Reporting User Guide v1.8.0

Workforce Tracking, Forms Reporting & E-Filing

(ACA Time Tracking & Reporting)

Contents

1. INTRODUCTION

1.1 REPORTING – SCOPE and PURPOSE

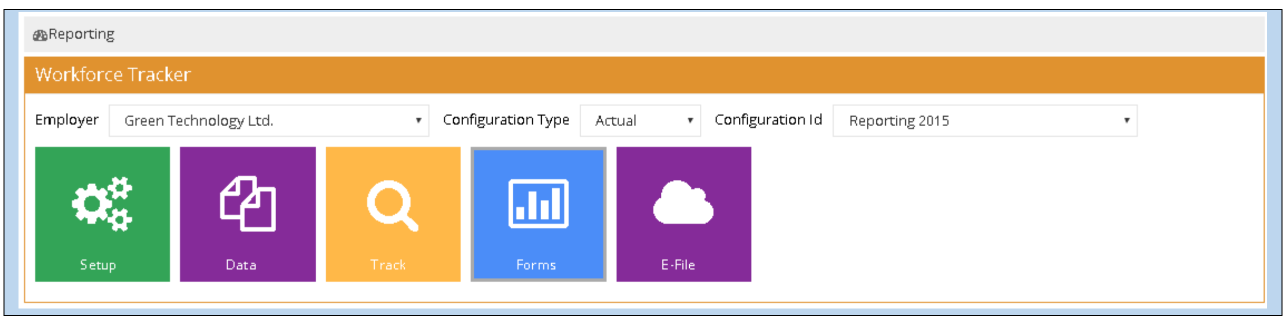
Reporting, a feature of the Compliance Central application, provides Employers with the tools to stay compliant with ACA Time Tracking and IRS Forms filing requirements under Sections 6055 and 6056. It encompasses these two requirement aspects of ACA reporting through Workforce Tracker and Forms, thus enabling the TPA/Employer to use these features in either of the two ways:

- use '**1094/1095 Reporting Only (disable Workforce Tracking)**'; or
- use '**Workforce Tracker and Forms**' together

Reporting feature is available for Resellers/TPAs/Employers.
For Resellers, specific integration requirements are designed and implemented for payroll and other employee information to be transferred through SFTP.

There are five key actions items with regards to Reporting:

- **Set Up** - Set up a configuration
- **Data** - Download appropriate template for a configuration and upload respective data
- **Track** - Download reports, download uploaded data sheets and view comprehensive dashboard
- **Forms** - Download 1094 and 1095 Forms
- **E-File** - Submit request for E-Filing



1.2 OVERVIEW

1.2.1 WORKFORCE TRACKER

Workforce Tracker, within Compliance Central Reporting is used to report ACA time tracking information. It tracks employee time in monthly and non-monthly payroll periods, and is based on the classification of monthly employment status (Full Time Vs Variable Hour). These hours are also used to determine the employer's ALE status and potential liability for the employer in the event of employees getting benefit from state or federal healthcare exchanges. This data is ultimately used to enable the filing of Forms 1094 and 1095.

In order to track payroll period work hours for employees it is required to gather their work hours information through a proper time tracking mechanism as the work hours needs to be tracked for part time, variable and seasonal employees for determining their full time status in stability period in regards to Pay or Play (ACA time tracking). These work hours are to be tracked for each pay period. Therefore, pay period start and end dates need to be recorded along with the employment type at the time of hiring. Leave hours for employees when they were paid, also needs to be tracked for precise calculation of pay rates.

1.2.2 FORMS - 1094 AND 1095

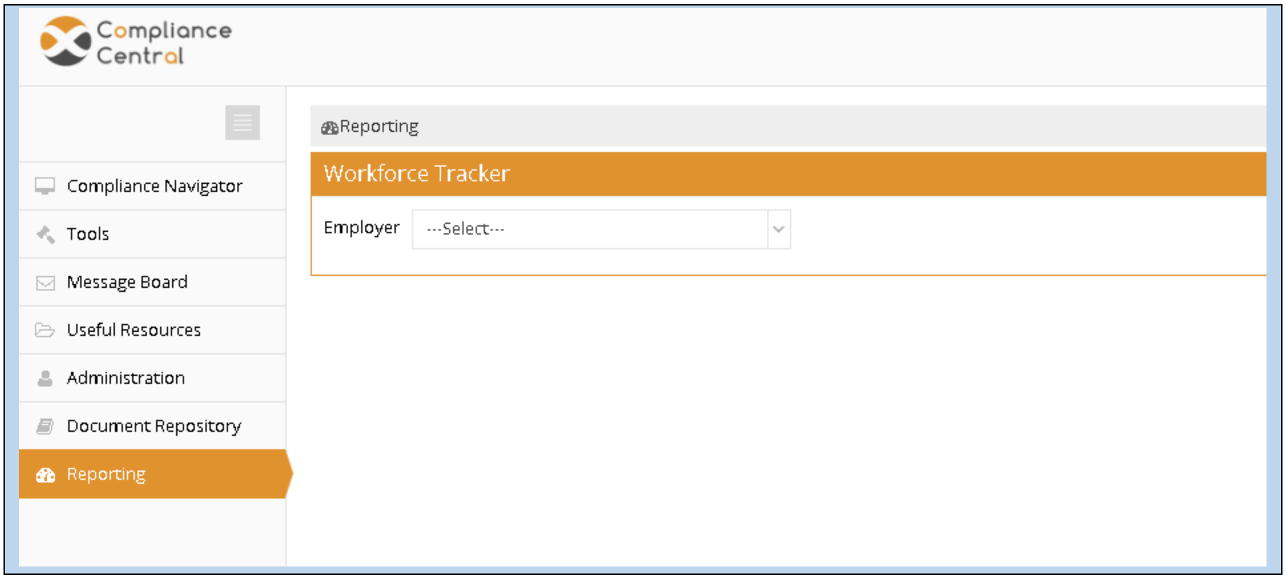
Providers of '*Minimum Essential Coverage*' are required to report ACA information using IRS 1094-B and 1095-B Forms for enforcement of the individual mandate and similarly for employer shared responsibility requirement by '*Applicable Large Employers*' using IRS Forms 1094-C and 1095-C.

The Forms feature within Compliance Central enables the TPA/Employer to download filled-in 1094 and 1095 Forms using Employer and Employee information.

To enable '*1094/1095 Reporting only*' feature, the TPA/Employer needs to check '*1094/1095 Reporting only (disable workforce tracking)*' in the **Employer tab** of *Administration* section within Compliance Central menu items.

1.2.3 LAUNCH PAD

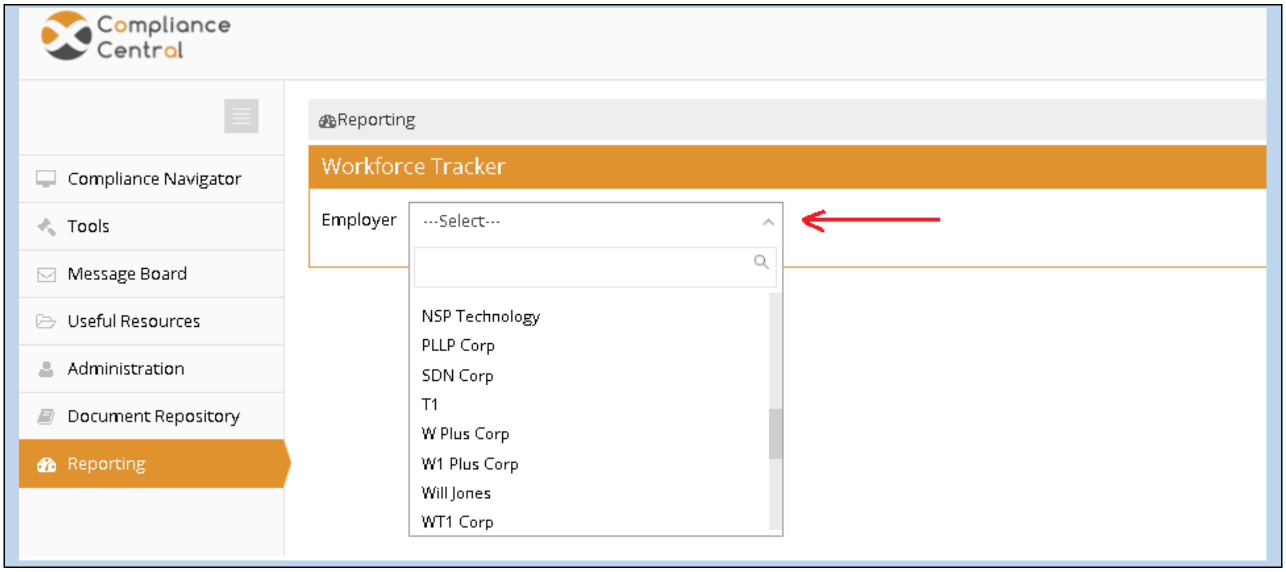
The main Reporting page within Compliance Central looks like below:


Compliance Central
Reporting
Workforce Tracker
Employer
---Select---
Compliance Navigator
Tools
Message Board
Useful Resources
Administration
Document Repository
Reporting

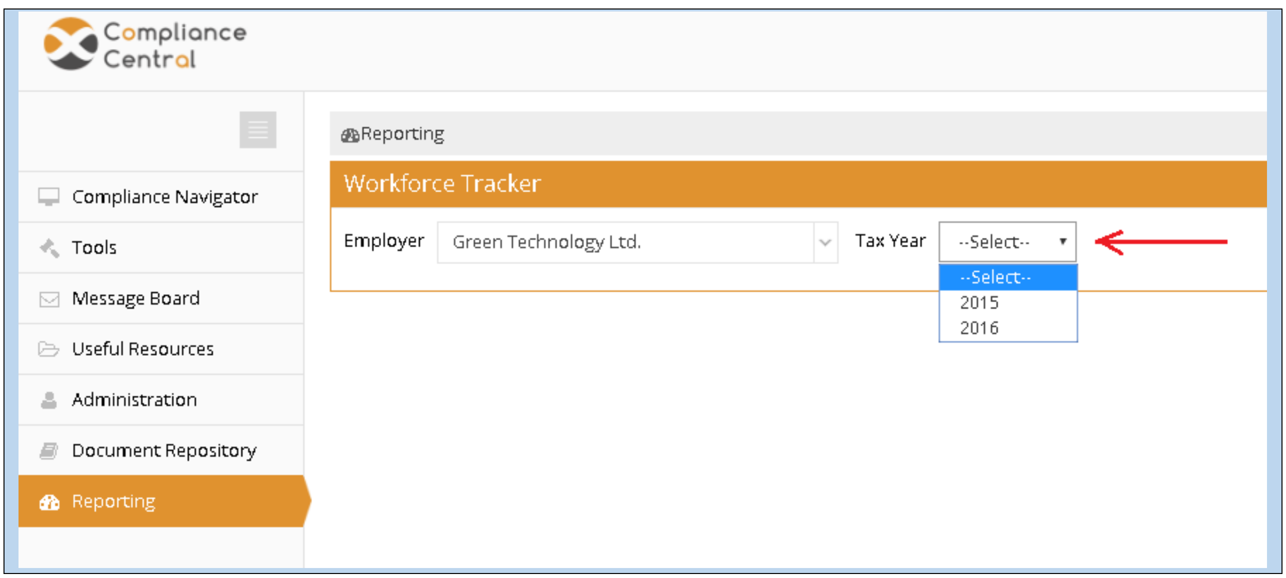
2. WORKFLOW

2.1 REPORTING PRE-REQUISITES

2.1.1 Select Employer from the dropdown for which the configuration needs to be created.



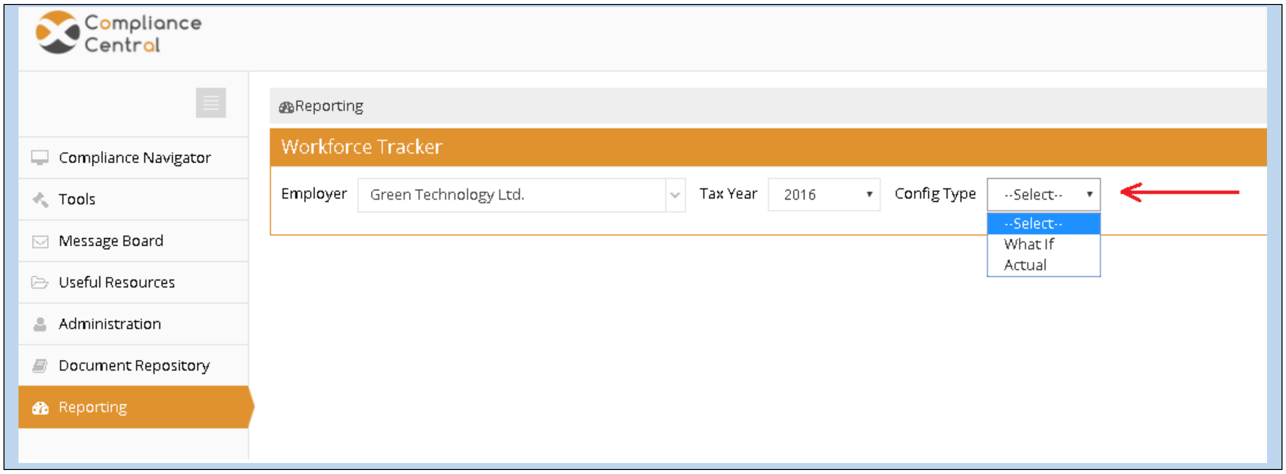
2.1.2 Select the tax year for which reporting/tracking needs to be done.



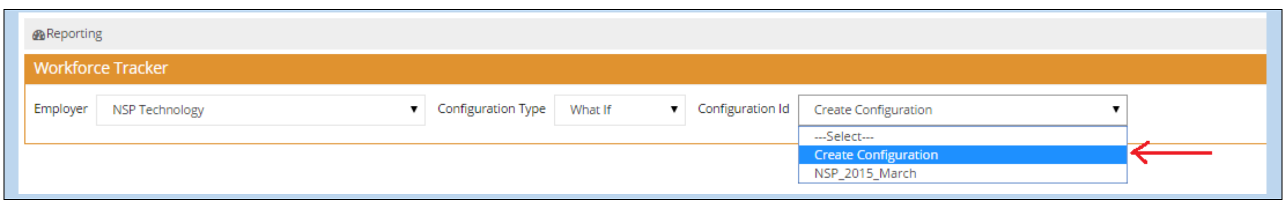
2.1.3 Select the configuration type – 'What If/Actual' from the dropdown.

A configuration can be either of the types:

- Actual – An Actual configuration is used to generate 1094 and 1095 filled-in Forms based on Employer and employee information. There can only be one Actual configuration created for an Employer. An Actual configuration must have all 12 months data uploaded for the reports and Forms to generate.
- What If – What If configurations are created to generate workforce reports at any time of the year based on workforce information. There can be more than one What If configuration.



2.1.4 Select the appropriate configuration name/create configuration from the list of configurations.



- To create a new configuration, select 'Create Configuration' from the dropdown. You can create only one configuration if the configuration type is *Actual. What If* configuration type allows you to create more than one configuration.
- To proceed with an existing configuration, select the required configuration already created from the dropdown options.

