

ACA & Benefits

October 19th, 2023

APS Workforce Management



What Is ACA and Why Are Employers Required To Do It?

- ACA: Affordable Care Act
- ALE's (Applicable Large Employers) are required to provide Form 1095-C to any employee that was full-time for at least one or more months in the given calendar year. Regardless of whether the employee was full-time for one month, all twelve months, or any period in-between, the employer is required to provide a Form 1095-C to them.
- Form 1095-C provides information about the medical coverage offered by the employer to the employee, and whether the employee enrolled in coverage.

Elements & ACA

- In Elements, you will need three items setup in order to accurately produce data for ACA.
 - Benefit Profile
 - ACA Profile
 - Medical Benefit Plan(s)
- Benefit Profile – determines an employees' eligibility as well as defines the open enrollment period for each benefit plan.
- ACA Profile – determines the federal rates at which coverage is considered affordable for an employee; determines periods that are used to measure an employees' full-time status.
- Medical Benefit Plans – houses the coverage options and payroll deduction(s) for the medical benefit option(s) offered to your employees.

Assigning Benefit Profiles to Employees

- The Benefit Profile must be assigned to the employee so that the ACA timeline knows when the employee was eligible for benefits. The effective date on the benefit profile must be the date that the employee became eligible for benefits.
- Example: Aaron Rowe was hired on February 18th, 2023. Your company has a waiting period of 60 days, adjusted to the first of the following month. Therefore, Aaron needs a benefit profile assigned for the day that he becomes eligible, which would be May 1st, 2023. (2/18/23 + 60 days = 4/19/23 -> adjusted to 1st of the following month)

Make sure you are on the employee's main tab

The screenshot shows the 'Employee Profile' page for Aaron Rowe. The top navigation bar includes 'System Administrator' and 'Employee ID: TM4348800070'. The left sidebar lists various tabs: Main, Payroll, HR, Schedules, Accruals, ACA, and Edit Tabs. The 'Main' tab is selected. The main content area is divided into sections: 'Account Information' (with fields for EIN, Username, External ID, etc.), 'Security Questions', and 'Two-Factor Authentication'. On the right, the 'Profiles' section is expanded, showing a grid of categories such as Access, Competency, Holiday, Learning, Onboarding, Performance Review, Role, Succession, TS Auto Population, Accruals, Demographic, Labor Distribution, Leave of Absence, Pay Period, PST Population, Security, Timesheet, and Training. The 'Benefit' section at the bottom of the Profiles grid is highlighted with a red box, and the '+ Add' button within it is also highlighted.

Be on the "Profiles" section

Under "Benefit", select +Add

Select the 'Browse' button on the second line of the Benefit Profile. Then, select the appropriate Benefit Profile for the employee.

This screenshot shows a web form for editing a Benefit Profile. Under the 'Benefit' section, there are two rows of data. The second row has a 'Choose...' dropdown menu with a magnifying glass icon, which is circled in red. Below this row is an 'Effective Date' field with the value '12/31/1900' and a calendar icon. At the bottom of the section is a '+ Add' button.

This screenshot shows the same Benefit Profile form as the previous one, but with the 'Effective Date' field highlighted by a red circle. The date is '12/31/1900'. Below it, the 'Benefit OE' field is visible with a value of '05/01/2023' highlighted by a red circle. The '+ Add' button is also visible.

Then, type in the effective date of the profile. (This should be the date that the employee became eligible for benefits).

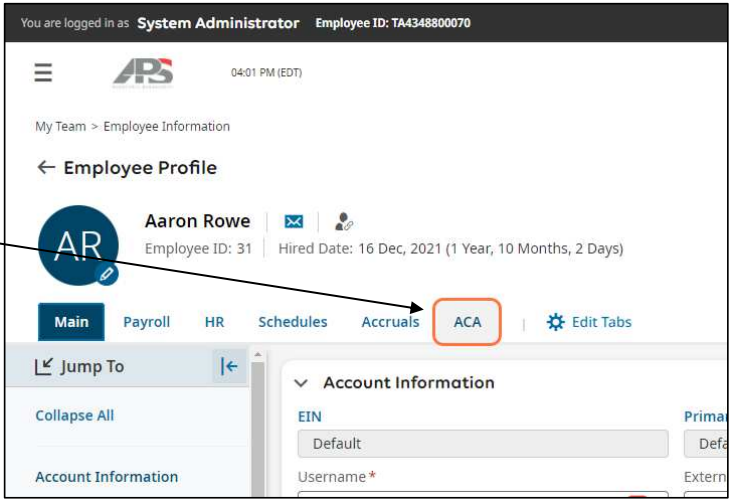
This screenshot shows the top right corner of the application interface. It includes a search bar, a language dropdown set to 'EN', and user profile icons. Below these are three buttons: 'Utilities', 'Download PDF', and 'Save', with the 'Save' button highlighted in red. There is also a 'Single-Column View' toggle and a 'Search Widget Names' search bar.

