]**

Employment (NEW/CONT) NEW

**Monthly Measurement [+add]**

**Look Back Measurement [+add]**

FT 40.0 FT 40.0 0.0

**Hide Details**

**1095-C**

Monthly Wage

Per Capita Penalty

? Line 14

Line 15

Line 16

**Offer and Enrollment [+add]**

O:OE E:OE

**Safe Harbor Values [+add]**

Org: W2 40,000.00

**Classification [+add]**

Expected Full Time (YES/NO)	YES	NO
Seasonal (YES/NO)	NO	NO
In Multi-Employer Plan (YES/NO)	NO	NO
Hours (WEEK/DAY/ACTUAL)	WEEK	ACTUAL

**Hours**

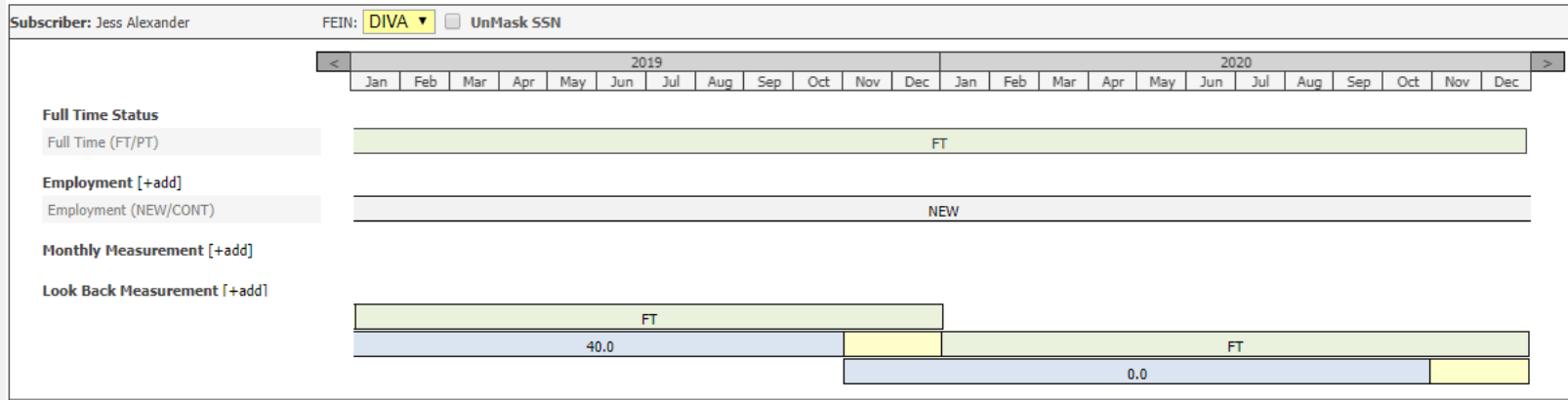
Bi-Monthly Hours 7429

**Download** **2019 1095-C Form**

W2: 3,333.33

1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	250	250
0	0	0	0	0	0	0	0	0	0	0	1H	1H
2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C		

# ACA Timeline



Employee is still benefit eligible for 2020 due to the 40 hour average in 2019.  
Measurement for the change in November will not impact FT status until 2021.

# Furlough

How to manage measurement with furloughs

# Furlough Review

## What Do Furloughs Impact?



### EMPLOYMENT

If the employee is not terminated, then the period is calculated for measurement which will greatly impact future stabilities



### POSITION

Part-time employees will reflect zero hours during furlough and full-time employees will reflect zero hours unless using weekly equivalency



### WEEKLY EQUIVALENCY

Full-time employees using weekly equivalency will still have a 40-hour average during furlough since this calculation is automatic

# Furlough Review

## What Options Are There?

- Leave hours as is and be aware of the impact
- Adjust employee classifications to remove weekly equivalency for the period where they were on furlough to not assume a 40 hour average
- Use Special Unpaid to ignore the period on furlough and only calculate average hours while still working

# Furlough Review

## **Adjust Employees on Weekly Equivalency**

This is not something that has to be done if you want the employee to reflect they are full-time, even if they had furlough. If this is not preferred, updates can be made to Classifications to show the period on furlough, so the employee does not have weekly equivalency.



# Furlough Review

## **Adjust Employees Not on Weekly Equivalency**

These employees will have zero hours during furlough and will reduce their measurement. Adjustments may be made so the furlough will not impact their measurements. This can be done by using Special Unpaid.

# Furlough Review

## What is Special Unpaid?

Special Unpaid is used for IRS regulated leaves that are not to impact ACA measurements. There are 3 different types:

- Military Leave
- Jury Duty
- FMLA

# Furlough Review

## What Does Special Unpaid Change?

Special Unpaid is an option when entering payroll data.

- Can be entered in hours or days.
- Hours will be counted as normal hours as if paid hours.
- Days will reduce the number of days used when dividing the average hours worked per week.
  - This is used considering a 5 day work week, so only 5 rather than 7 days are entered per week for Special Unpaid.

# Penalty Report Review

How to Review and Correct the Most Common Penalty Issues

# Penalty Report Review

## **ACA Monitoring Report: 1095-C Penalties**

The ACA Monitoring Report's 1095-C Penalties tab is useful in identifying employees reflecting "potential" penalties based on the information loaded into the system.

It is recommended that this information is reviewed throughout the reporting year, and especially prior to transmitting, as that is the time to finalize 1094(5)-C forms for the IRS.

# Penalty Report Review

## ACA Monitoring Report: 1095-C Penalties

When creating the report, the type of penalty included may be chosen from the drop-down menu, while it will default to show all types.

The screenshot shows a web interface for configuring a report. On the left, there is a vertical sidebar with a checked checkbox at the top and an unchecked checkbox further down. The main area is titled "1095-C Penalties" and contains three configuration rows. The first row is "Reporting Year:" with a dropdown menu set to "2018". The second row is "Penalties Included:" with a dropdown menu set to "All". The third row is "FEINs:". The "Penalties Included:" dropdown menu is open, showing a list of options: "All" (highlighted in blue), "No Offer", "Not MV", "Bad Tier", and "Unaffordable". At the bottom left, there are two buttons: "Run in Background" and "Schedule".