NOTE

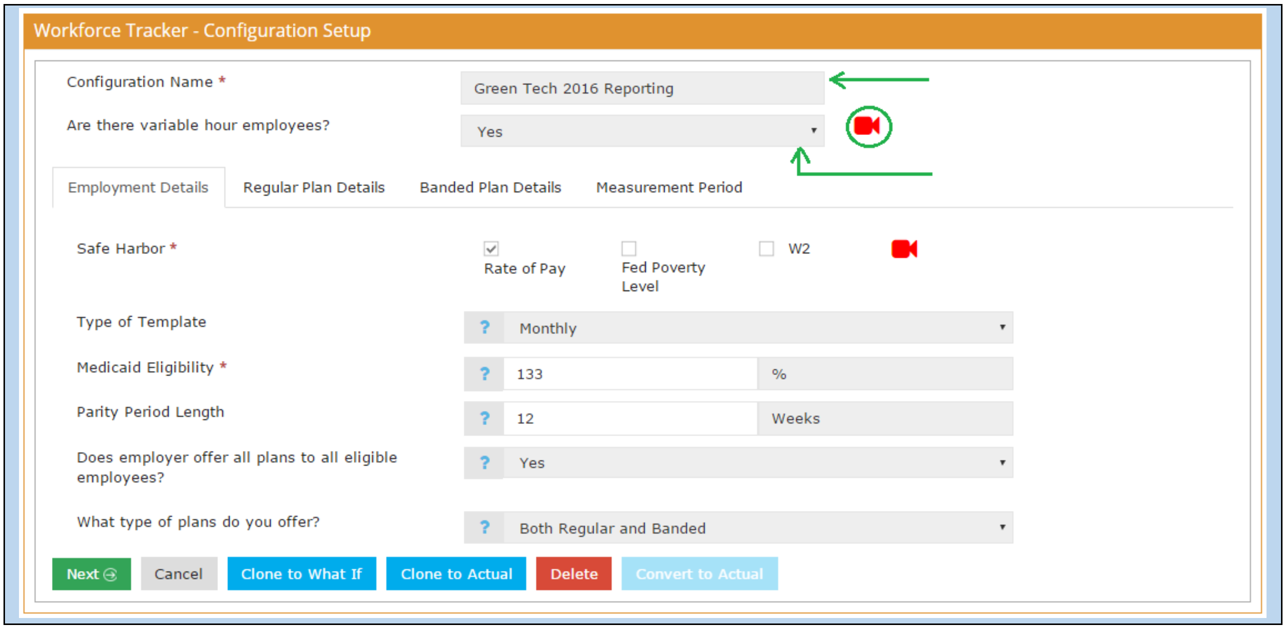
'**1094 and 1095 Reporting only**' feature is allowed to have only 'Actual' configuration type.

2.2 SET UP CONFIGURATION

A configuration has two important attributes:

- Configuration Name
- Are there variable hour employees?

Configuration Name: A suitable name for a configuration set up
Are there variable hour employees? : Select the appropriate option 'Yes/No' from the dropdown depending on whether the Employer employs variable hour/seasonal employees or not

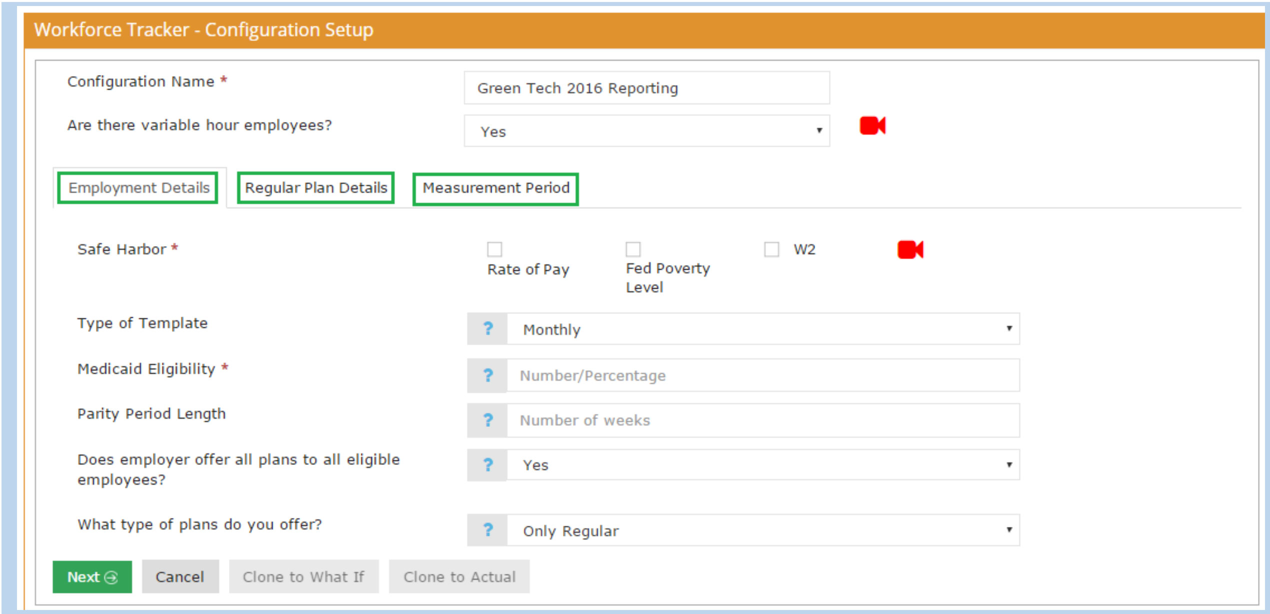


Click on the video button to view a brief tutorial on variable hour employees as defined by PPACA.

The TPA/Employer is required to fill configuration details in three different tabs depending on the Employer employing variable hour employees:

- **Employment Details**
- **Plan Details**
- **Measurement Period**

NOTE
Measurement Period information is required only if the Employer employs variable hour employees.


Workforce Tracker - Configuration Setup
Configuration Name *
Green Tech 2016 Reporting
Are there variable hour employees?
Yes
Employment Details
Regular Plan Details
Measurement Period
Safe Harbor *
Rate of Pay
Fed Poverty Level
W2
Type of Template
Monthly
Medicaid Eligibility *
Number/Percentage
Parity Period Length
Number of weeks
Does employer offer all plans to all eligible employees?
Yes
What type of plans do you offer?
Only Regular
Next
Cancel
Clone to What If
Clone to Actual

2.2.1 EMPLOYMENT DETAILS

This tab is about the basic details of the employer and has the following fields:

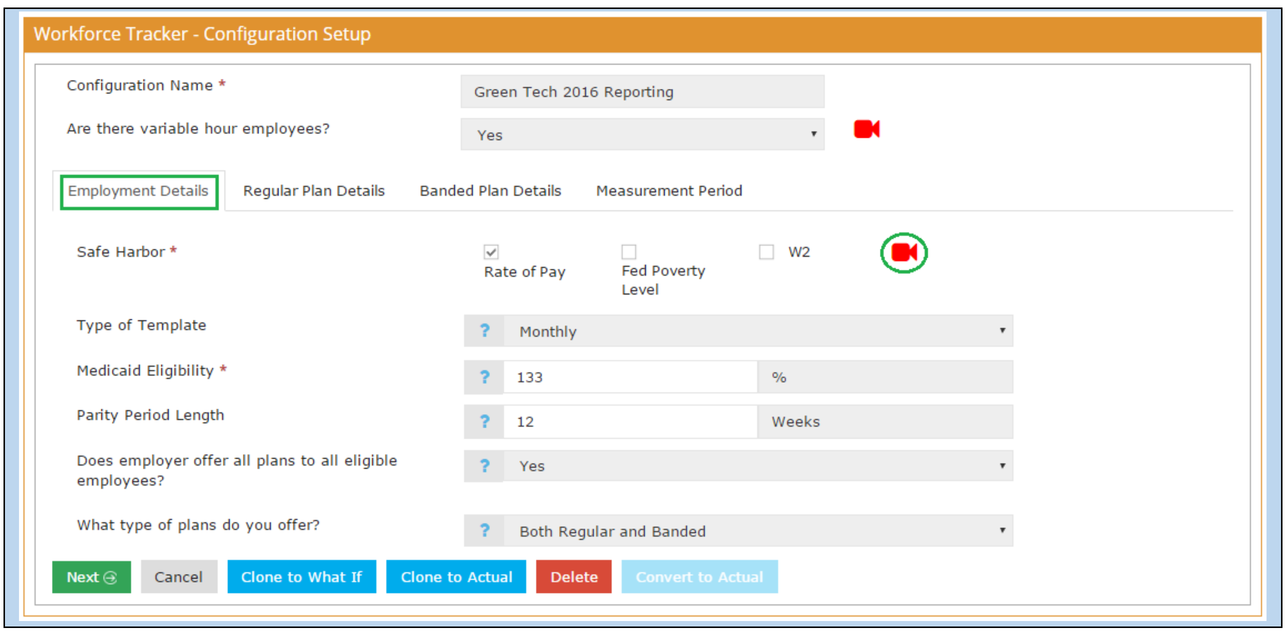
1. Safe Harbors: Select appropriate checkbox/checkboxes from the options -
   - ✓ Federal Poverty Line Safe Harbor
   - ✓ Rate of Pay Safe Harbor
   - ✓ W2 Safe Harbor

2. Type of Template: Based on the payroll data that is available with the Employer, monthly or non-monthly data can be provided. Select from the dropdown options for the type of template required:
   - ✓ Monthly
   - ✓ Non-Monthly

3. Medicaid eligibility threshold: Enter the % value of Medicaid Eligibility threshold applicable for the Employer

4. Parity Period Length: Provide the length of parity period in weeks

5. Does Employer offer the same plans to each eligible employee?: Select from the dropdown options- Yes/No



Click on the video button to view a help tutorial on Affordability Safe Harbor.

Action Buttons:

At the bottom of the tab, there are action buttons

Next: Click on ‘Next’ after filling in all the information to proceed with completing other tabs in the configuration.

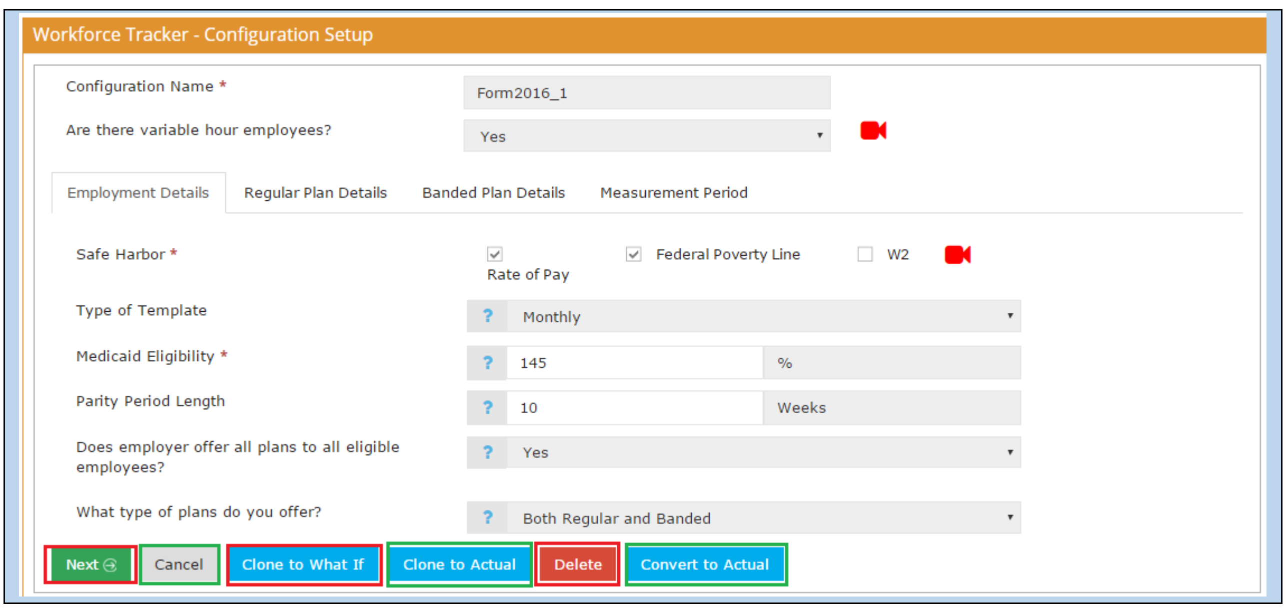
Cancel: Cancel out any action taken

Clone to What If: Clone the current configuration settings to another What If configuration. After you click on ‘Clone to What If’, the configuration name and other fields can be edited and saved accordingly for the cloned configuration.

Clone to Actual: Clone the current configuration settings to another Actual configuration. After you click on ‘Clone to Actual’, the configuration name and other fields can be edited and saved accordingly for the cloned configuration.

Delete: Click on ‘Delete’ to delete the set up configuration

Convert to Actual: Click on this button to convert any what if configuration that has all 12 months data uploaded into an actual configuration

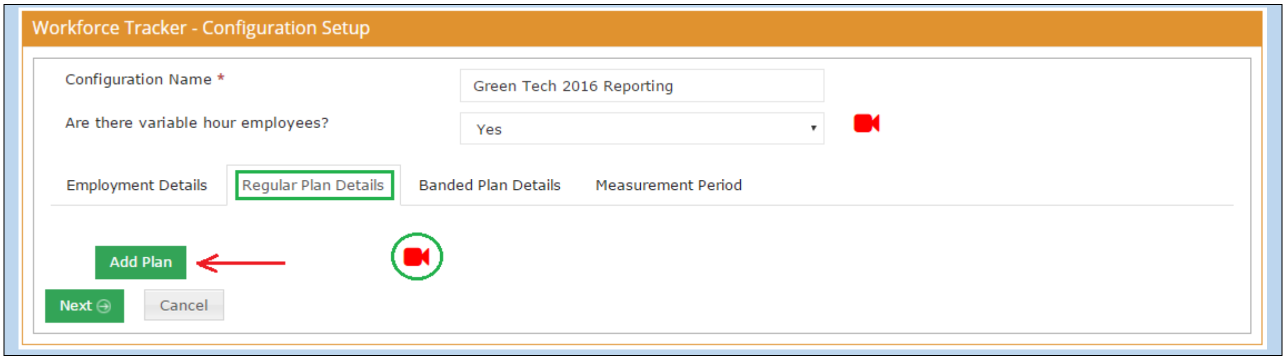


NOTE

Refer to the help text for each field by clicking on the symbol “?” prepositioned at each field

2.2.2 REGULAR PLAN DETAILS

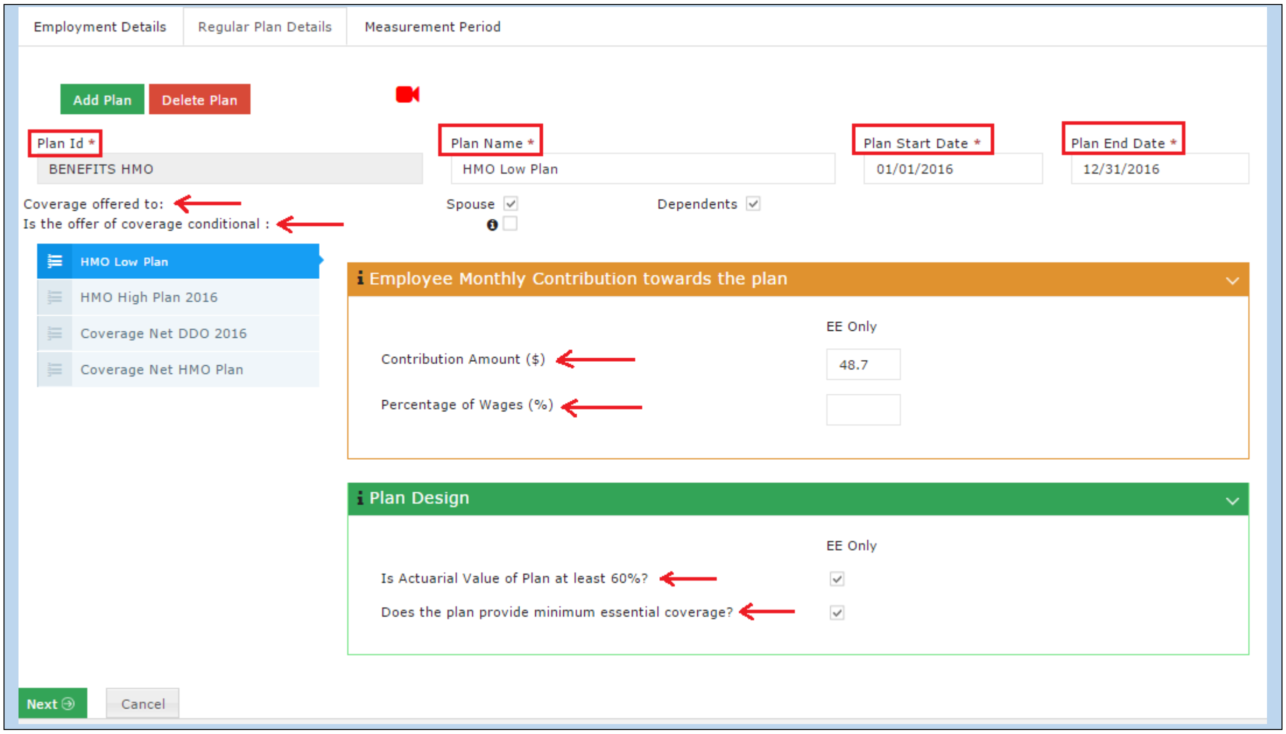
Click on 'Add Plan' to include plans to the configuration.



