Preparing for ACA

10.03.2024

agenda

-Review: what is ACA and who needs to report 1095s

-What is needed to properly prepare employee ACA data for the 1095s

-ACA reports

-ACA in Elements

-ACA checklist/timeline

What is ACA and who needs to report 1095s?

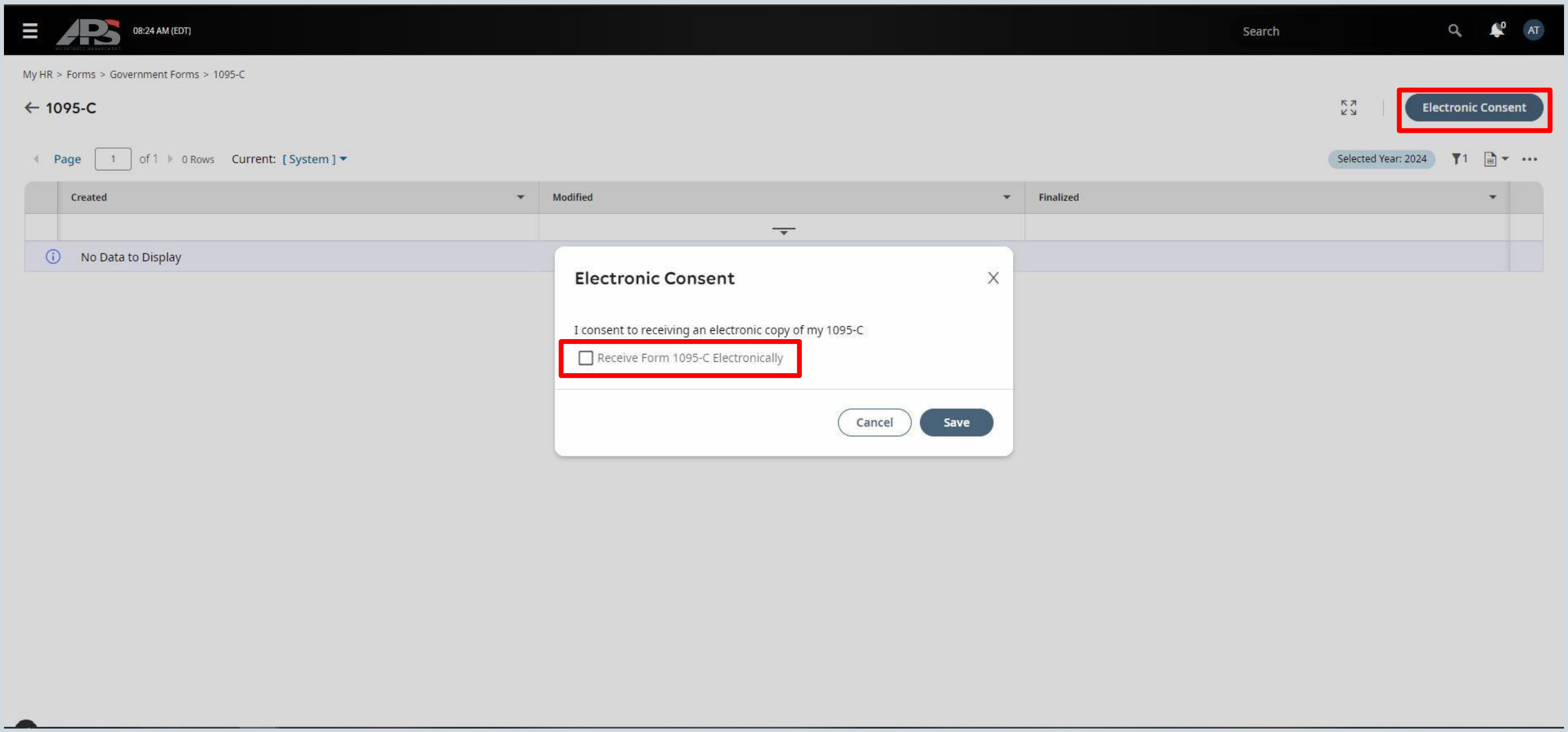
- ACA: Affordable Care Act
  - Was established in 2010 in an attempt to make health insurance more affordable and available to Americans
  - The IRS requires Form 1095-C to be produced and filed as a report to show what health insurance was offered to employees.
- Who needs to report 1095s?
  - Employers with 50+ full-time employees, or full-time equivalents