When done, click save at the top right of the page.

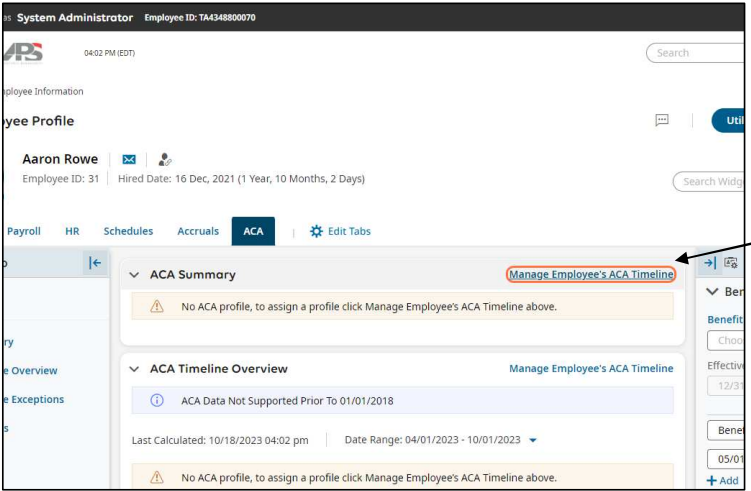
Assigning ACA Profiles to Employees

- The ACA Profile must be assigned to the employee so that Elements knows whether the employee has non-variable full-time hours or if they have varying hours throughout the measurement period.
- The ACA profile will be assigned in the default 1/1/2012 effective date spot.

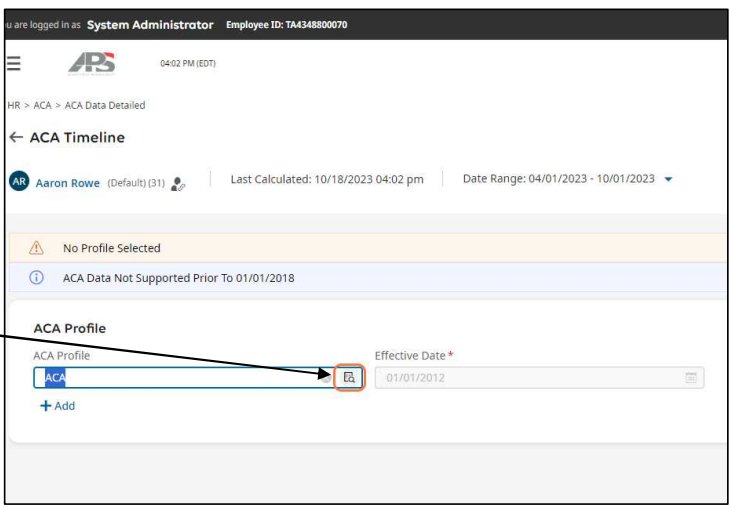
Ensure you are on the ACA tab on the employee's profile