1095-C Penalties	
Reporting Year:	2018
Penalties Included:	All
FEINs:	

- All
- No Offer
- Not MV
- Bad Tier
- Unaffordable

Run in Background Schedule

## 2019 1095-C Forms with Penalties

This tab shows any form with a 1095-C penalty

Until 2019 is complete, penalty reporting will lag 1 full calendar month behind to ensure measurement and offers are in place  
example: If today is 6/15/2019, the last month shown will be April

### COLOR EXPLANATION:

**Red** Penalty detected in this month for the subscriber within the 1095-C form

### REPORTING OPTIONS SELECTED:

Reporting Year = 2020

Penalty = All

FEIN = All

Measurement Type = Look Back, Monthly

Only Include Forms with Penalties

Employee						FEIN		2019 Penalties											
First Name	Last Name	SSN	Hire Date	Termination Date	Expected FT	Name	FEIN	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
TEST1	TEST	xxx-xx-xxxx	05/25/1992	No		FEIN	xx-xxxxxxx	Unaffordable	Unaffordable	Unaffordable	No 1094C MEC	No Offer	No Offer	No Offer	No Offer	No 1094C MEC			
TEST2	TEST	xxx-xx-xxxx	05/26/1992	No		FEIN	xx-xxxxxxx	Unaffordable	Unaffordable	Unaffordable	No 1094C MEC	Unaffordable	Unaffordable	Unaffordable	Unaffordable	No 1094C MEC			
TEST3	TEST	xxx-xx-xxxx	05/27/1992	No		FEIN	xx-xxxxxxx	No Offer	No Offer	No Offer	No 1094C MEC	Unaffordable	Unaffordable	No Offer	No Offer	No 1094C MEC			
TEST4	TEST	xxx-xx-xxxx	05/28/1992	09/22/2020	No	FEIN	xx-xxxxxxx	Bad Tier	Bad Tier	Bad Tier	No 1094C MEC	Not MV	Not MV	Not MV	Not MV	No 1094C MEC			

Employee						FEIN	
First Name	Last Name	SSN	Hire Date	Termination Date	Expected FT	Name	FEIN
TEST1	TEST	xxx-xx-xxxx	05/25/1992		No	FEIN	xx-xxxxxxx
TEST2	TEST	xxx-xx-xxxx	05/26/1992		No	FEIN	xx-xxxxxxx
TEST3	TEST	xxx-xx-xxxx	05/27/1992		No	FEIN	xx-xxxxxxx
TEST4	TEST	xxx-xx-xxxx	05/28/1992	09/22/2020	No	FEIN	xx-xxxxxxx

2019 Penalties								
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Unaffordable	Unaffordable	Unaffordable	No 1094C MEC	No Offer	No Offer	No Offer	No Offer	No 1094C MEC
Unaffordable	Unaffordable	Unaffordable	No 1094C MEC	Unaffordable	Unaffordable	Unaffordable	Unaffordable	No 1094C MEC
No Offer	No Offer	No Offer	No 1094C MEC	Unaffordable	Unaffordable	No Offer	No Offer	No 1094C MEC
Bad Tier	Bad Tier	Bad Tier	No 1094C MEC	Not MV	Not MV	Not MV	Not MV	No 1094C MEC

# ACA MONITORING REPORT: 1095-C PENALTIES REPORT OVERVIEW

There are 2 sections in the Penalties report:

Employee details

Penalty Types

## No Offer

A required offer was not provided to an employee that  
had ACA full-time status



## No Offer

### **Not Accepted Offer Showing**

If an eligible offer is reflected in the system, but the employee made no election to either enroll or decline coverage, the offer will show as “Not Accepted.”

If the offer had been provided to the employee, update this offer by changing the status to “Manually Accepted”.

## ACA Employee Data

### Medical Offers

#### What is a medical offer?

Medical Offers are what was offered to the subscriber. Within the offer, we also track how long the subscriber maintained coverage. The offer includes information the IRS needs to determine if it was adequate (max tier & minimum value) and affordable. This information is collected for all employees at any point that they require an offer from the IRS's perspective. Now Hire, Open Enrollment and Becoming Full Time due to ACA measurement.

NOTE: We will also create offers to waive coverage that doesn't apply to those 3 situations.

#### Display Ineligible Offers:

Origin	Plan Name	Offer		Enrollment		Approval	Eligible For Offer	Offer Calc Date	Max Tier (Offered)	Self Only Employee Share	Provides Minimum Value?	Is HEC?	Manual	Last Update	Action
Open Enrollment		01/01/2017	12/31/2017				Not Accepted	Yes		All	50.0	Yes	Yes	Yes	10/18/2018 by Stewart, Matthew <a href="#">Edit</a>

[Unlink selected](#) [Add Offer](#)

## ACA Timeline

### Hide Details

#### 1095-C

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

#### Offer and Enrollment [+add]

OE : 01/01/2017 - 12/31/2017

### Download

#### 2017 1095-C Form

Pay Rate: 3,250.00

250	250	250	250	250	250	250	250	250	250	250	250	250
1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H

O:OE

## NOT ACCEPTED OFFER SHOWING: PENALTY CORRECTION

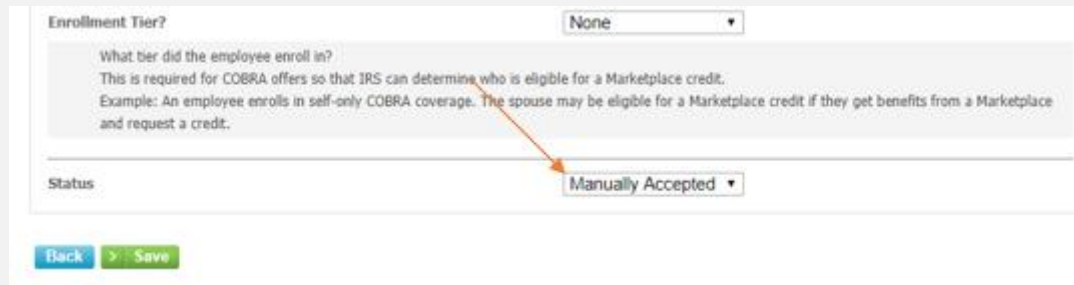
Select either Edit in the offer information on the ACA Employee Data screen or select the offer showing on the ACA Timeline.