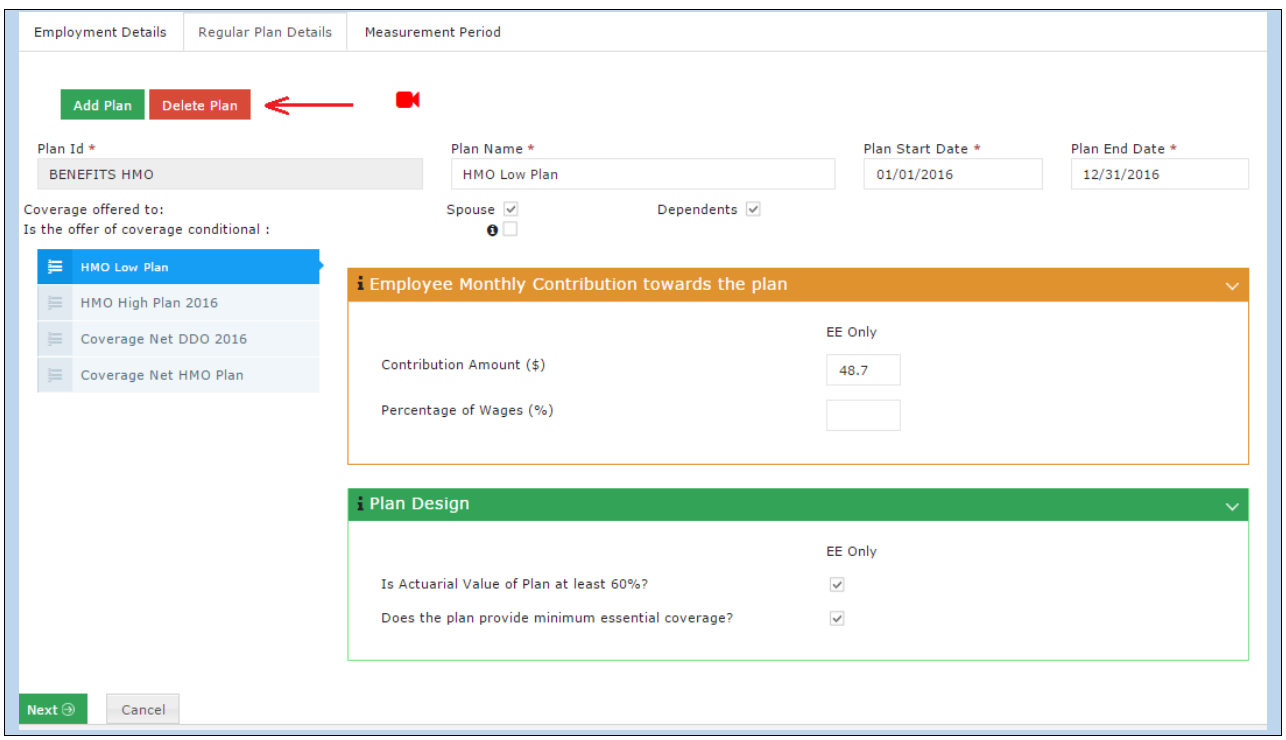
The video in this tab gives a walkthrough on how to set up your regular plan details.

All information related to plans offered to employees, is required to be provided here. It has the following fields:

1. Plan ID: It should be unique across all plans added in the plan details section
2. Plan Name: Plan names of plans being offered to employees for enrollment
3. Plan Start Date: The date on which enrollment starts for the offered plan
4. Plan End Date: The date on which coverage ends for the offered plan
5. Coverage Offered to: Select the option/s provided depending on the coverage offered -
   - Spouse
   - Dependents
6. Is the offer of coverage conditional: Select this option if the offer of coverage to spouse is conditional
7. Employee Monthly Contribution towards the plan: Employee monthly contribution towards the plan. It can be provides as:
   - **Contribution Amount ($)**: If the employee contribution towards the plan is a fixed $ amount
   - **Percentage of Wages (%)**: If the employee contribution towards the plan is a fixed % of their wages
8. Is Actuarial Value of Plan at least 60%: Check the box if the actuarial value of the plan is 60% or more
9. Does the plan provide minimum essential coverage?: Check if the plan provides minimum essential coverage



To delete an existing plan, click on the 'Delete Plan' button.



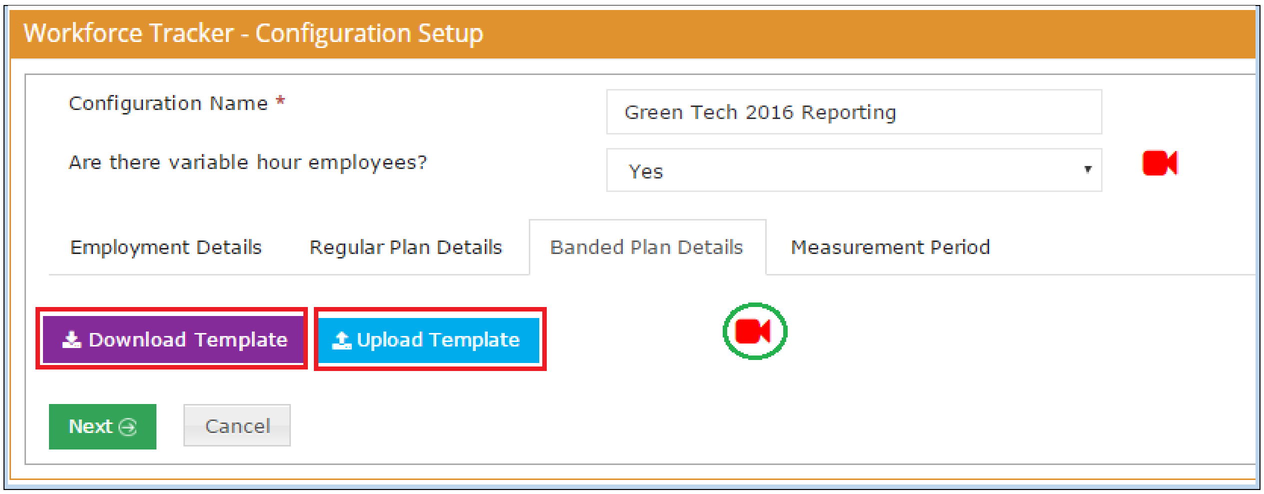
2.2.3 BANDED PLAN DETAILS

Download Group Plan Template

Click on the 'Download Template' button to download the banded plan template.

Upload Group Plan Data

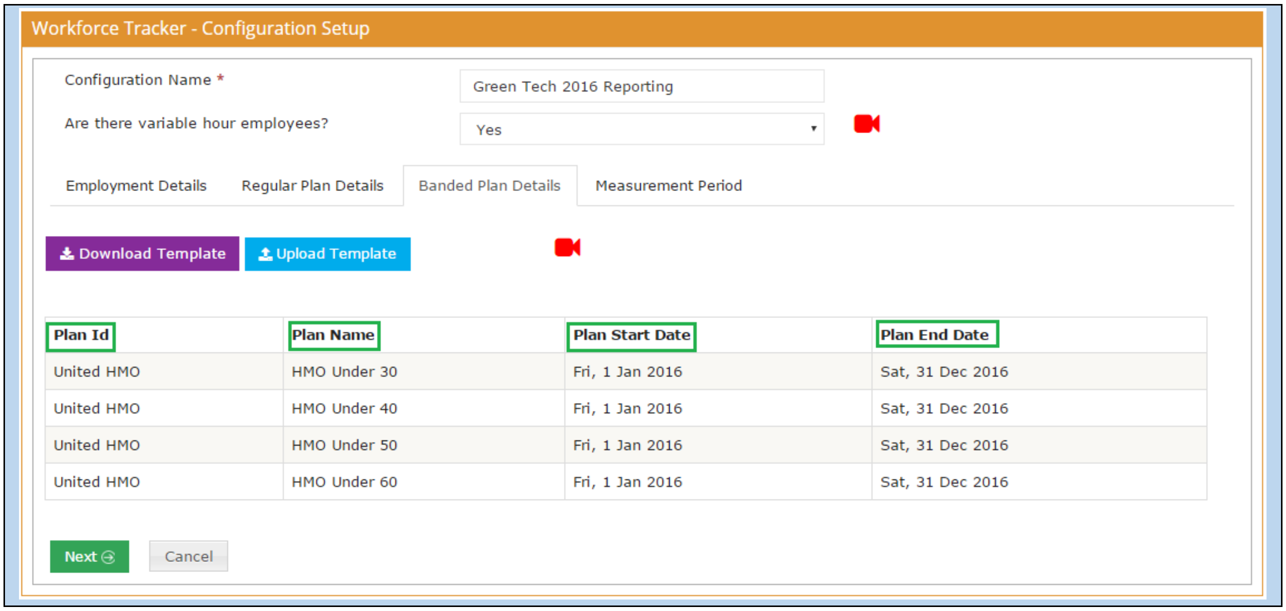
Employer is required to fill in all the banded plan data in the template and upload using the 'Upload Template' button.



The video in this tab shows how to set up your banded plan details.

Action Buttons:
Next: Click on 'Next' after filling in all the information to proceed with completing the measurement period tab in the configuration. This will appear if there are variable hour employees.
Cancel: Cancel out any action taken

Once a banded plan template is successfully uploaded, all the banded plan details like Plan ID, Plan Name, Plan Start and End Dates are listed below the upload/download buttons.


Workforce Tracker - Configuration Setup

Configuration Name * Green Tech 2016 Reporting

Are there variable hour employees? Yes

Employment Details | Regular Plan Details | Banded Plan Details | Measurement Period

Download Template | Upload Template

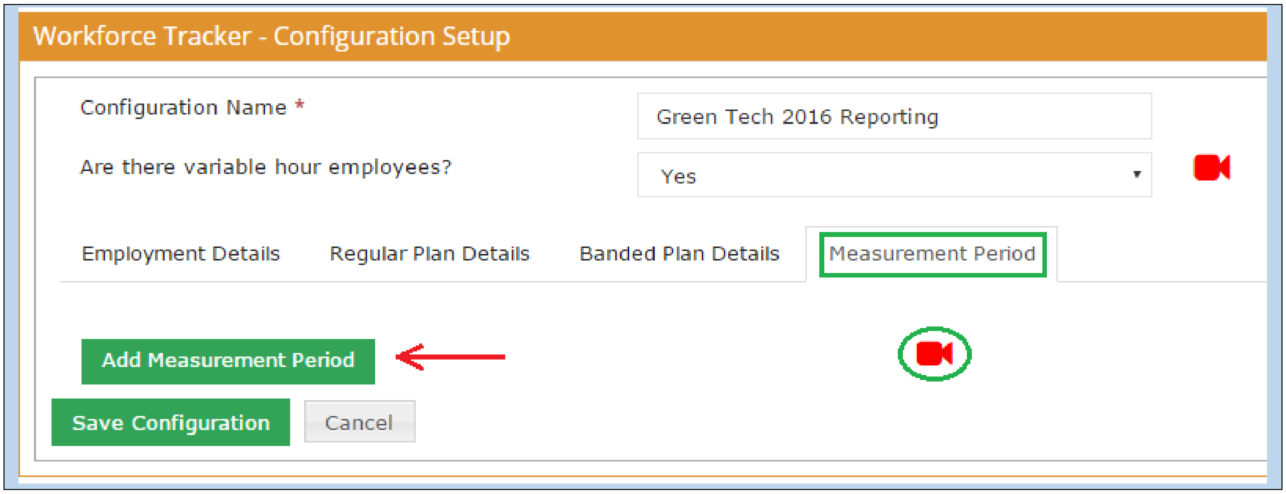
Plan Id	Plan Name	Plan Start Date	Plan End Date
United HMO	HMO Under 30	Fri, 1 Jan 2016	Sat, 31 Dec 2016
United HMO	HMO Under 40	Fri, 1 Jan 2016	Sat, 31 Dec 2016
United HMO	HMO Under 50	Fri, 1 Jan 2016	Sat, 31 Dec 2016
United HMO	HMO Under 60	Fri, 1 Jan 2016	Sat, 31 Dec 2016

Next | Cancel

2.2.4 MEASUREMENT PERIOD

If variable hour employees are part of the workforce, you are required to provide measurement group information and their associated measurement period details.

Click on 'Add Measurement Period' to add measurement group information.