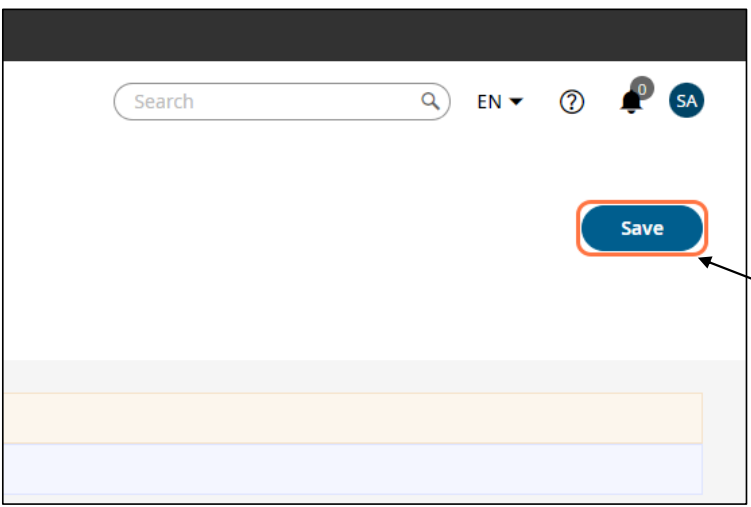
Select "Manage Employee's ACA Timeline"



Select the 'browse' button, then choose the ACA profile.



When done, press save.



Assigning Benefit Plans Manually

- If your employees are using open enrollment in Elements, you won't need to do this because they will select their coverage in open enrollment. If you aren't using open enrollment in Elements, you'll need to manually add the medical benefit plan (at minimum) to each employee.

Make sure you are on the employee's HR tab

You are logged in as **System Administrator** Employee ID: TA434880070

04:34 PM (EDT)

My Team > Employee Information

Employee Profile

Aaron Rowe
Employee ID: 31 | Hired Date: 16 Dec, 2021 (1 Year, 10 Months, 2 Days)

Main Payroll **HR** Schedules Accruals ACA | Edit Tabs

Jump To

Collapse All

Benefit Plans

Enrolled Waived

Page 1 of 1 | 0 Rows | Current

Select the +Add button under the "Benefit Plans" widget

Search Widget Names

Single-Column View

Benefit Plans

+Add

Deduction Effective From	Deduction Effective To	Coverage Effective From	Coverage Effective To	Not

Currently Scheduled

Seq.	Deduction	Begin Date	End Date	Type	Amounts	Last PR	MTD	QTD
1	401(k)	12/31/1900	12/31/9999	EE / ER				

Type in the effective date of the coverage.

Add Employee Benefit Plan

Please select employee(s) and benefit plan coverage to use for new employee benefit plan(s).
The Coverage Effective From date would be calculated for every benefit plan based on any waiting period rules in each plan, if no rule exists in the plan then the Coverage Effective From date will be the As Of Date.

Employee *

Aaron Rowe

Effective From *

mm/dd/yyyy

Effective To

mm/dd/yyyy

Cancel Save

Select the browse button, then choose the plan and coverage level. Then save.

Add Employee Benefit Plan

Please select employee(s) and benefit plan coverage to use for new employee benefit plan(s).
The Coverage Effective From date would be calculated for every benefit plan based on any waiting period rules in each plan, if no rule exists in the plan then the Coverage Effective From date will be the As Of Date.

Employee *

Aaron Rowe

Effective From *

05/01/2023

Effective To

mm/dd/yyyy

Benefit plan *

Medical PPO (EE + Spouse)

Override Deduction Dates

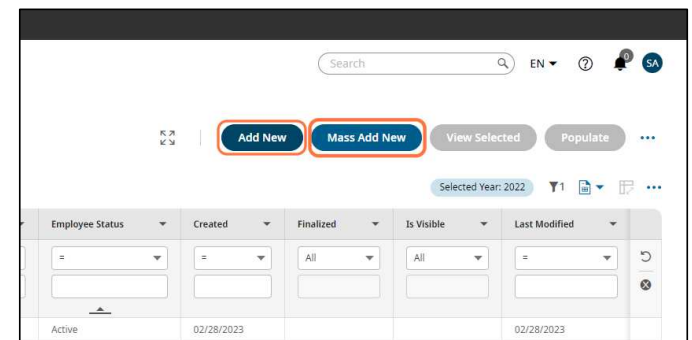
Cancel Save

ACA Reports

- Here are a few helpful reports when preparing to produce your 1095-C Forms.
 - ACA Data Summary (menu > Team > HR > ACA > ACA Data Summary). This report will break down each month and show you the number of compliance alerts by month, the number of ACA full-time employees, the number of employees approaching ACA full-time, and the number of ACA part-time employees.
 - ACA Status Change (menu > Team > HR > ACA > ACA Status Change). This report will also show you the ACA status of your employees (ACA Full-time or ACA Part-time)
 - ACA Data Detailed (menu > Team > HR > ACA > ACA Data Detailed). This report will show you each employee's 1095-C line 14 and line 16 codes by month. This will be helpful in determining if each employee's timeline is accurate based on their offer of coverage and their election/non-election of coverage.
- Keep in mind that ACA full-time is an average of 30+ hours/week over your measurement period. ACA part-time is an average of less than 30 hours/week over the measurement period.

