

# ACA QUICK-START GUIDE

(ACA Reporting on 1094/1095-C's – 3 Easy Steps)

## STEP 1: COMPANY-LEVEL ACA SETUP

Please **complete and return the attached Company-level ACA setup form** to your Inova ACA Implementation Specialist at [ACA@inovapayroll.com](mailto:ACA@inovapayroll.com). This information is required for populating the 1094-C Employer Transmittal form.

## STEP 2: EMPLOYEE-LEVEL ACA SETUP

Identify and populate all required fields on the Employee>ACA tab in Evolution as shown below. The Employee>ACA tab will be part of your ongoing new hire and/or termination processes after your initial data population. These fields are date-sensitive and must be effective-dated accordingly. Refer to our ACA Training Guide and video tutorial for tips on utilizing the "Copy To" and "Effective Period" editing features. **NOTE: Inova personnel are not at liberty to offer advice on what should be coded in this area, only how to populate the fields once you have identified which codes to apply. Please consult with your benefits broker and/or legal counsel for guidance on which codes apply to your organization.**

The screenshot shows the 'ACA' setup form for an employee. It includes fields for ACA Status, ACA Benefit, ACA Policy Origin, Reporting options, ACA Coverage Offer, ACA Relief Code, and an ACA History table. Red circles with numbers 1-7 point to specific fields: 1 (ACA Status), 2 (ACA Benefit), 3 (ACA Format), 4 (Form Type), 5 (ACA Coverage Offer), 6 (ACA Relief Code), and 7 (ACA History button).

Month	ACA Coverage Offer	ACA Relief Code
January	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
February	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
March	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
April	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
May	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
June	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
July	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
August	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
September	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
October	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
November	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage
December	1E-MEC for EE, Spouse, and Dependents	2C-Employee Enrolled in Coverage

- (1) **ACA Status field** – Full-time, Part-time, Variable Hour, Seasonal, Seasonal > 120 - populates Full-time counts on Part III of 1094-C
- (2) **ACA Benefit/Lowest Cost Benefit fields** – pulls in information from Company>Benefits rate tables – populates Line 15 of Form 1095-C, if applicable (may require additional setup described below)
- (3) **ACA Format field** – select desired method of producing Form 1095-C for employee (e.g., Both = Electronic on Employee Portal or Paper format)
- (4) **Form Type field** – select 1095-C for eligible **full-time employees only** (some exceptions apply). **NOTE:** Form 1095-B's are not currently being offered by Inova Payroll.
- (5) **ACA Coverage Offer field** – Apply 1-Series Codes to describe offer of coverage made – populates Line 14 of Form 1095-C
- (6) **ACA Relief Code field** – Apply 2-Series Codes to describe additional employee information – populates Line 16 of Form 1095-C, as applicable
- (7) **ACA History screen** – clicking on the **ACA History** button expands the view of you ACA Coverage Offer and ACA Relief Code field setup and allows you to make updates to these two fields on the fly. Also helps you visualize if your effective dating is set correctly.

### STEP 3: RUN AND REVIEW THE "ACA 1095 PREVIEW REPORT"

After your **Employee-level ACA** tab data is populated, run and review the "ACA 1095 Preview Report" to view your results. This report is available in your **Reports>Run Reports** list. The "ACA 1095 Preview Report" will only show the basics required to populate Parts I, II and III of your final 1095-C forms.

To run this report:

- (1) Go to **Reports – Run Reports**
- (2) Select the **ACA 1095 Preview Report (S3125)** (**NOTE:** Please contact your local Customer Service Representative if you do not see this report included in your Run Reports list.)
- (3) Select the company(ies) to include in the report
- (4) Click the **Report Parameters** tab to select the Year and apply other parameters such as masking sensitive information.
- (5) Preview and run the report. This report gives a generic snapshot of how the three parts of the Form 1095-C will be populated when formally processed. (**NOTE:** The screen shot below is an example of an employee's record that has not been entirely completed.)

ACA 1095 Preview Report (S3125)														
Period Range : 01/01/2015 TO 12/31/2015														
Part 1		EE#	Sally Demo										XXX-XX-XXXX	
		1234 Jones Street	Atlanta										GA 37211	
Part 2		All Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Offer Of Coverage		1A												
EE Health Cost														
Safe Harbor														
Part 3		This employee has no dependents												

## ADDITIONAL CONSIDERATIONS

**Question 1: Are you required to populate Line 15 (Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage) on the 1095-C?**

- If Yes, please refer to the Benefits Setup section of your ACA Training Guide for a detailed explanation of how to populate this data in your system.
- If No, the 3 steps above will cover your setup requirements

**Question 2: Do you offer a self-insured insurance plan?**

- If Yes, please refer to the HR/Benefits Overview and Assign Dependents sections of your ACA Training Guide for a detailed explanation of how to populate this data in your system.
- If No, the 3 steps above will cover your setup requirements

**Question 3: Are you part of an aggregated (control/consolidated) group for ACA reporting purposes? (This includes companies in a control group that are not managed by Inova Payroll)**

- If Yes, please refer to the Consolidated Reporting section of your ACA Training Guide for tips on identifying aggregated groups
- If No, the 3 steps above will cover your setup requirements



## 2022 ACA COMPANY-LEVEL SETUP

\*\*\* RETURN TO [ACA@INOVAPAYROLL.COM](mailto:ACA@INOVAPAYROLL.COM) FOR PROCESSING \*\*\*

Client/Company ID:		Client Name:	
Related Company ID's:			
Contact:		Contact #:	E-Mail:
Is your company part of an ACA Control Group?		<input type="checkbox"/> Yes* <input type="checkbox"/> No <small>*Aggregated reporting for ACA purposes only. Control groups are required to populate Lines 19 and 21 of the Form 1094-C, if applicable. If not all companies in a Control Group are managed by Inova Payroll, please consult with your legal counsel to determine how to apply this setup to your organization. Submit one form for each entity not part of the Aggregated Control group.</small>	
If yes, please list all members of the Control Group and identify which member is considered the primary member on the first line. <sup>(1)</sup>  <small>(Attach spreadsheet if additional space is required.)</small>	<b>Client ID      Company ID      FEIN      Legal Name</b>		
	(1)		
Comments:			
Is your health insurance plan a Self-Insured plan?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	Administration Period	
*If yes, have you entered required dependent level information (or provided import file to your Inova ACA Implementation Specialist)?		<input type="checkbox"/> Yes <input type="checkbox"/> No** <small>**If No, please enter or provide import file to your Inova ACA Implementation Specialist</small>	
Indicate Available Certification of Eligibility	<input type="checkbox"/> Qualifying Offer Method <input type="checkbox"/> 98% Offer Method  <small>(Select all that apply – required to populate Line 22 – Certifications of Eligibility of the 1094-C)</small>		
Are you required to populate Line 15 on the 1095-C form (Lowest Cost Plan offering)?	<input type="checkbox"/> Yes** <input type="checkbox"/> No <small>**If Yes, please ensure that you have benefit rate tables set up for your organization and identify which health plan is considered your Lowest Cost Plan offering for Employee Only coverage. If you do not currently have benefit rate tables set up in Evolution for your organization, please submit a list of your company's benefit plans and rate tiers to your Inova ACA Implementation Specialist for processing. (Required for organizations utilizing codes 1B-1E on Line 14 of the 1095-C)</small>		