The video in this tab gives an overview of the look back measurement period and how to set it up in the tool.
Measurement Period has one attribute:
Group Name: Add the names of all measurement groups to which the variable hour employees belong

Measurement Period Details: Measurement period information is required for all measurement groups added into the system. Provide information for two groups of employees:

- New Employees
- Ongoing Employees

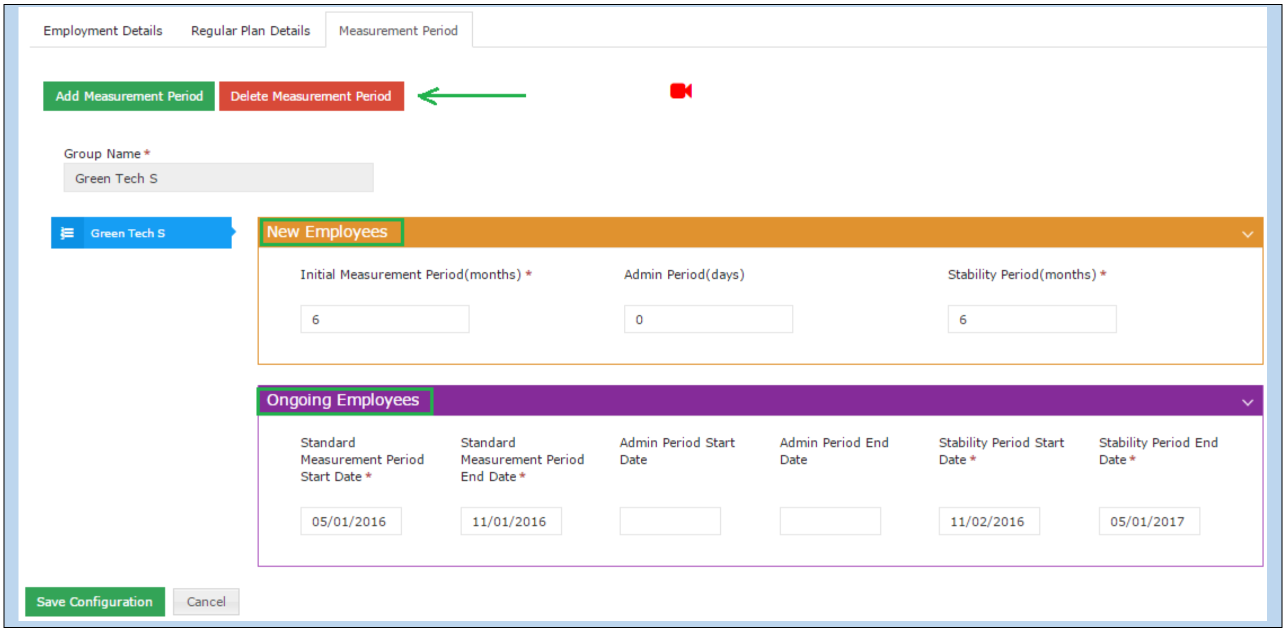
Enter the following measurement period information for each measurement group available:

New Employees:

- ✓ Initial Measurement Period
- ✓ Admin Period
- ✓ Stability Period

Ongoing Employees:

- ✓ Standard Measurement Period Start Date
- ✓ Standard Measurement Period End Date
- ✓ Admin Period Start Date
- ✓ Admin Period End Date
- ✓ Stability Period Start Date
- ✓ Stability Period End Date



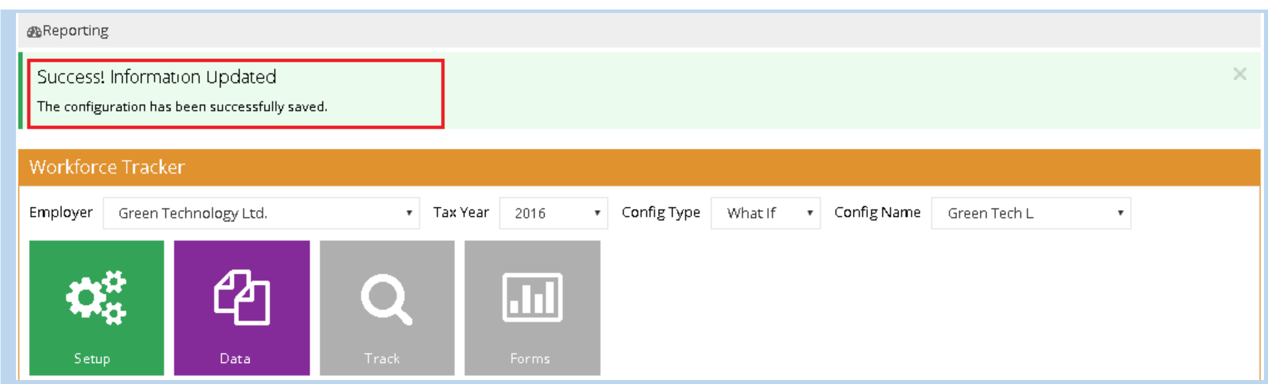
To delete an existing measurement group, click on the 'Delete Measurement Period' button.

Action Buttons:

Save Configuration: Click on '*Save Configuration*' to save the current configuration settings

Cancel: Cancel out any action taken

Once all fields are correctly filled in all the tabs, click on '*Save Configuration*' to save the set up configuration. It will give a message of successful creation of the configuration as below:



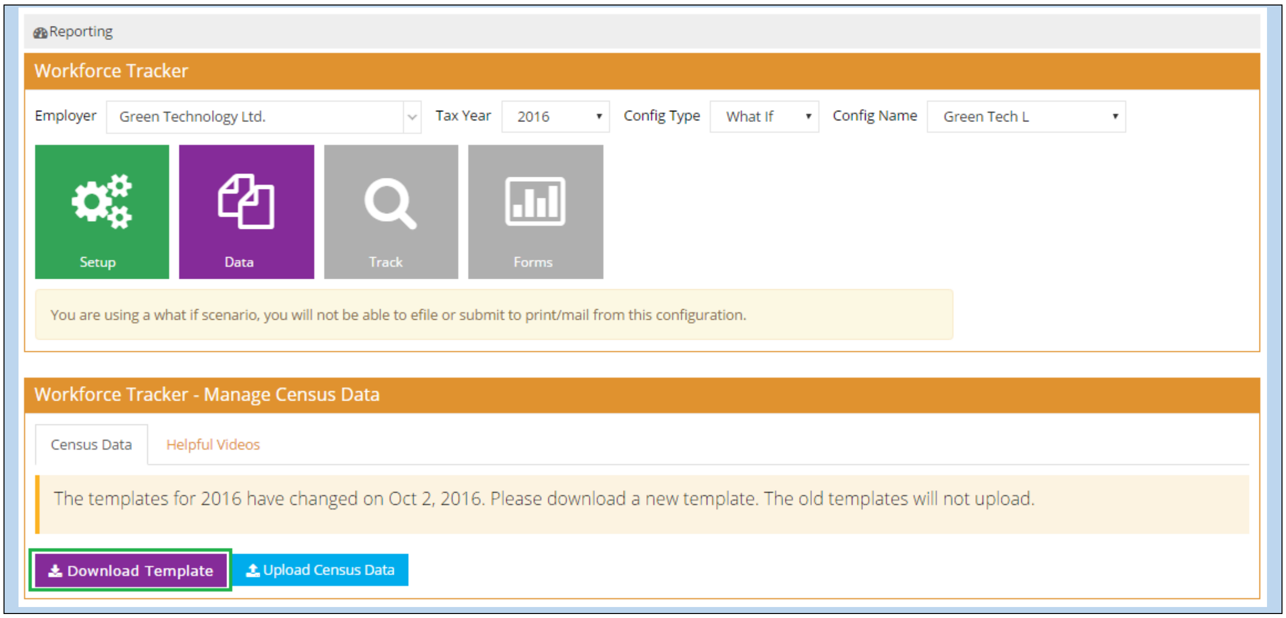
2.3 DATA

Once the configuration is created, next step is to download the data template and upload census data to generate reports.

2.3.1 CENSUS DATA

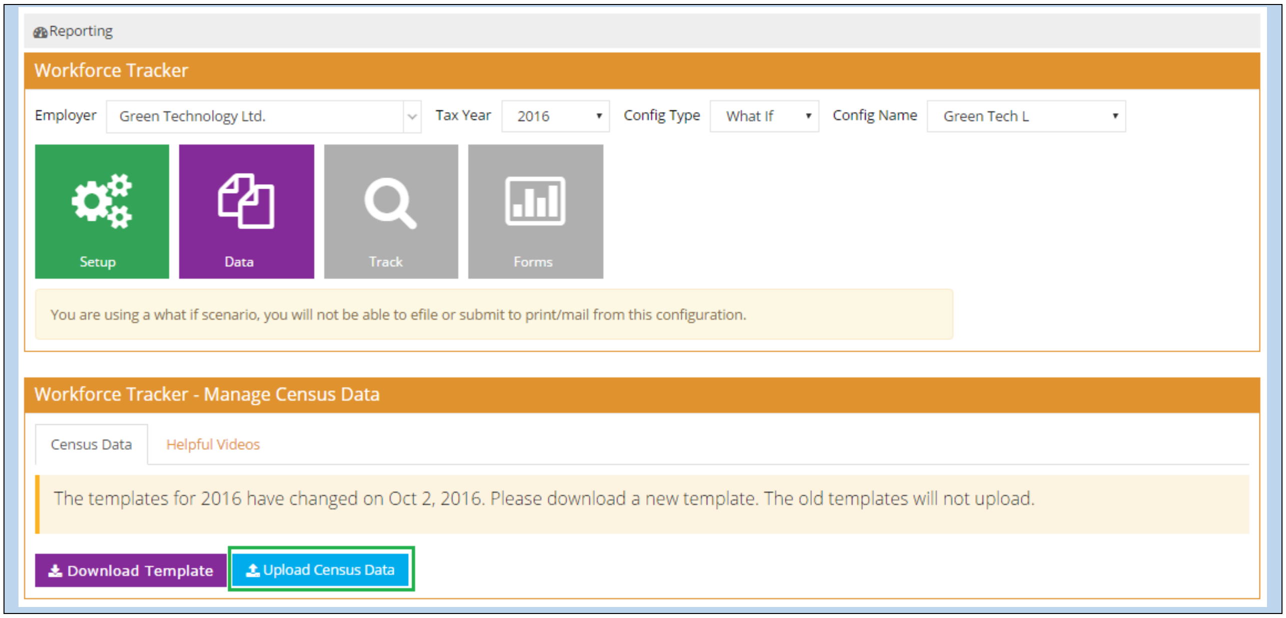
DOWNLOAD TEMPLATE

Click on 'Download Template' button to download the appropriate template for the set up configuration.



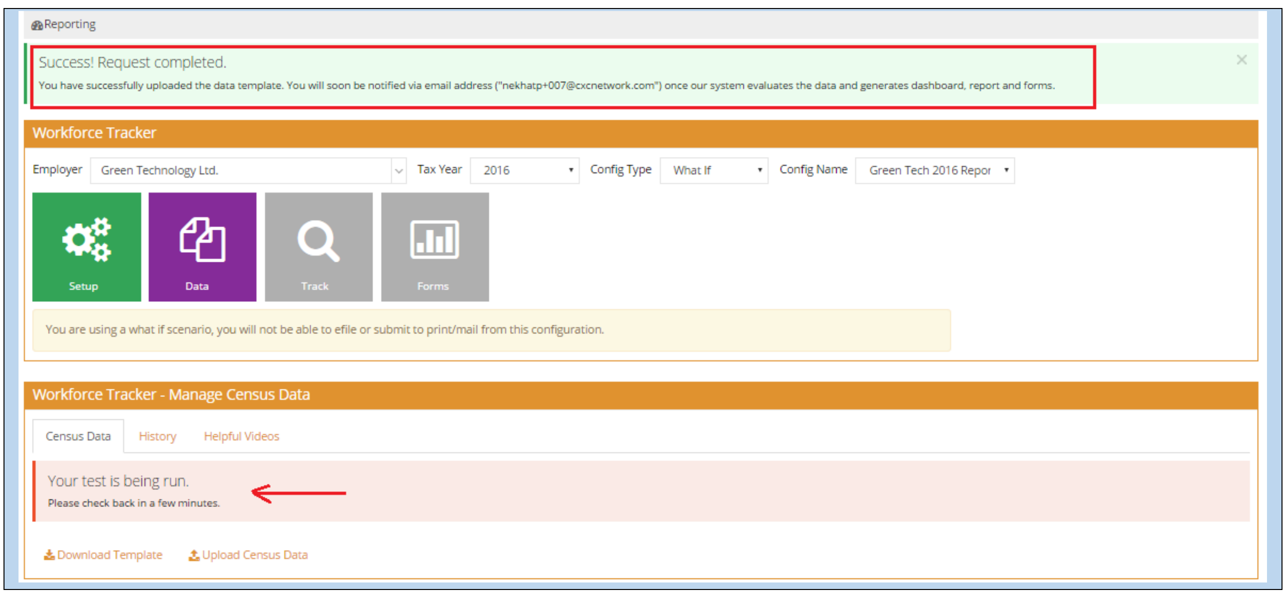
UPLOAD CENSUS DATA

Fill in the data in the downloaded template and upload it using the 'Upload Census Data' button.

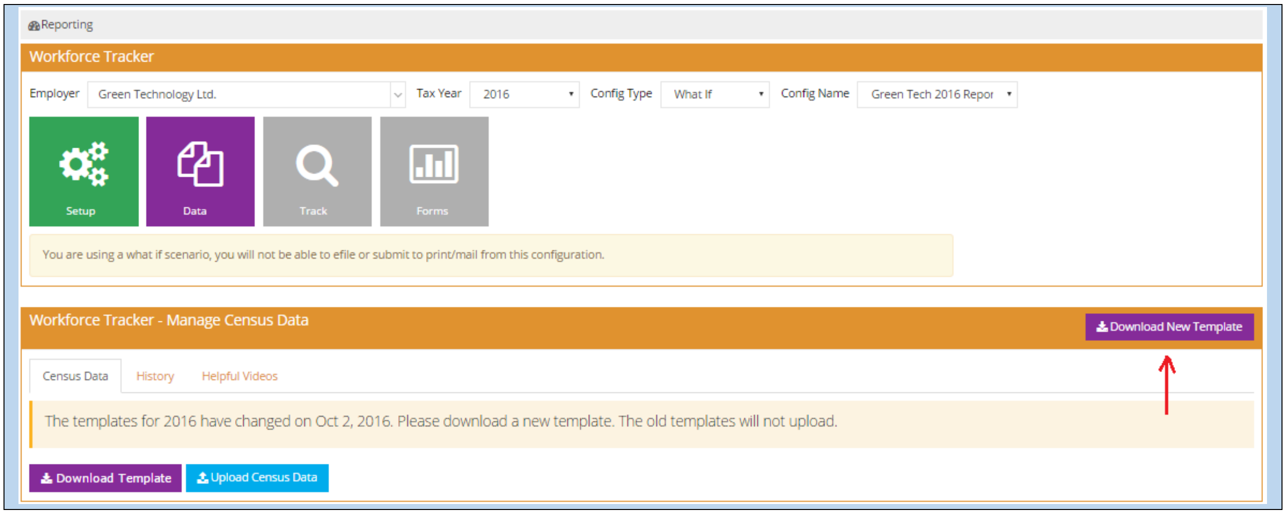


After the upload of data, a message will appear at the top signifying successful upload of data or whether it needs correction.

Once the uploaded data is processed resulting to generate Dashboard, Report and Forms, you will receive a notification via the email id registered with our system.