Creating and Populating Your 1095-C Forms

- When you're ready, you will create, populate, review, and finalize your 1095-C's. Here is the menu path to access those forms:
 - menu > team > HR > ACA > Forms > Employee Forms 1095-C
- You can add single forms at a time or you can mass add forms.
- Once you have finalized the 1095-C forms, you will need to call or email APS so that we can release the forms to your employees who have given electronic consent and/or print forms if you have chosen for APS to print the forms.



Populating, Reviewing, Finalizing

This screenshot shows the 'Employee Forms 1095-C' interface. The 'Populate' button is highlighted with a red box. A blue selection box covers the entire table of employee forms, indicating that all forms are selected. A callout box points to the 'select all' checkbox in the table header.

Employee Id	First Name	Last Name	Employee Status	Created	Finalized	Is Visible	Last Modified
starts with	starts with	starts with	=	=	All	All	=
2451							
4015							
4041							
3183							
3925							
1268							
1653							
2967							
3151							
3401							
3924							
3970							
4138							
4124							
4143							
4159							

Select all forms by checking the "select all" box

Select Populate to populate the codes onto the form.

Once you have reviewed all of your Forms 1095-C and you are ready to finalize them, select the actions button, then select Finalize.

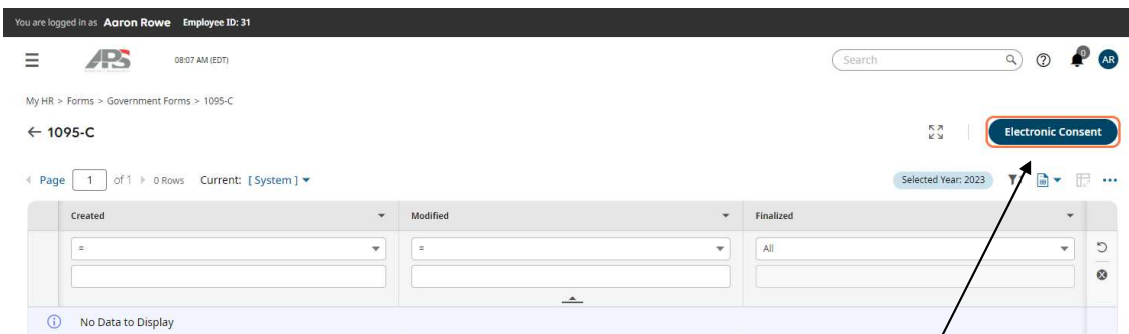
This screenshot shows the 'Employee Forms 1095-C' interface with the 'Finalize' button selected in the actions menu. The 'Populate' button is also highlighted with a red box. A callout box points to the 'Finalize' button in the actions menu.

Employee Id	First Name	Last Name	Employee Status	Created	Finalized	Is Visible	Last Modified
starts with	starts with	starts with	=	=	All	All	=
2451							
4015							
4041							
3183							
3925							
1268							
1653							
2967							
3151							
3401							
3924							
3970							
4138							
4124							
4143							
4159							

Electronic Consent

- Your employees can elect to give electronic consent for W-2s, 1095s, and 1099s. Employees giving electronic consent saves you the cost of APS shipping forms to your employees. APS charges to produce the form, but you can save on shipping by having your employees give electronic consent.

W-2 Electronic Consent: menu > My Info > My HR > Forms > Government Forms > W2
1095-C Electronic Consent: menu > My Info > My HR > Forms > Government Forms > 1095-C



For both W-2s and 1095-Cs, the 'Electronic Consent' button will be in the top right corner of the screen.

For both W-2s and 1095-Cs, employees will check the box to "Receive Form 1095-C/W-2 Electronically". Then select save.