Typically, the ACA Timeline is the best choice for reviewing penalty data as this page also includes the 1095-C form data.

# No Offer

## Not Accepted Offer Showing: Penalty Correction

The ACA Offer of Coverage & Enrollment screen would then populate. Verify the details of the offer for accuracy and then select “Manually Accepted” from the drop-down menu and save.



Enrollment Tier? None ▾

What tier did the employee enroll in?  
This is required for COBRA offers so that IRS can determine who is eligible for a Marketplace credit.  
Example: An employee enrolls in self-only COBRA coverage. The spouse may be eligible for a Marketplace credit if they get benefits from a Marketplace and request a credit.

Status Manually Accepted ▾

Back > Save

Complete the ACA Calculation to remove the penalty.

# No Offer

## Not Accepted Offer Showing: Penalty Correction

The nightly ACA Calculation will update the coding on the 1095-C form, but for immediate results, the ACA Calculation can run on the employee to see the 1H/No Offer penalties be replaced with the offer information in lines 14/15 and the Safe Harbor relief code in line 16 if no other penalties apply.

Before

Hide Details

1095-C

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

Offer and Enrollment [+add]

OE : 01/01/2017 - 12/31/2017

ACA Process Submission

Select Actions: Run ACA Engine ▼

Parameters:

☐ Update Forms Ignoring Approval

☒ Advanced Feedback

Submit Action

Download 2017 1095-C Form											
Poverty Level: 1,005.00											
250	250	250	250	250	250	250	250	250	250	250	250
1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H

After

Hide Details

1095-C

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

Offer and Enrollment [+add]

OE : 01/01/2017 - 12/31/2017

Download 2017 1095-C Form											
Poverty Level: 1,005.00											
1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
50	50	50	50	50	50	50	50	50	50	50	50
2G	2G	2G	2G	2G	2G	2G	2G	2G	2G	2G	2G

# No Offer

## Not Accepted Offer Showing: Penalty Correction

If there are many employees listed in the penalty report with No Offer penalties, then it is likely that they did not make an election. The offers can be approved from the Medical Offers screen.

Remember, when approving these offers in mass, the person approving them is validating all selected offers were provided to the employees.

The screenshot displays the PLANSDOURCE user interface. On the left is a vertical navigation menu with the following items: Employee, Dashboard, Find an Employee, Tasks, New Hire Processing, Data & Tools (highlighted with an orange arrow), Reports, Billing, Data, Work Status Processing, Tickets, ACA Form Management, ACA Corrections, ACA Medical Offers (highlighted with an orange arrow), and System Administration. The main content area is titled 'Accepting Medical Offers' and contains a bulleted list: 'Data & Tools > ACA Medical Offers', 'Starts On: Include overlapping plan years', 'Approval: Not Accepted', and 'Leave other defaults as is'. Below this list is the 'Medical Offers' form. This form includes fields for 'Starts On' (From 1/1/2019, To 12/31/2019), 'Population' (dropdown), 'Origin' (dropdown), 'Test Employees' (No), 'Approval' (Not Accepted), 'Manual' (dropdown), 'Eligible' (Yes), and input fields for 'First name', 'Last name', and 'SSN'. A 'Search' button is located at the bottom left of the form. Orange arrows point from the 'Data & Tools' menu item to the 'Medical Offers' form, and from the 'ACA Medical Offers' menu item to the 'Search' button.

Employee

- Dashboard
- Find an Employee
- Tasks
- New Hire Processing
- Data & Tools
- Reports
- Billing
- Data
- Work Status Processing
- Tickets
- ACA Form Management
- ACA Corrections
- ACA Medical Offers
- System Administration

### Accepting Medical Offers

- Data & Tools > ACA Medical Offers
- Starts On: Include overlapping plan years
- Approval: Not Accepted
- Leave other defaults as is

#### Medical Offers

Starts On: From 1/1/2019 To 12/31/2019

Population: [dropdown] Approval: Not Accepted First name: [input]

Origin: [dropdown] Manual: [dropdown] Last name: [input]

Test Employees: No Eligible: Yes SSN: [input]

Search

# No Offer

## Not Accepted Offer Showing: Penalty Correction

By selecting Search, all unapproved eligible offers will remain for validation. To apply the approval to all, select Apply Action to all records found and the Accept button.

Medical Offers ?

☐ Apply Action to all 3 records found

<input type="checkbox"/>	Employee	Origin	Plan Name	Offer		Enrollment		Approval	Eligible For Offer	Offer Calc Date	Max Tier Offered	Self-Only Employee Share	Provides Minimum Value?	Is MEC?	Manual	Last Update
				Starts On	Ends On	Starts On	Ends On									
<input type="checkbox"/>	Ababwa, Ali	New Hire	WEST Kaiser Ded HMO 3500 + Difference Card	09/12/2019	10/31/2019			Not Accepted	Yes	09/12/2019	ALL	0.0	Yes	Yes	No	09/12/2019 by Stewart, Matt
<input type="checkbox"/>	LaForge, Geordi	New Hire	WEST Kaiser Ded HMO 3500 + Difference Card	09/12/2019	10/31/2019			Not Accepted	Yes	09/12/2019	ALL	0.0	Yes	Yes	No	09/12/2019 by Stewart, Matthew
<input type="checkbox"/>	Test, LNP	New Hire	WEST Kaiser Ded HMO 3500 + Difference Card	07/15/2019	08/31/2019			Not Accepted	Yes	07/15/2019	ALL	0.0	Yes	Yes	Yes	09/19/2019 by Stewart, Matthew

☐ UnMask SSN

# No Offer

## No Offer Showing

Offers may not show if a life event was not processed for the offer to be created. An example would be, if someone changed the eligibility start date without a life event. This would not reflect an offer to show for ACA without an event. This is also bad because any previous offers may not be recognized anymore.