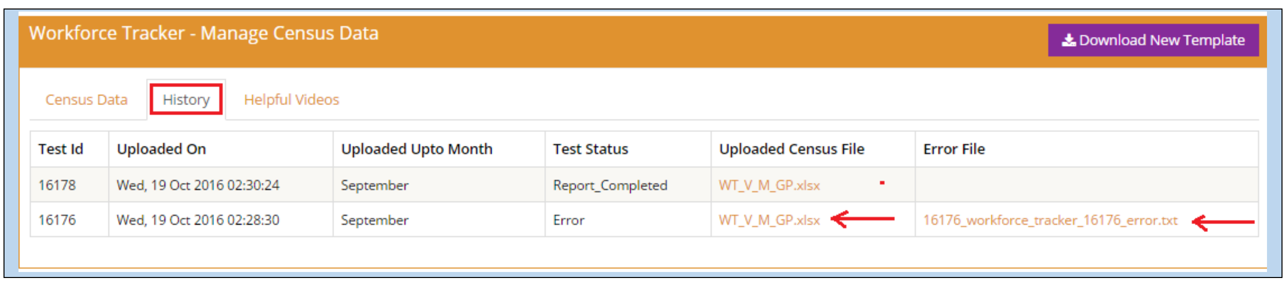


After a test is executed, click on the '*Download Template*' button to download the last census data uploaded. However, you can always download the new template by clicking on the 'Download New Template' button.



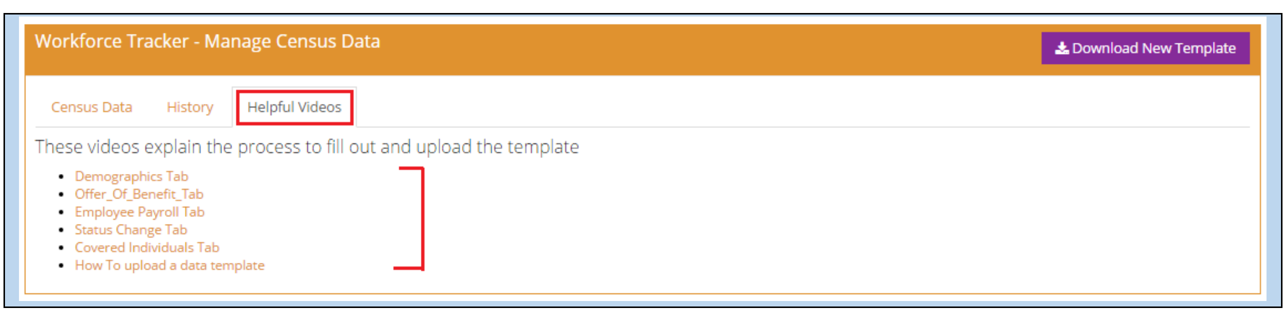
2.3.2 HISTORY

- Every upload of data is recorded and can be referenced from History section.
- You can download the uploaded data template and the corresponding error file. It also lists the timestamp of the upload and the month unto which the data was uploaded.



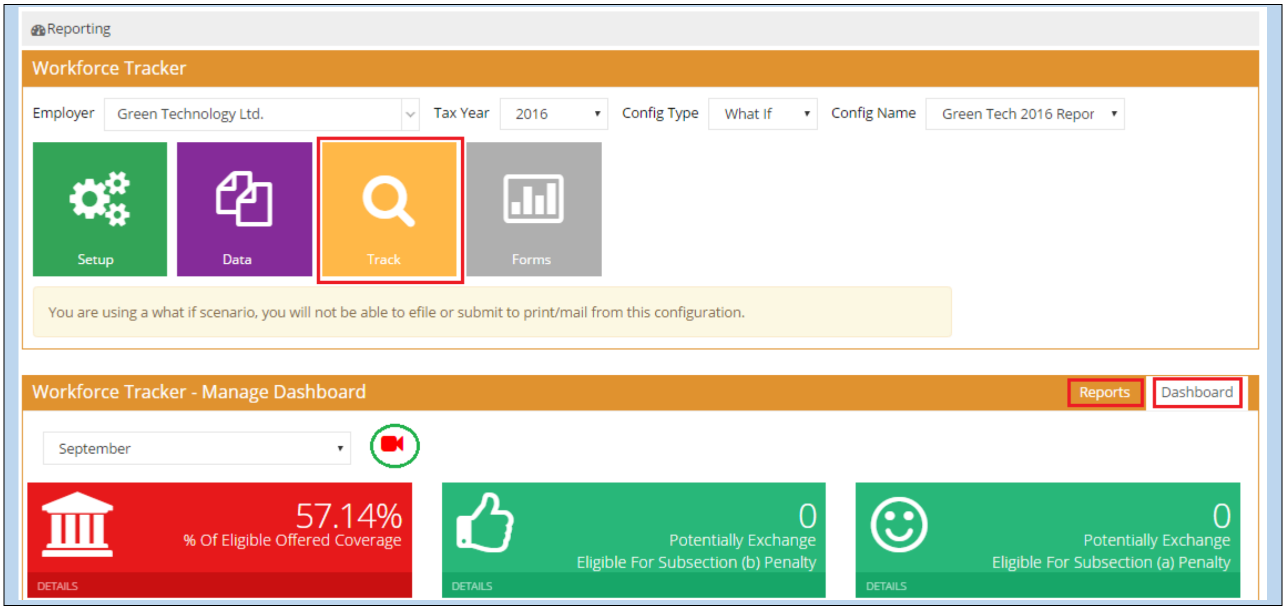
2.3.3 HELP VIDEOS

This section lists videos to help fill the data in different tabs of the census data template. Click on the respective link to play the video.



2.4 TRACK

This tab provides the TPA/Employer with reporting and time tracking options. It has two different sections: Reports and Dashboard



Click on the video button to understand the Track tile and its various features.

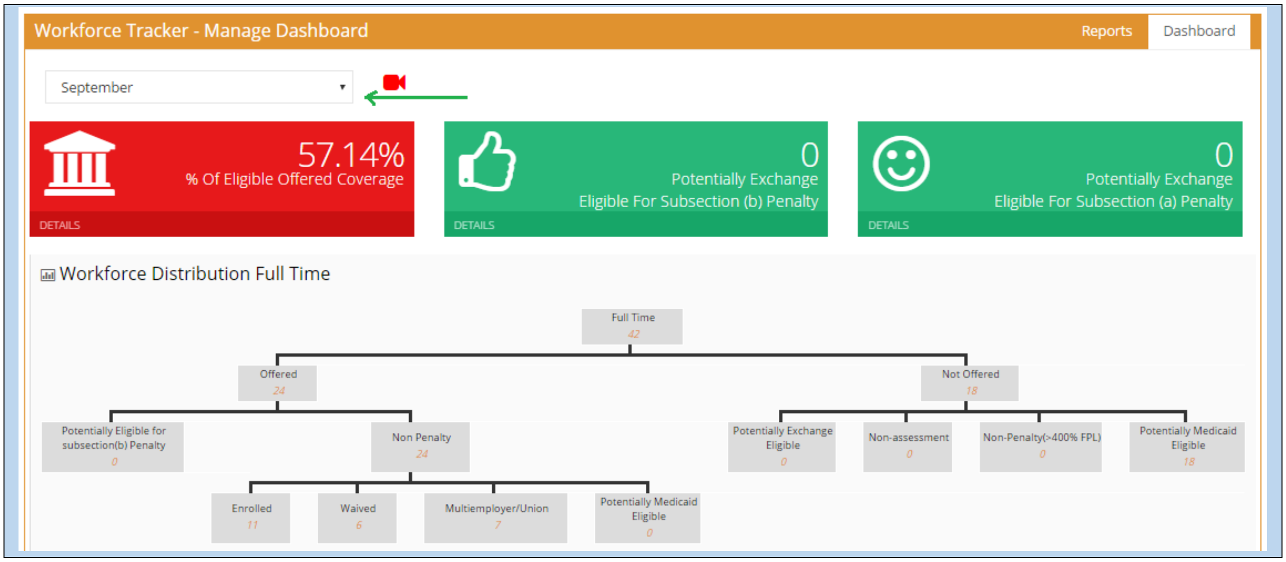
2.4.1 DASHBOARD

Click on the '*Dashboard*' tab to view. The Dashboard provides a summary of the workforce analysis for the Employer and information on employee monthly status.

At the top left of the dashboard, you can select the month from the dropdown for which you want to view the workforce analysis.

There are three highlight points represented in different buckets for each month data:

1. **% of Eligible Employees Offered Coverage** – It shows the number of eligible employees who are enrolled/waived/enrolled under multiemployer or union plans.
2. **Potentially Eligible for Subsection (b) Penalty** – It shows the number of employees who are offered coverage but the plan is not affordable as per the safe harbor selected or offered plan does not provide minimum value.
3. **Potentially Eligible for Subsection (a) Penalty** – It shows the number of employees who are eligible to receive coverage but are not offered. It is active only if MEC is not offered to 95% of eligible employees.



Dashboard consists of two parts:

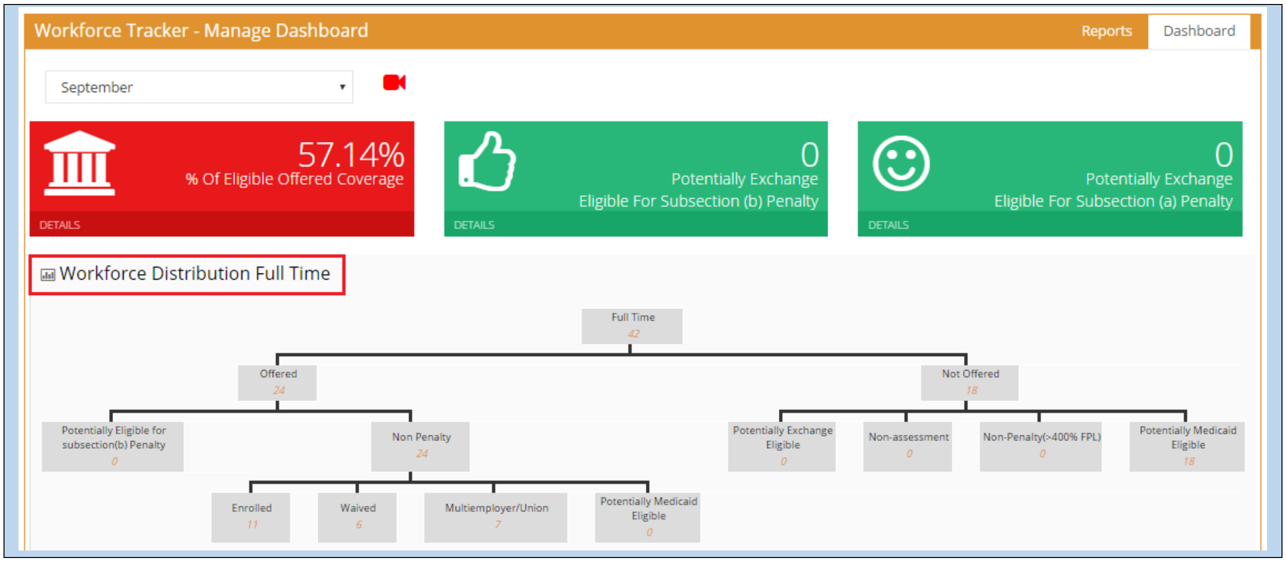
1. **Workforce Distribution Chart**
2. **Monthly Penalty Distribution Chart**

2.4.1.1 WORKFORCE DISTRIBUTION CHART

This chart outlines the employees in different sub populations: Full Time, Part Time and Variable Hour Employees.
It represents data for covered, non-covered, enrolled, waived, potentially medicaid eligible/exchange eligible/eligible for subsection (b) penalty and other sub categories.

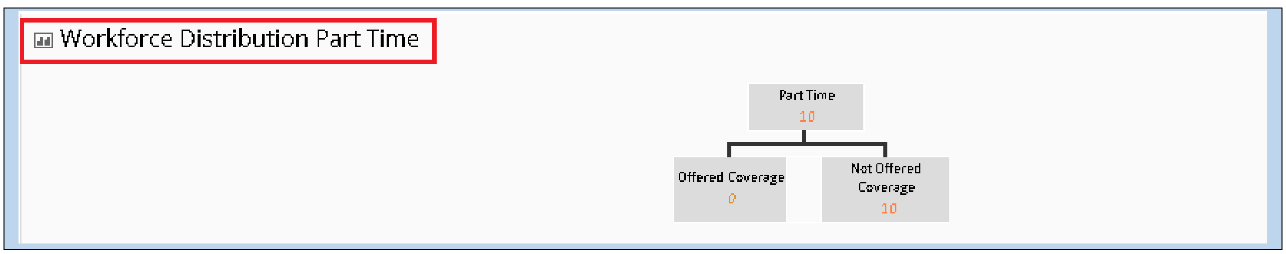
1. WORKFORCE DISTRIBUTION CHART – FULL TIME

It further segregates Full Time employees into offered and not offered sections. Each of these categories are then represented in sub-categories like non penalty, potentially eligible for subsection (b) penalty, potential exchange eligible, non-assessment, potential medicaid eligible.



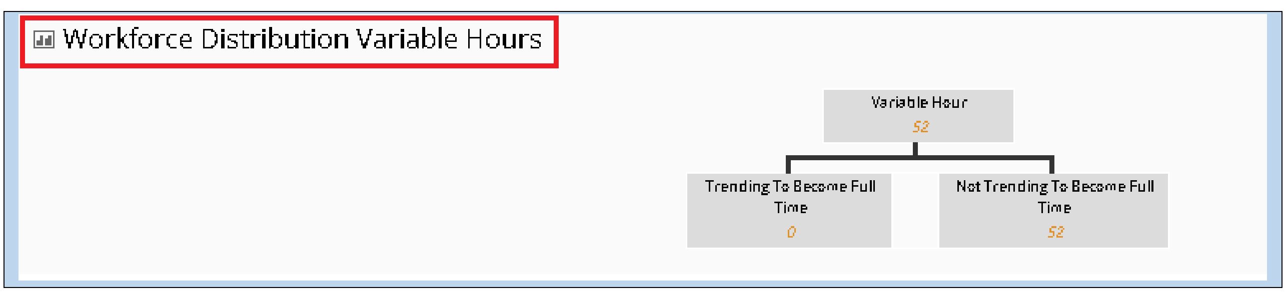
2. WORKFORCE DISTRIBUTION CHART – PART TIME

It segregates all Part Time employees into two categories - offered and not offered coverage



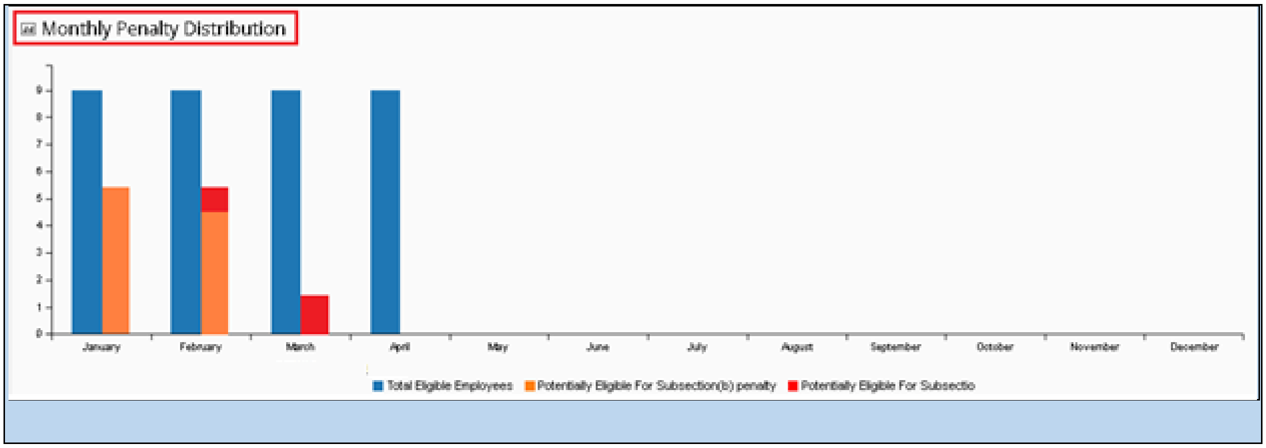
3. WORKFORCE DISTRIBUTION CHART – VARIABLE HOURS

It represents all variable hour employees as trending to become full time and not trending to become full time.