preparing employees for ACA in the system

- Company-level necessities
  - ACA module must be enabled (additional fees apply)
  - ACA profiles must be configured by an APS team member
  - Company **medical** benefit plans must be created
  - Benefit profile(s) must be created
- Employee-level necessities
  - ACA profile must be assigned – set this profile for the system's default date (01/01/2012)
  - Benefit profile must be assigned – should be assigned for the **day the employee is eligible** for benefits
  - Benefit plan must be set on the employee based on their health insurance election (enrolled & coverage level or waived)
  - Accurate payroll/time entry data (used to calculate full-time status)
  - *optional* - employees give electronic consent for their 1095-Cs

Employee electronic consent

Menu > My Info tab > My HR > Forms > Government Forms > 1095-C



Viewing Employee Electronic Consent

Menu > Team tab > HR > ACA > Froms > Employee Forms > 1095-C

09:09 AM (EDT) Search English (US) SA

HR > ACA > Forms > Employee Forms 1095-C

Employee Forms 1095-C

Add New | Mass Add New | View Selected | Populate

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Selected Year: 2023

Employee Id	First Name	Last Name	Employee Status	Created	Finalized	Is Corrected	Last Modified	1095-C Electronic Con...	1095-C Electronic Con...
7	ACA	TEST	Active	12/08/2023	Yes	No	12/08/2023	Yes	10/03/2024
8	ACA	TEST2	Not In Payroll	12/08/2023	Yes	No	12/08/2023	No	
9	ACA	TEST3	Not In Payroll	12/08/2023	Yes	No	12/08/2023	No	
10	ACA	TEST4	Not In Payroll	12/08/2023	Yes	No	12/08/2023	No	
11	ACA	TEST5	Terminated	12/08/2023	Yes	No	12/08/2023	No	

ACA reports

- ACA Data Detailed (menu > team tab > HR > ACA > ACA Data Detailed)
  - Provides an in-depth look at employee ACA timelines and information
  - Typically run for one month at a time
- ACA Data Summary (menu > team tab > HR > ACA > ACA Data Summary)
  - Provides a high-level overview for employee ACA timelines
  - Typically run for a year at a time

ACA in Elements

ACA checklist/timeline

- On a **monthly** basis...
  - You should be checking to ensure all employees have an ACA profile and benefit profile assigned, as well as the appropriate benefit plan election assigned.
  - Even if your waiting period is 60 days FOFM, you should be able to audit this monthly to ensure folks have the appropriate profiles assigned at hire, then once they've reached eligibility for the plan, they have completed their new hire enrollment.
- On a **semi-annual** basis...
  - Review the ACA Data Detailed and ACA Data Summary reports to do a pulse check on the ACA timeline for the months prior.
- In **November**...
  - Review the ACA Data Summary report to review compliance alerts and ensure all employee ACA timelines are up-to-date, and information is not missing. (Not all compliance alerts are bad, but it is good to review them to ensure something doesn't need immediate attention).
- In **December**...
  - At the end of the month (usually after Christmas and before New Years'), recalculate all employee ACA timelines and review compliance alerts.
  - (optional) Mass add 1095 forms for necessary employees
- In **January**...
  - Recalculate all employee ACA timelines, then populate the 1095s
  - Review ALL employee 1095s to ensure information is populated accurately. Once reviewed, you can finalize the forms and contact APS to get them released for electronic access and/or printed and shipped