There are 3 reasons an offer will be automatically created:

1. New Hire Event
2. Open Enrollment
3. Life Event

It is possible that an offer really wasn't provided, and there is a legitimate penalty.

*\*Missing offers can also happen if the population eligibilities for the plans or costs are not set up correctly to include all of the eligible employees. If the populations are found to be incorrect, it is likely there are other employees missing offers. Contact the Service Team or your Account Manager for population corrections.*

# No Offer

## No Offer Showing: Penalty Correction

In the instance that an offer was given, but was not reflected in the system, an offer may be manually created by clicking the [+add] link after Offer and Enrollment on the ACA Timeline.

Hide Details

1095-C

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

Offer and Enrollment [+add]

Safe Harbor Values

Classification [+add]

Download

2017 1095-C Form

Poverty Level: 1,005.00

250	250	250	250	250	250	250	250	250	250	250	250
1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H



## ACA Offer of Coverage & Enrollment

Hide in-line help ?

### Offer of Coverage & Enrollment

#### What is an offer of coverage?

When an employee is full-time, the IRS requires the employer make an offer to them that is adequate and affordable.

#### An offer of coverage contains 3 things:

- 1 The maximum tier offering that would have been provided to the employee if they had a spouse and dependents.
- 2 Employee Share of Lowest Cost Monthly Premium, for Self-Only MEC Minimum Value Coverage.
- 3 The enrollment associated with this offer time frame.

Start Date\* 01/01/2019  
End Date\* 12/31/2019  
Origin New Hire

#### Origin of the offer.

Plan WEST Kaiser Ded HMO 3500 + Difference Card  
Hire Date 05.01.2019  
Plan Year 11/1/2018 to 10/31/2019

Tier All

This is the maximum tier that would have been offered to the employee if they had a spouse and dependents.

Is Minimum Value (MV)? YES

Did this offer provide minimum value?

Is Minimum Essential Coverage (MEC)? YES

Did this offer provide minimum essential coverage?

Is Eligible? YES

Is the employee eligible for this offer?

EE share 50

Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage

Enroll Start Date

Enroll End Date

Enrollment related to the offer

Is COBRA? NO

Is this a COBRA offer?

Is Missing? NO

If an offer is missing, it means we attempted to find an eligible plan but could not. A missing offer may be valid.  
If an offer is missing, it will not count towards IRS Reporting.  
You can download and adjust missing offers in bulk for forms missing offers in the Data Center.

Enrollment Tier? None

What tier did the employee enroll in?

This is required for COBRA offers so that IRS can determine who is eligible for a Marketplace credit.

Example: An employee enrolls in self-only COBRA coverage. The spouse may be eligible for a Marketplace credit if they get benefits from a Marketplace and request a credit.

Status Manually Accepted

Back Save

## NO OFFER SHOWING: PENALTY CORRECTION

Complete the fields for the offer provided. Keep the in-line help open as it provides helpful explanations on what the values are and how to complete each section.

The offer could then be Manually Accepted as a provided offer and Saved.

## No 1094C MEC

(Formerly displayed as Not MV)

The requirement of 95% of all full-time status employees was not met and more than 5 employees have missing offers

## No 1094C MEC

### **Not Meeting 95% MEC**

If there are many penalties on the Monitoring report listed, it is likely that this penalty may apply.

If at least 95% of all full-time status employees are not offered MEC coverage when required, all full-time status employees that are not enrolled in coverage will have potential penalties.

# No 1094C MEC

## Not Meeting 95% MEC: Penalty Correction

If the penalty report is showing No 1094C MEC for almost everyone in an FEIN for one or more months, then they may not be meeting the 95% MEC offer requirement for those months. This can be verified by going to the ACA Forms Management Review tab and select Edit for the FEIN in question.

### ACA Form Management

<div>Review Approve Produce Transmit Correct Unapprove</div>				
<input type="checkbox"/>	ALE Control Group			Forms
	ALE Member Name	FEIN	Control Group	1094-C
<input type="checkbox"/>	DIVA	123456789	Mountain Creek1	<a href="#">edit</a>
<input type="checkbox"/>	DIVB	223456789	Mountain Creek	<a href="#">edit</a>
<input type="checkbox"/>	DIVC	333456789	Mountain Creek	<a href="#">edit</a>

# No 1094C MEC

## Not Meeting 95% MEC: Penalty Correction

When any of the months are unchecked in column (a) MEC (Minimum Essential Coverage) Offer Indicator, then this means more than 5 full-time employees and more than 5% of the full-time employees have No Offer penalties.

Refer to the No Offer section for how to review and correct these penalties to meet the 95% Requirement. Once 95% or more of the employees are offered MEC coverage, the No 1094C MEC penalties will fall off the other employees.

	(a) MEC Offer Indicator	(b) FTE Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
All 12 months	<input type="checkbox"/>			<input type="checkbox"/>	
January	<input type="checkbox"/>	10	482	<input type="checkbox"/>	
February	<input type="checkbox"/>	11	491	<input type="checkbox"/>	
March	<input type="checkbox"/>	9	493	<input type="checkbox"/>	
April	<input type="checkbox"/>	9	501	<input type="checkbox"/>	
May	<input type="checkbox"/>	10	505	<input type="checkbox"/>	
June	<input type="checkbox"/>	10	506	<input type="checkbox"/>	
July	<input checked="" type="checkbox"/>	0	505	<input type="checkbox"/>	
August	<input checked="" type="checkbox"/>	0	505	<input type="checkbox"/>	
September	<input checked="" type="checkbox"/>	0	508	<input type="checkbox"/>	
October	<input checked="" type="checkbox"/>	0	507	<input type="checkbox"/>	
November	<input checked="" type="checkbox"/>	0	508	<input type="checkbox"/>	
December	<input checked="" type="checkbox"/>	0	508	<input type="checkbox"/>	

## Not MV or Bad Tier

A required offer was not provided that gave (Minimum Value) coverage to an employee/ A required offer was not provided that included proper dependent coverage for an employee

# Not MV OR Bad Tier

## Benefit Plan Error: Penalty Correction

### NOT MV

A Not MV penalty would indicate on the penalty report that the offer provided was not of minimum value according to ACA standards. This could be a true penalty, but it is likely either there is an issue with the plan design or the offer was manually created incorrectly.