2.4.1.2 MONTHLY PENALTY DISTRIBUTION CHART

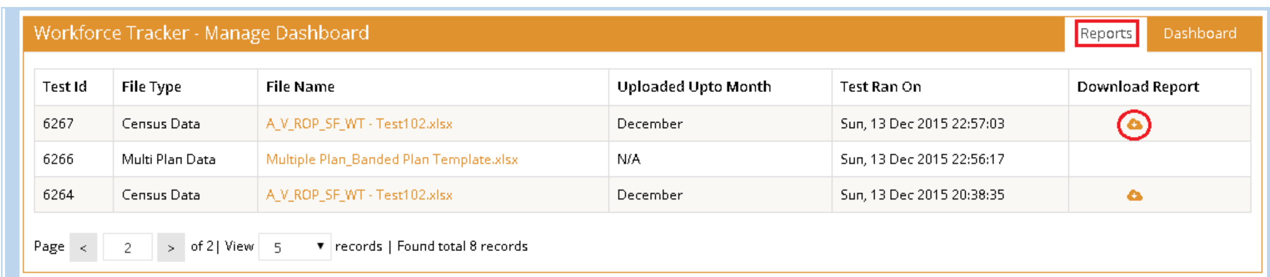
It shows monthly analysis results based on total employees eligible to receive coverage and potential eligibility for subsection (a) and (b) penalty.



2.4.2 REPORTS

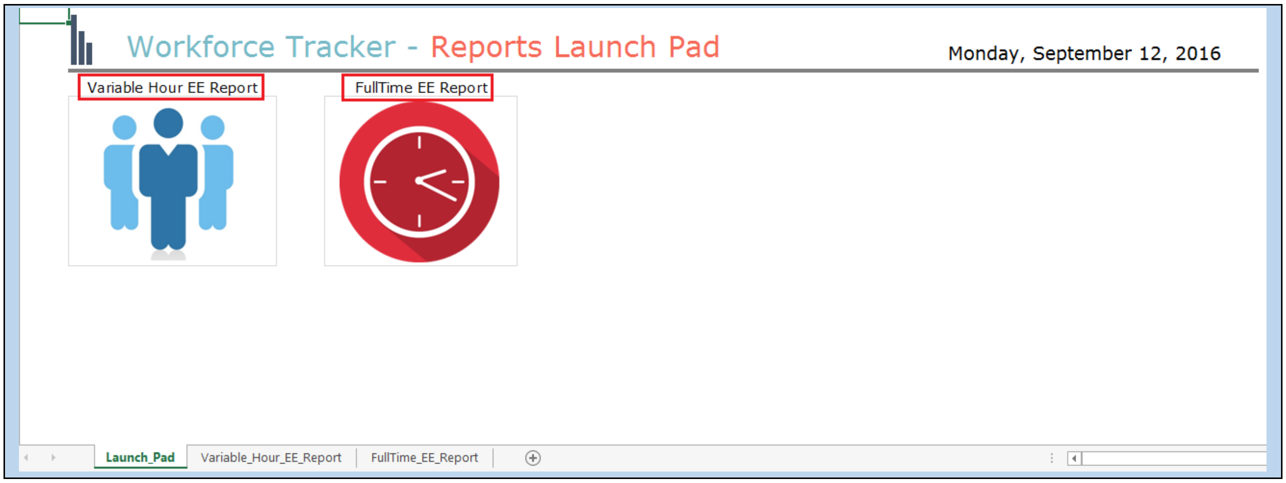
TPA/Employer can download the excel report generated for the corresponding configuration by clicking on the Report section.

Click on the '↑' button to download the excel report.



Test Id	File Type	File Name	Uploaded Upto Month	Test Ran On	Download Report
6267	Census Data	A_V_ROP_SF_WT - Test102.xlsx	December	Sun, 13 Dec 2015 22:57:03	
6266	Multi Plan Data	Multiple Plan_Banded Plan Template.xlsx	N/A	Sun, 13 Dec 2015 22:56:17	
6264	Census Data	A_V_ROP_SF_WT - Test102.xlsx	December	Sun, 13 Dec 2015 20:38:35	

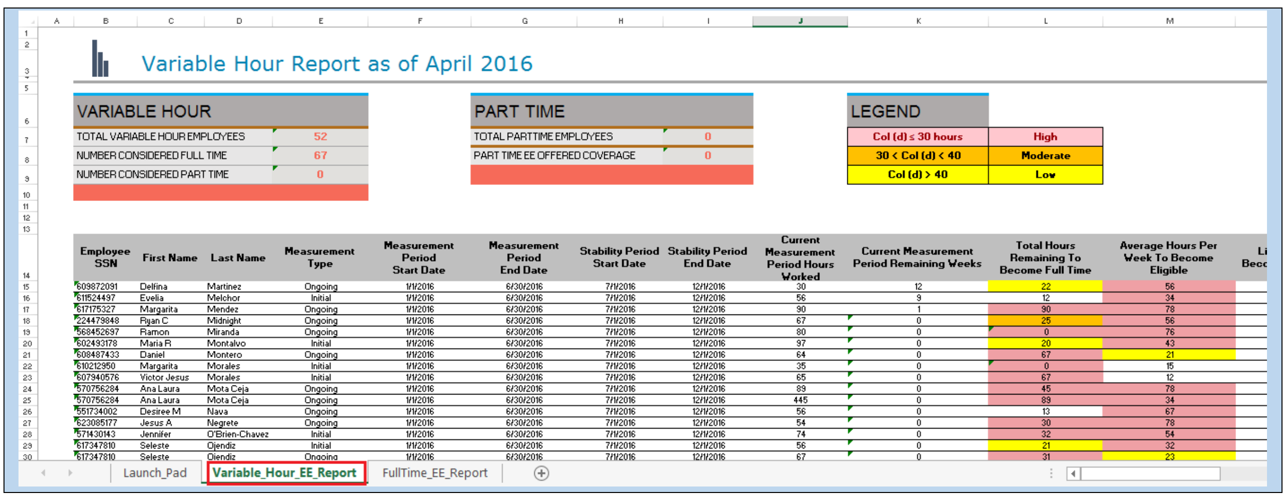
The excel report launch pad looks like below:



The report consists of two different tabs/sub reports:

2.4.2.1 VARIABLE HOUR REPORT

Variable Hour Report indicates the employees who are considered as Variable Hour at the end of the month for which data was uploaded. This report also contains variable hour employees' information who lies in their measurement/administrative period and their associated metrics.



Variable Hour Report as of April 2016

VARIABLE HOUR	
TOTAL VARIABLE HOUR EMPLOYEES	52
NUMBER CONSIDERED FULL TIME	67
NUMBER CONSIDERED PART TIME	0

PART TIME	
TOTAL PARTTIME EMPLOYEES	0
PART TIME EE OFFERED COVERAGE	0

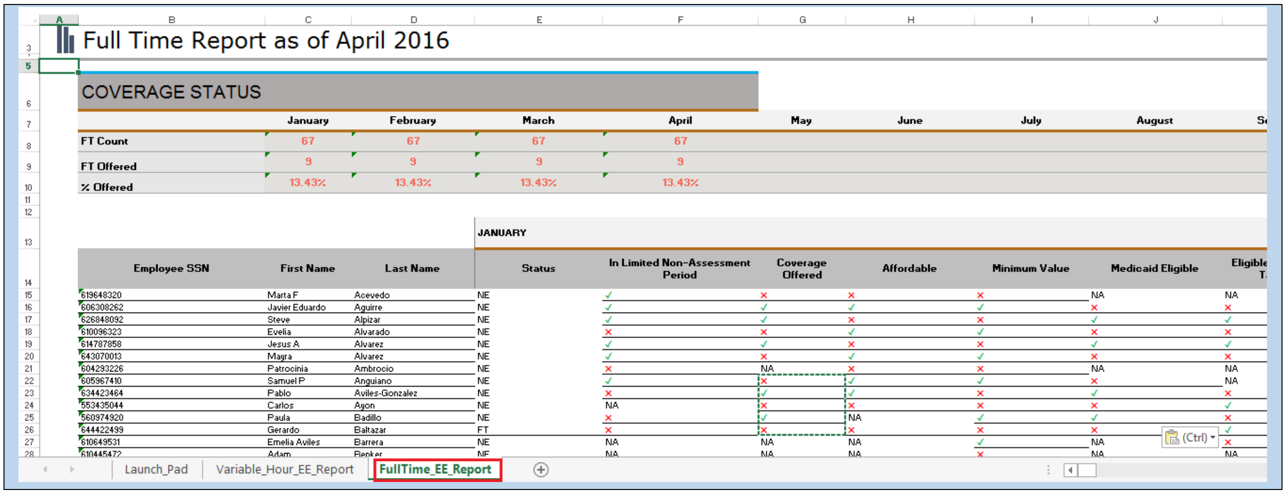
LEGEND	
Col (d) ≤ 30 hours	High
30 < Col (d) < 40	Moderate
Col (d) > 40	Low

Employee SSN	First Name	Last Name	Measurement Type	Measurement Period Start Date	Measurement Period End Date	Stability Period Start Date	Stability Period End Date	Current Measurement Period Hours Worked	Current Measurement Period Remaining Weeks	Total Hours Remaining To Become Full Time	Average Hours Per Week To Become Eligible
609872091	Delfina	Martinez	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	30	12	22	56
611524497	Evelia	Melchor	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	56	9	12	34
617175327	Margarita	Mendez	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	90	1	90	78
224479848	Ryan C	Midnight	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	67	0	25	56
568452697	Ramon	Miranda	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	80	0	0	76
602493178	Maria R	Montalvo	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	97	0	20	43
608487433	Daniel	Montero	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	64	0	67	21
610212950	Margarita	Morales	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	35	0	0	15
607940576	Victor Jesus	Morales	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	65	0	67	12
570756284	Ana Laura	Mota Ceja	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	89	0	45	78
570756284	Ana Laura	Mota Ceja	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	445	0	89	34
551734002	Desiree M	Nava	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	56	0	13	67
623085177	Jesus A	Negrete	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	54	0	30	78
571430143	Jennifer	O'Brien-Chavez	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	74	0	32	54
617347810	Seleste	Ojendiz	Initial	1/1/2016	6/30/2016	7/1/2016	12/1/2016	56	0	21	32
617347810	Seleste	Ojendiz	Ongoing	1/1/2016	6/30/2016	7/1/2016	12/1/2016	67	0	31	23

Launch_Pad | Variable_Hour_EE_Report | FullTime_EE_Report

2.4.2.2 FULL TIME REPORT

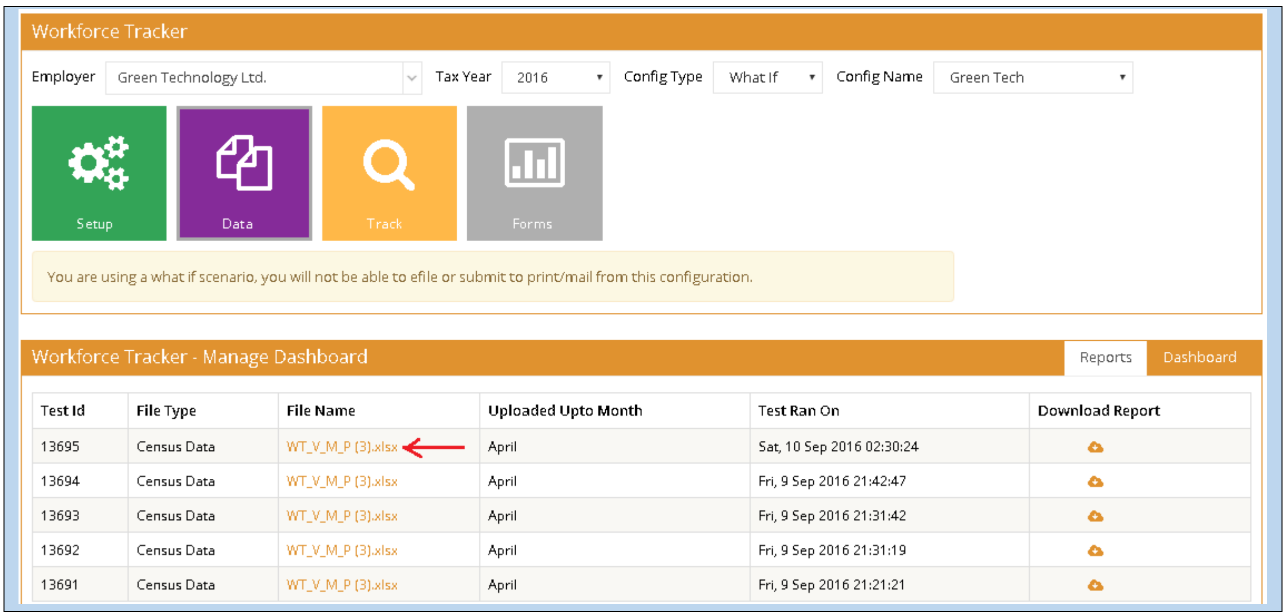
This report provides information about employees who are considered Full Time based at the end of the month for which data was uploaded and determine potential liability for the employer.



	January	February	March	April	May	June	July	August	Se
FT Count	67	67	67	67					
FT Offered	9	9	9	9					
% Offered	13.43%	13.43%	13.43%	13.43%					

			JANUARY						
Employee SSN	First Name	Last Name	Status	In Limited Non-Assessment Period	Coverage Offered	Affordable	Minimum Value	Medicaid Eligible	Eligible T
619648320	Marta F	Acevedo	NE	✓	✗	✗	✗	NA	NA
606308262	Javier Eduardo	Aguirre	NE	✓	✓	✓	✓	✗	✗
626848092	Steve	Alpizar	NE	✓	✓	✗	✗	✓	✓
610096323	Evelia	Alvarado	NE	✗	✗	✓	✓	✗	✗
614787858	Jesus A	Alvarez	NE	✓	✓	✗	✗	✓	✓
643070013	Mayra	Alvarez	NE	✓	✗	✓	✓	✗	✗
604293226	Patrocinia	Ambrocio	NE	✗	NA	✗	✗	NA	NA
605967410	Samuel P	Anguiano	NE	✓	✗	✓	✓	✗	NA
634423464	Pablo	Aviles-Gonzalez	NE	✗	✓	✓	✗	✓	✗
553435044	Carlos	Ayon	NE	NA	✗	✗	✗	✗	✓
560974920	Paula	Badillo	NE	✗	✓	NA	✓	✓	✗
644422499	Gerardo	Baltazar	FT	✗	✗	✗	✗	✗	✓
610649531	Emelia Aviles	Barrera	NE	NA	NA	NA	✓	NA	✗
610445472	Adam	Benker	NE	NA	NA	NA	✗	NA	NA

To download any census data file uploaded, click on the file name.