Review the offer provided and verify if it is manual. If it is, update accordingly, if not, contact the Service Team or Account Manager.

### BAD TIER

A Bad Tier would be indicated on the penalty report if the Tier is not set properly in the plan design. For example: if the coverage level is listed as employee only, this would reflect a penalty as the dependents/children must always have coverage offered and the spouse if no other coverages were available.

Review the offer provided and verify if it is manual. If it is, update accordingly, if not, contact the Service Team or Account Manager.

# Not MV OR Bad Tier

## Manual Offer: Penalty Correction

To review if an offer is manual, locate the offer for the employee from the ACA Timeline screen.

Select the offer directly below the penalized month(s) shown on the Penalty Report which will correspond with the months on the ACA timeline as pink.

After you open the offer you can find if the status is Manually Accepted which is also the status when manually created. If it is, look up at the Tier or Is Minimum Value and edit to correct if the offers were provided with proper Tier and Minimum Value plans.

**2020 1095-C Form**

Pay Rate: 2,600.00

250	250	250	250	250	250	250	250	250	250	250	250	
1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	1H	

O:OE

**Offer of Coverage & Enrollment**

Start Date\* 01/01/2020  
End Date\* 12/31/2020  
Origin Open Enrollment  
Tier None  
Is Minimum Value (MV)? NO  
Is Minimum Essential Coverage (MEC)? YES  
Is Eligible? YES  
EE share 50.0  
Enroll Start Date  
Enroll End Date  
Is COBRA? NO  
Is Missing? NO  
Enrollment Tier? None  
Manual? Yes  
Last Update 12/03/2020 by Mumby, Chris  
Status Manually Accepted  
Status Updated By Mumby, Chris  
Status Updated On 12/03/2020

Back Delete Entry Save



# Unaffordable

**A required offer was not provided that was affordable for an employee**

# Unaffordable

## Missing Safe Harbors

There are 3 different Safe Harbors used to calculate affordability:

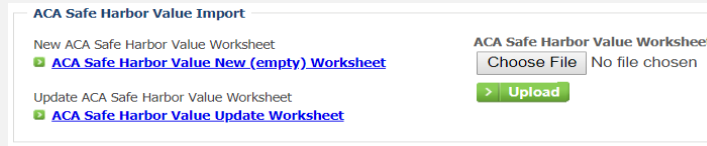
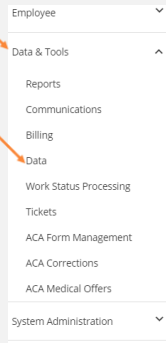
1. Pay Rate
2. W2 box 1
3. Poverty

Typically, the unaffordable penalty will be showing when the Safe Harbor value for the Pay Rate or W2 box 1 has not been entered for the employees. The Poverty Level Safe Harbor is dictated by the IRS each year and is not adjustable, so no entry is necessary. The Pay Rate and W2 Safe Harbors are reliant on an import worksheet. This means that in addition to reviewing the medical offer information for accuracy, the Safe Harbor values should also be imported and reviewed when addressing Unaffordable potential penalties.

# Unaffordable

## Missing Safe Harbors: Penalty Correction

The Safe Harbor Import Worksheets can be found on the Data screen, as seen below, and can be used for uploading employees' Safe Harbor information in bulk.



The **ACA Safe Harbor Value New (empty) Worksheet** should be utilized when loading for employees that do not already have an entry for the reporting year. The **ACA Safe Harbor Value Update Worksheet** would be used for making adjustments to existing records. If more than one entry is loaded in the system for the same year, the calculation may use an incorrect value for the Safe Harbor.

# Unaffordable

## Missing Safe Harbors: Penalty Correction

If the Safe Harbor Values are not loaded for an employee, the ACA Timeline will be empty where the entry is required.

[Hide Details](#)

1095-C

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

Offer and Enrollment [+add]

OE : 01/01/2018 - 12/31/2018

OE : 01/01/2019 - 12/31/2019

Safe Harbor Values [+add]

FEIN: Pay Rate

[Download](#)
2018 1095-C Form

[Download](#)
2019 1095-C Form

Pay Rate: 2,860.00												Pay Rate: 0.00											
												250	250	250	250	250	250	250	250				
1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E				
115	115	115	115	115	115	115	115	115	115	115	115	112	112	112	112	112	112	112	112				
2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H												

0:OE

0:OE

22.00

# Unaffordable

## Missing Safe Harbors: Penalty Correction

Safe Harbor values can be loaded for the individual employee on the ACA Employee Data screen or the ACA Timeline.

The screenshot displays the 'Safe Harbors' section of a software interface. On the left is a sidebar menu with options: Manage Employee, Confirmation History, Billing History, Work Status Event History, ACA Payroll Data, ACA Employee Data, and ACA Timeline. An orange arrow points from the 'ACA Employee Data' menu item to the 'Add Value' button in the table below. The main area is titled 'Safe Harbors' and includes explanatory text: 'What is a safe harbor value? Safe harbors are used to determine if a medical offer is affordable. There are 2 safe harbors that can have values: Pay Rate and W2. For each safe harbor entry, a value must be provided. A safe harbor value can be provided at the organization or the FEIN level. The safe harbor value will apply for the calendar year when it is appropriate based on the safe harbor periods.' Below this is a table with columns: Calendar Year, FEIN, Safe Harbor, Value, Last Update, and Action. The table contains one entry for the year 2018, FEIN Sutter Cane Productions, with a Pay Rate value of 22.0, last updated on 10/23/2019 by Mumby, Chris. An orange arrow points from the '2018' cell to the 'Add Value' button. Below the table are buttons for 'Delete selected' and 'Add Value'. To the right, a form titled 'ACA Safe Harbor Value' is shown with fields for Calendar Year\* (set to 2019), FEIN (a dropdown menu), Safe Harbor\* (set to Pay Rate), and Value\* (set to 24). An orange arrow points from the '2019' value in the form to the 'Add Value' button in the table. At the bottom of the form are 'Back' and 'Save' buttons.