Test Id	File Type	File Name	Uploaded Upto Month	Test Ran On	Download Report
13695	Census Data	WT_V_M_P (3).xlsx	April	Sat, 10 Sep 2016 02:30:24	
13694	Census Data	WT_V_M_P (3).xlsx	April	Fri, 9 Sep 2016 21:42:47	
13693	Census Data	WT_V_M_P (3).xlsx	April	Fri, 9 Sep 2016 21:31:42	
13692	Census Data	WT_V_M_P (3).xlsx	April	Fri, 9 Sep 2016 21:31:19	
13691	Census Data	WT_V_M_P (3).xlsx	April	Fri, 9 Sep 2016 21:21:21	

2.5 FORMS

This tab appears once data is successfully uploaded and processed by the system.

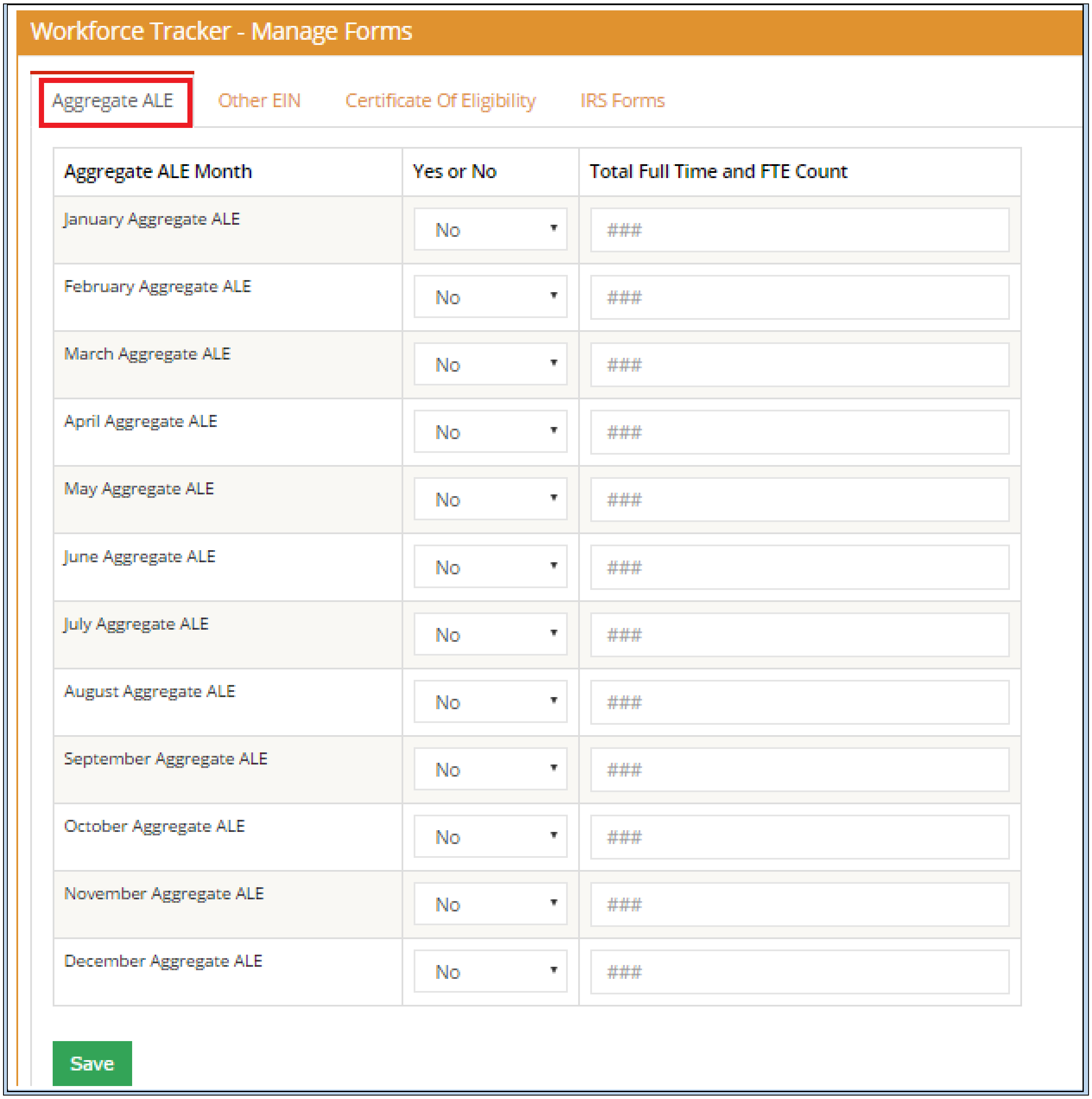
If the Employer is non ALE, Forms can be downloaded directly from Forms tile.

If the Employer is an ALE, you are required to fill in Employer details in three sections namely – Aggregate ALE, Other ALE and Certificate of Eligibility, as applicable and then Forms can be downloaded from the section 'IRS Forms'.

2.5.1 AGGREGATE ALE

You are required to provide aggregate ALE data for each month in the fields:

a) Aggregate ALE – Yes/No
b) Total Full Time and FTE Count



Workforce Tracker - Manage Forms

Aggregate ALE | Other EIN | Certificate Of Eligibility | IRS Forms

Aggregate ALE Month	Yes or No	Total Full Time and FTE Count
January Aggregate ALE	No	###
February Aggregate ALE	No	###
March Aggregate ALE	No	###
April Aggregate ALE	No	###
May Aggregate ALE	No	###
June Aggregate ALE	No	###
July Aggregate ALE	No	###
August Aggregate ALE	No	###
September Aggregate ALE	No	###
October Aggregate ALE	No	###
November Aggregate ALE	No	###
December Aggregate ALE	No	###

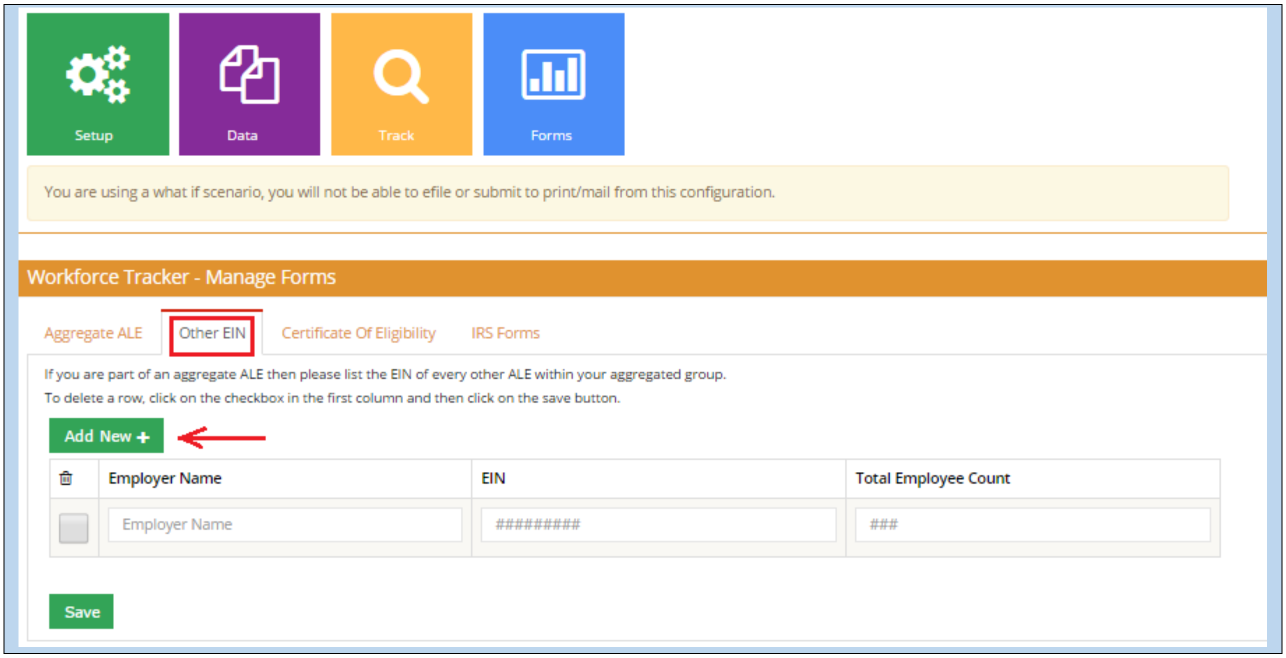
Save

2.5.2 OTHER ALE

List the names of other ALEs who are members of the aggregate group in this section using 'Add New' button. It has three fields:

a) Employer Name
b) EIN
c) Total Employee Count

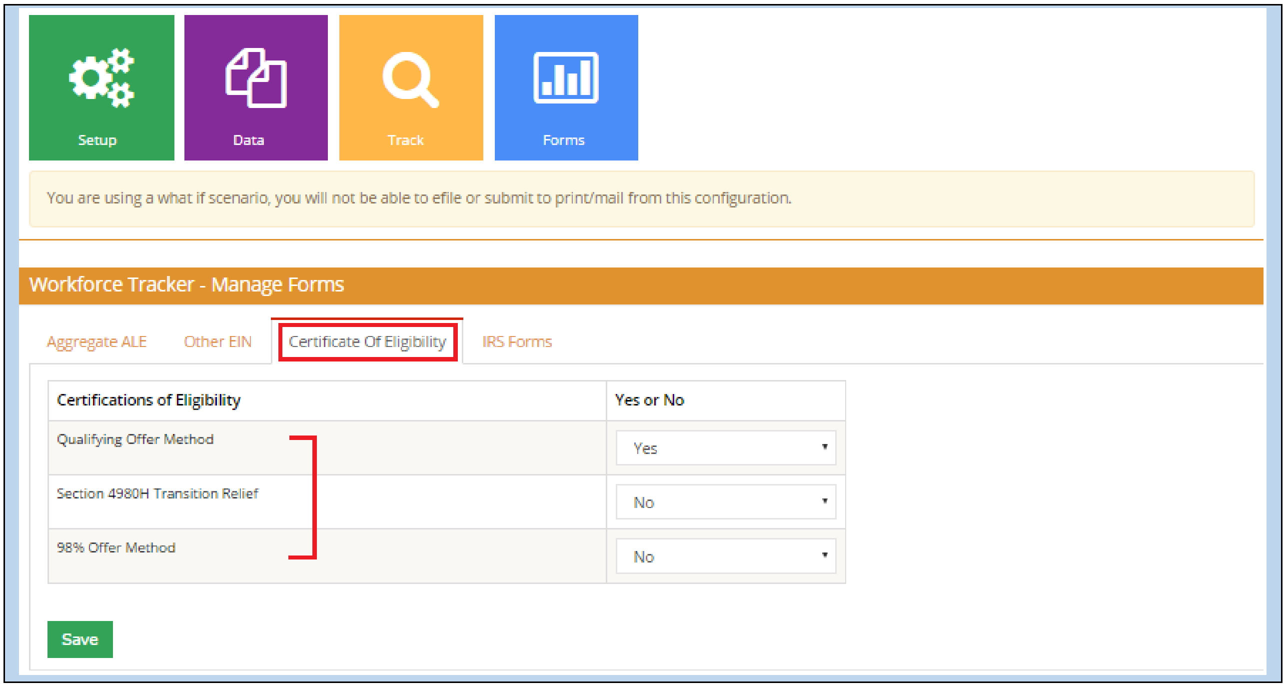
Total Employee Count appears pre-populated for members that exist in or system and you can edit them if required.



2.5.3 CERTIFICATE OF ELIGIBILITY

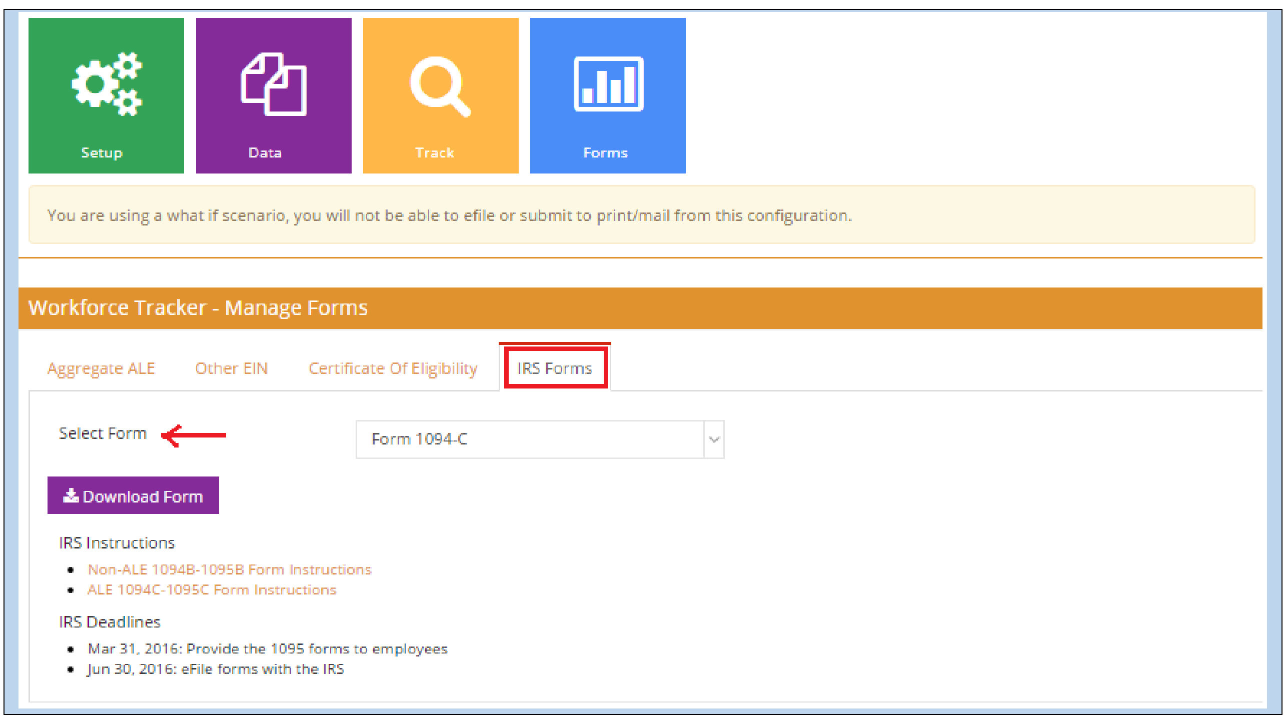
Select the certificate of eligibility applicable from the options provided:

a) Qualifying Offer Method
b) Section 4980H Transition Relief
c) 98% Offer Method