Safe Harbors

What is a safe harbor value?  
Safe harbors are used to determine if a medical offer is affordable.  
There are 2 safe harbors that can have values: Pay Rate and W2. For each safe harbor entry, a value must be provided.  
A safe harbor value can be provided at the organization or the FEIN level.  
The safe harbor value will apply for the calendar year when it is appropriate based on the safe harbor periods.

<input type="checkbox"/>	Calendar Year	FEIN	Safe Harbor	Value	Last Update	Action
<input type="checkbox"/>	2018	Sutter Cane Productions	Pay Rate	22.0	10/23/2019 by Mumby, Chris	<a href="#">Edit</a>

[Delete selected](#) [Add Value](#)

ACA Safe Harbor Value

Safe Harbor Value

Calendar Year\* 2019

FEIN

Safe Harbor\* Pay Rate

Value\* 24

[Back](#) [Save](#)

Enter the correct calendar year, FEIN for the entry, which safe harbor used and the value.

# Unaffordable

## Configuration Error: Penalties Correction

If all of the safe harbor values have been loaded and there are still many unaffordable penalties, changing the elected safe harbor may need to be considered.

It is possible that there is an error in the cost or eligibility configuration.

Remember, the lowest cost eligible plan for “Employee Only” coverage is used to calculate affordability and will reflect the monthly cost on line 15 of the 1095-C form.

If these values are not correct, please reach out to the Service Team or your Account Manager for any changes to the cost, eligibility, or safe harbor elections.

# Penalty Report Review Summary

PENALTY TYPE	PENALTY MEANING	PENALTY REASONS
NO OFFER	A required offer was not provided to an employee that had ACA full time status	<ul style="list-style-type: none"> <li>• Not Accepted</li> <li>• No Offer Showing</li> <li>• Many with No Offer Showing</li> </ul>
NO 1094C MEC	A requirement of 95% of all full-time status employees was not met and more than 5 employees have missing offers	<ul style="list-style-type: none"> <li>• Not Approving Offers</li> <li>• Not Meeting 95% MEC</li> </ul>
NOT MV	A required offer was not provided that gave (Minimum Value) coverage to an employee	<ul style="list-style-type: none"> <li>• Manually Created Offers Incorrectly</li> <li>• Benefit Plan Errors</li> </ul>
BAD TIER	A required offer was not provided that included proper dependent coverage for an employee	<ul style="list-style-type: none"> <li>• Manually Created Offers Incorrectly</li> <li>• Benefit Plan Errors</li> </ul>
UNAFFORDABLE	A required offer was not provided that was affordable for an employee	<ul style="list-style-type: none"> <li>• Missing Safe Harbors</li> <li>• Configuration Error</li> <li>• Unaffordable plans</li> </ul>

# ACA Form Management

IRS Forms



**IRS FORMS**

Year: 2019 ▼

► Form Management

ACA Form Management

Review Approve Produce Transmit Correct Unapprove

ALE Control Group				Forms
ALE Member Name	FEIN	Control Group	1094-C	
<input type="checkbox"/> Sutter Cane Productions	444444444	Matt's Plats	edit	
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	Matt's Plats	edit	
<input type="checkbox"/> Matt's Plats	111111111	Matt's Plats	edit	

**FORM REVIEW**  
This tab produces a bulk file of 1095-C and 1094-C forms that you can download for review.

\*Format: PDF ▼

\*Forms per bulk PDF: 5000

\*Test Employees: Don't include test employee 1095-C forms ▼

UnMask SSN: ☐

Job Email: chris.mumby@plansource.com

Submit Form Creation Job

## REVIEW

Each tab is strategically ordered in the steps that would be completed for reporting.

The Review tab is where all of the 1095-C forms can be created in a PDF or worksheet for review. The forms will show a draft watermark until approved.

## ACA Form Management

Review
Approve
Produce
Transmit
Correct
Unapprove

ALE Control Group			Approval		Availability	Transmission
ALE Member Name	FEIN	Control Group	Approved By	Approved On	1095-C Online For Employees?	Successfully Transmitted On
<input type="checkbox"/> Sutter Cane Productions	444444444	Matt's Plats			No	
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	Matt's Plats			No	
<input type="checkbox"/> Matt's Plats	111111111	Matt's Plats			No	

**FORM APPROVAL**  
 Approving forms will do three things:  
 1. Make the 1095-C forms available for subscribers.  
 2. Email subscribers letting them know their 1095-C form is available online.  
 3. Authorize the forms for transmission to the IRS.

Under penalties of perjury, I declare that I have examined these returns and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

\*First Name:

\*Last Name:

\*Title:

Email Subscribers? ☐

Approve Selected FEINs

## APPROVE

Approving forms will lock them from any changes unless unlocked for correction or unapproved. Forms are only able to be approved by the selected approval person. Each tab will have limited options for others that have not been given that privilege. The person that approved will be displayed in the Approval section.

If 1095-C Online For Employees is Yes, then they are given access to an email notification. If this is preferred, be sure to check the box to activate the email for subscribers to be notified. After approval has completed the forms will be available for download and employees will be able to opt out of paper forms.

## ACA Form Management

Review
Approve
Produce
Transmit
Correct
Unapprove

Fulfillment enabled

ALE Control Group			Needs Mailed			Status
ALE Member Name	FEIN	Control Group	Pending	Mailed	Deleted	
Sutter Cane Productions	444444444	Matt's Plats	81	0	0	Not Approved
TraceBusterBuster, Inc.	222222222	Matt's Plats	27	0	0	Not Approved
Matt's Plats	111111111	Matt's Plats	37	0	0	Not Approved

**1095-C MAILING**  
To produce 1095-C forms, select the FEINs you want to include and submit a job.  
When this job is complete it will create a ticket with the bulk mailing file attached to it.  
Note: Because this is for mailing, it will not include 1094-C forms.

Mailing 1095-C forms to employees is the responsibility of the employer.

\*Format: PDF
\*Forms per bulk PDF: 5000
\*Employees: Employees who want a paper form
\*Include previously mailed forms: No
Population: - No Population -
\*Tentative Mail Date:
UnMask SSN:
Job Email: chris.mumby@plansource.com

Submit Form Creation Job

## PRODUCE

The checkboxes will not appear here until the forms have been approved. If you see Fulfillment enabled, PlanSource will be completing the mailing of the forms.

Once forms are created the status will move from pending to mailed.

Forms creation options:

- 1 – All employees
- 2 – Employees who want to receive paper forms
- 3 – Employees who have not elected to receive paper forms

## ACA Form Management

Review
Approve
Produce
**Transmit**
Correct
Unapprove

ALE Control Group		Issues				Transmission						First Transmit to the IRS	Status
ALE Member	FEIN	Correct		Reject		Pending		Processing		Complete			
		1094C	1095C	1094C	1095C	1094C	1095C	1094C	1095C	1094C	1095C		
<input type="checkbox"/> Sutter Cane Productions	444444444	1	11	0	0	0	69	0	0	0	0		Approved ready for transmit on 3/20
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	0	0	0	0	1	33	0	0	0	0		Approved ready for transmit on 3/1
<input type="checkbox"/> Matt's Plats	111111111	1	23	0	0	0	14	0	0	0	0		Approved ready for transmit on 3/20

**FORM TRANSMISSION**  
 If you would like to transmit now, select the FEINs you would like to transmit and press the "Transmit to the IRS" button.  
 Each transmission gets its own job. When each job is complete it will create a ticket with the transmission confirmation attached to it.

If you would like an email when the job is complete, enter your email address below:

Email

**Transmit to the IRS**

☐ Force transmit without validation

## TRANSMIT

Only the designated approver can complete and transmit the forms to the IRS. A ticket will be created and include a detailed summary of the transmission.

This tab will display the status of the forms for pending, processing, completed, rejected or sent back for corrections. Make sure to refer back to this page after transmitting to verify all forms are Complete.

## ACA Form Management

Review
Approve
Produce
Transmit
Correct
Unapprove

Fulfillment enabled

ALE Control Group			Corrections		Mailing		Notifications (Online 1095-C)	
ALE Member Name	FEIN	Control Group	1094-C	1095-C	Pending	Mailed	Pending	Notified
<input type="checkbox"/> Sutter Cane Productions	444444444	Matt's Plats	1	11	0	1	0	0
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	Matt's Plats	0	0	0	0	0	0
<input type="checkbox"/> Matt's Plats	111111111	Matt's Plats	1	23	0	0	0	0

**1095-C CORRECTION MAILING**  
To produce corrected 1095-C forms, select the FEINs you want to include and submit a job. When this job is complete it will create a ticket with the bulk mailing file attached to it. Note: Because this is for mailing, it will not include 1094-C forms.

\*Format: PDF  
\*Forms per bulk PDF: 5000  
\*Employees: Employees who want a paper form  
\*Include previously mailed forms: No  
Population: - No Population -  
\*Tentative Mail Date:  
UnMask SSN:  
Job Email: no-reply@plansource.com

Submit Form Creation Job

**1095-C CORRECTION NOTIFICATION**  
Select the FEINs you want to include and submit a job. This will email the selected employees letting them know their corrected 1095-C form is available online.

\*Employees: Employees who don't want a paper form  
\*Include previously notified forms: No  
Population: - No Population -  
\*From Address: chris.mumby@plansource.com  
\*Email Subject: 1095-C Corrected Form Available  
\*Email Message: A Correction to your IRS 1095-C form is available for download.  
\*Signature: Your Benefits Manager

Submit Notification Job

## CORRECT

Corrected forms can be tracked and created from this tab.

The forms can be created by PDF or sent to your employees via email if they have chosen to opt out of the paper form and receive it electronically.

## UNAPPROVE

It is not recommended to ever Unapprove forms unless consulting with the Service Team or Account Manager.

By unapproving the forms it removes all history and will have an impact to the IRS form transmission.

ACA Form Management

[Review](#) [Approve](#) [Produce](#) [Transmit](#) [Correct](#) [Unapprove](#)

ALE Control Group					Transmission
ALE Member Name	FEIN	Control Group	Approved By	Approved On	Transmitted On
<input type="checkbox"/> Sutter Cane Productions	444444444	Matt's Plats	Chris Mumby	09/12/2019	
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	Matt's Plats	Chris Mumby	10/25/2019	
<input type="checkbox"/> Matt's Plats	111111111	Matt's Plats	Matt Stewart	09/12/2019	

**Unapproval**  
Unapproving forms will hide them from subscribers and unauthorize them for transmission to the IRS.

[Unapprove Selected FEINs](#)

# ACA FORM MANAGEMENT

TAB	FUNCTION
REVIEW	<ul style="list-style-type: none"> <li>• Create drafts in PDF or Excel of 1094C and 1095C forms</li> <li>• Edit 1094C forms</li> </ul>
APPROVE	<ul style="list-style-type: none"> <li>• Processes and tracks the approval of 1094C and 1095C forms</li> <li>• Locks all forms after approval</li> <li>• Only can be completed by approval person(s)</li> </ul>
PRODUCE	<ul style="list-style-type: none"> <li>• Creates forms to be mailed to EE's and Excel option for labeling</li> <li>• Tracks the production of mailed forms for auditing purposes</li> </ul>
TRANSMIT	<ul style="list-style-type: none"> <li>• Tracks progress of Transmission</li> <li>• Tracks Corrections/Rejections/Completions</li> </ul>
CORRECT	<ul style="list-style-type: none"> <li>• Tracks the number of forms needing correction</li> <li>• Produces only the corrected forms for mail or email</li> </ul>
UNAPPROVE	<ul style="list-style-type: none"> <li>• Unapproves and unlocks all 1094C and 1095C form</li> <li>• Should only be completed after reviewed with the ACA Support Team</li> </ul>

## ACA State Transmission

If using us for state transmission filing, there is a separate approval process that will be available once there is a successful transmission to the IRS. Selecting the link will bring you to the ACA State Transmissions page.

(2) FEIN State Transmissions (1 DC, 1 NJ)

[Review](#) [Approve](#) [Produce](#) [Transmit](#) [Correct](#) [Unapprove](#)

ALE Control Group				Forms
ALE Member Name	FEIN	Control Group	1094-C	
<input type="checkbox"/> Sutter Cane Productions	444444444	Matt's Plats	<a href="#">edit</a>	
<input type="checkbox"/> TraceBusterBuster, Inc.	222222222	Matt's Plats	<a href="#">edit</a>	
<input type="checkbox"/> Matt's Plats	111111111	Matt's Plats	<a href="#">edit</a>	

**FORM REVIEW**  
This tab produces a bulk file of 1095-C and 1094-C forms that you can download for review.

\*Format:

\*Forms per bulk PDF:

\*Test Employees:

UnMask SSN: ☐

Job Email:

[Submit Form Creation Job](#)



ACA State Transmissions

Ready Started Finished

<input type="checkbox"/>	Year	↑ FEIN	State	Forms	Federal Transmission	Action
<input type="checkbox"/>	2019	Sutter Cane Productions	DC	9	Initial - 02/26/2020	<a href="#">Download to Edit</a>
<input type="checkbox"/>	2019	Matt's Plats	NJ	1	Initial - 02/26/2020	<a href="#">Download to Edit</a>

Approve

Bulk Actions: 0 Transmission(s) Selected

[Add State Transmission](#) [Upload Form List](#)

## ACA State Transmission

Following the successful IRS transmission, the ACA State Transmission screen can be used to approve forms for state filing. See PlanSource University for a complete guide on State Transmissions.

## ACA Printing & Distribution Service

**We can print and distribute the forms to your employees**

# 1095-C Printing and Distribution Service

**You must Opt-in for Printing and Distribution Service**

<https://plansource.com/products/aca-compliance/fulfillment/>

1. Complete the form on the link above
2. You will receive an invoice for the fulfillment fee for the total number of 1095-C forms we expect to print and mail
3. Submit your payment
  - \$2.50 per form approved 15 days prior to the IRS deadline
  - \$3.00 per form approved less than 15 days prior to the IRS deadline
  - *We cannot move your forms to printing and mailing prior to receiving payment*
4. Complete the process to review and approve your 1094(5)-C forms
5. PlanSource will print and distribute your employee forms

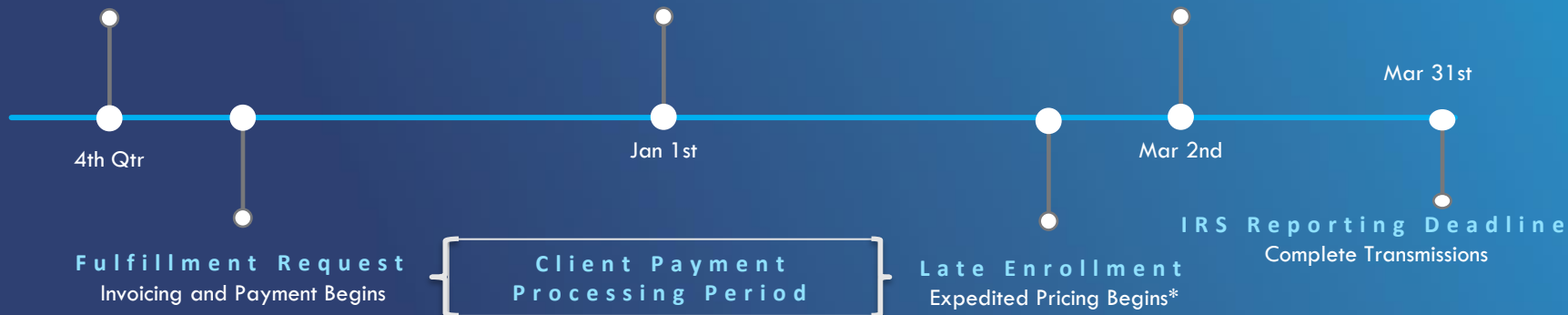
# ACA FULFILLMENT

## 2020 Reporting Timeline

**2020 Fulfillment**  
Opt-in Opens

**ACA Year Closes**  
Approval Window Begins

**Employee Mailing**  
Postmark Due Date



*\*All forms submitted for processing (approval and paid) less than 15 days prior to the IRS Deadline will be subject to a \$0.50 per form expedited processing fee*

## Finished ACA Reporting

# Are You Ready for ACA Summary

SECTION	TOPICS REVIEWED
ACA ONGOING CHECKLIST	<ul style="list-style-type: none"><li>• Change ACA Culture to actively review throughout the year</li><li>• Per Pay Period, Per Month, End of Year</li><li>• Mastering the Monitoring Report is mastering ACA</li></ul>
ACA TIMELINE	<ul style="list-style-type: none"><li>• A 2 year graphic display of employee ACA data and 1095-C</li><li>• Best place to review and correct employee penalties</li><li>• Can calculate immediate updates to employees forms</li></ul>
PENALTY REPORT REVIEW	<ul style="list-style-type: none"><li>• Reviews Monitoring Report creation and different penalty definitions</li><li>• Includes the most common penalty reasons and how to correct them</li></ul>
FURLOUGH REVIEW	<ul style="list-style-type: none"><li>• Furloughs impact ACA measurements</li><li>• Adjustments can be made to measurements based on furlough periods</li><li>• Special Unpaid may be used for hours during furlough</li></ul>
ACA FORM MANAGEMENT	<ul style="list-style-type: none"><li>• Tabs are in sequential order to complete transmissions</li><li>• Only approval person can complete all steps required</li></ul>
ACA FULFILLMENT	<ul style="list-style-type: none"><li>• How and where to sign up for PlanSource Fulfillment</li><li>• Payment and approval is required before service is rendered</li></ul>

Q&A and Thank you!