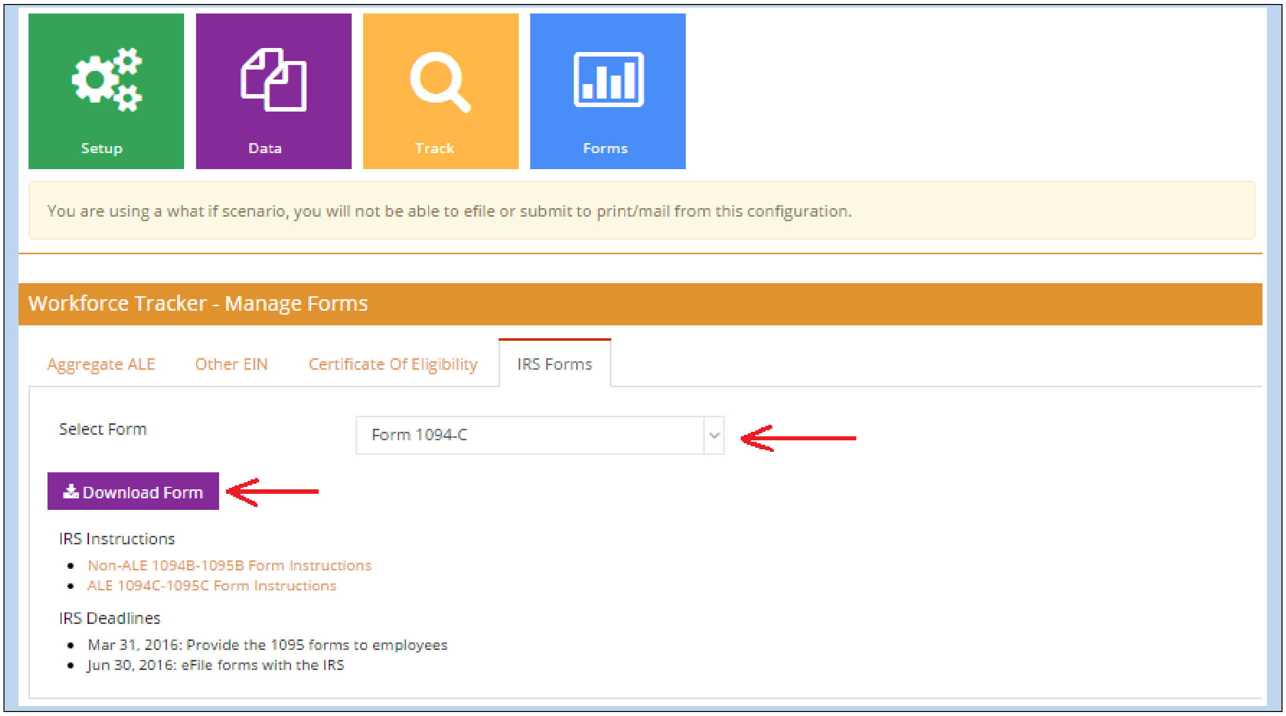
2.5.4 IRS FORMS

Now the TPA/Employer can download Forms 1094 and 1095.



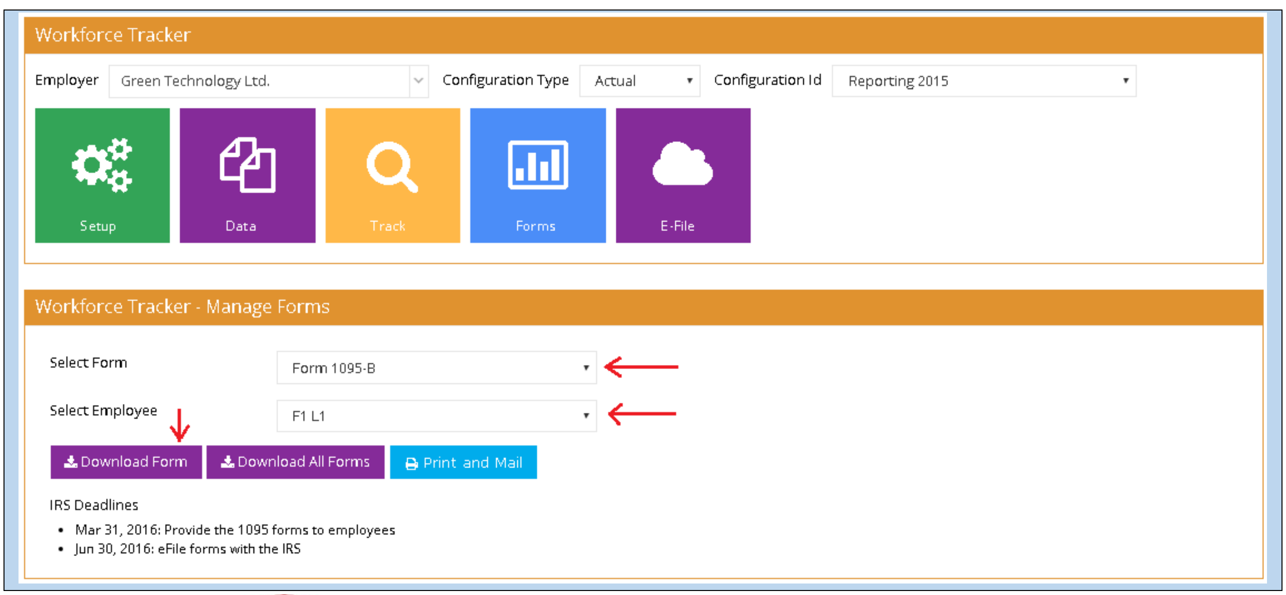
1. Download Form 1094

Select Form 1094 B/C from the ‘Select Form’ dropdown options and click on ‘Download Form’.



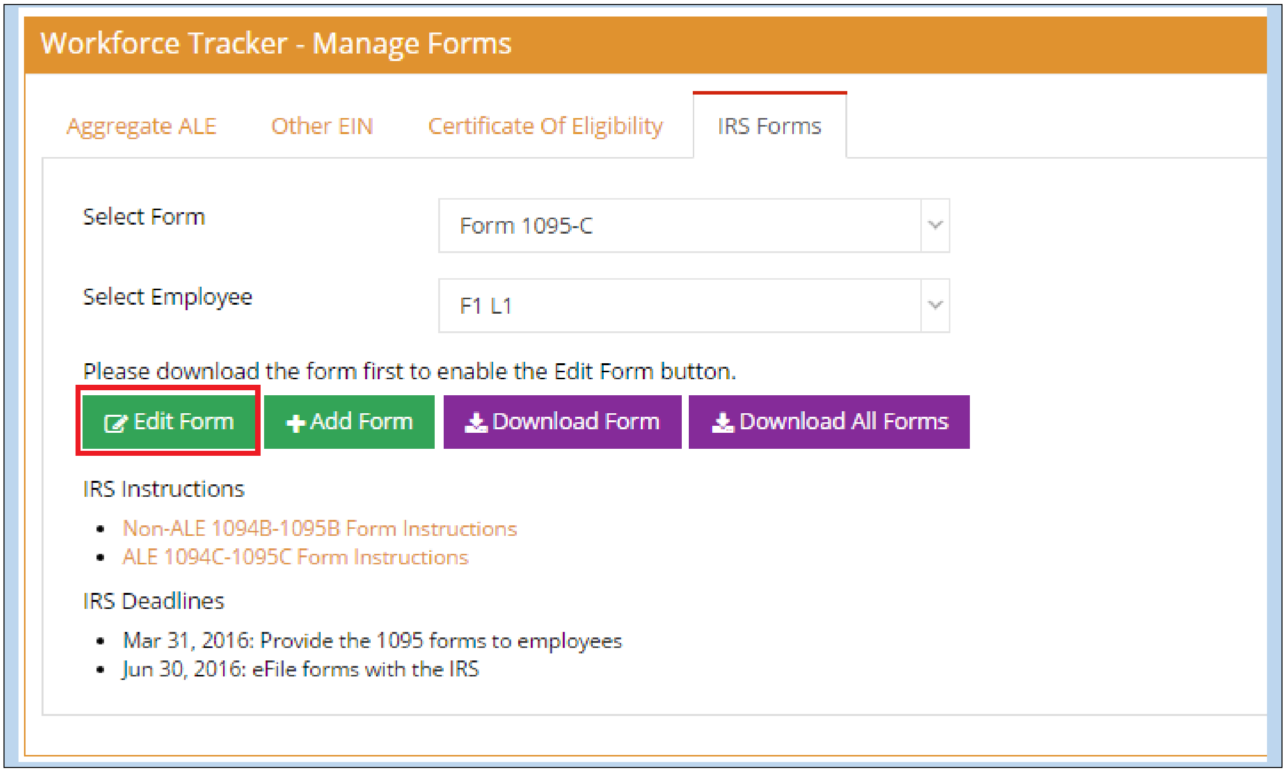
2. Download Form 1095

Select Form 1095 B/C from the ‘*Select Forms*’ dropdown options, select employee from the dropdown list of all employees and then the TPA/Employer can download Form 1095B/C for one employee or download all Forms.



3. Edit Form

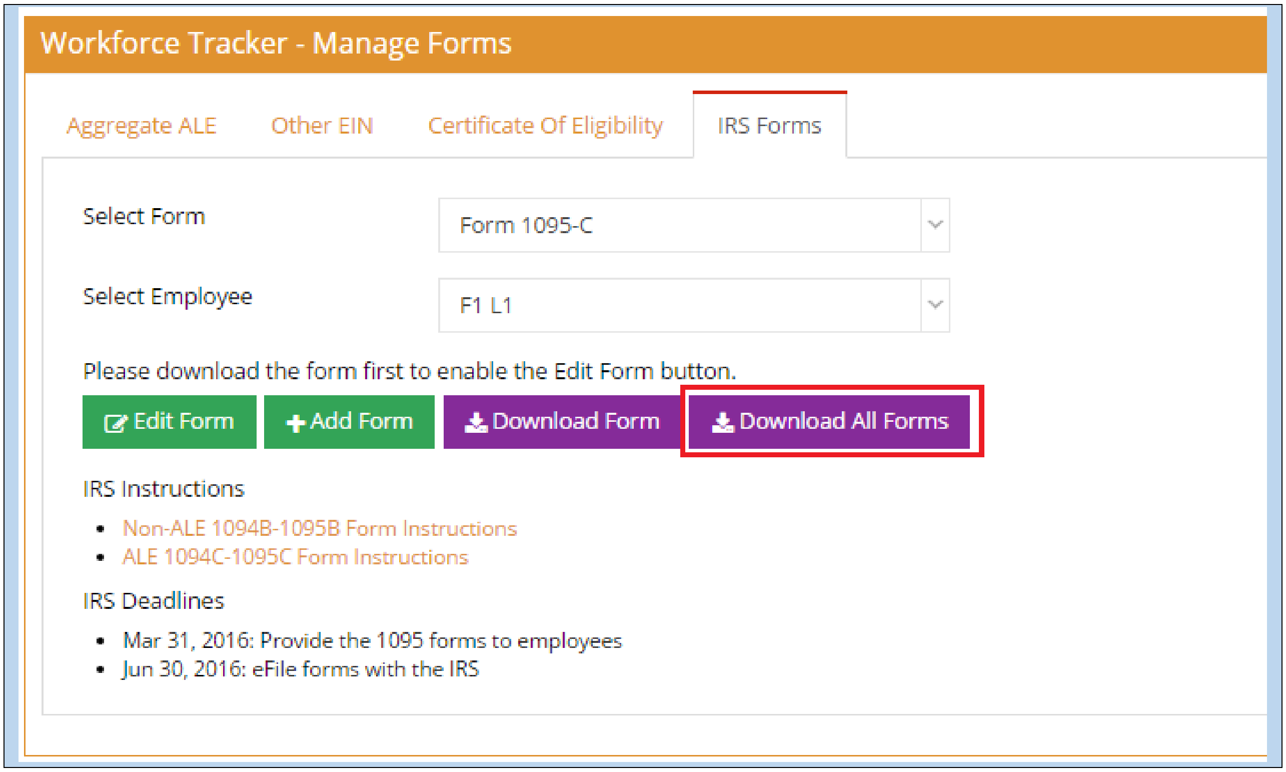
Click on the 'Edit Form' button and edit the Employer Form or the Employee Form.



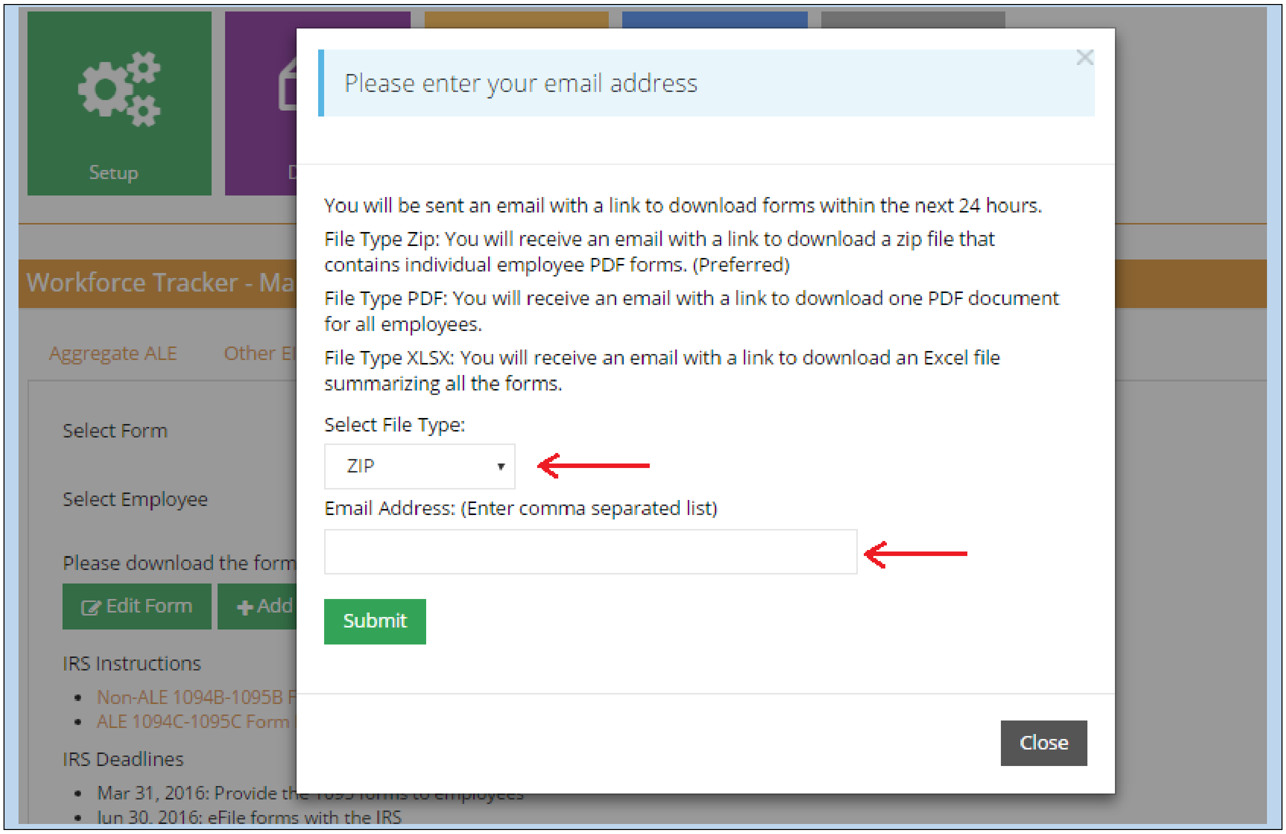
All edits made in the forms are recorded and displayed in the Forms Override History section at the bottom of the page. It lists the name of the user who made the edits, the time stamp, IRS Form in which changes are made and the Employee name if it is an Employee Form.

4. Download All Forms

Select Form 1094 B/C from the '*Select Forms'* dropdown options, and then the TPA/Employer can create a request to get all Forms in the form of a single PDF file or a zip file for all PDF Forms.

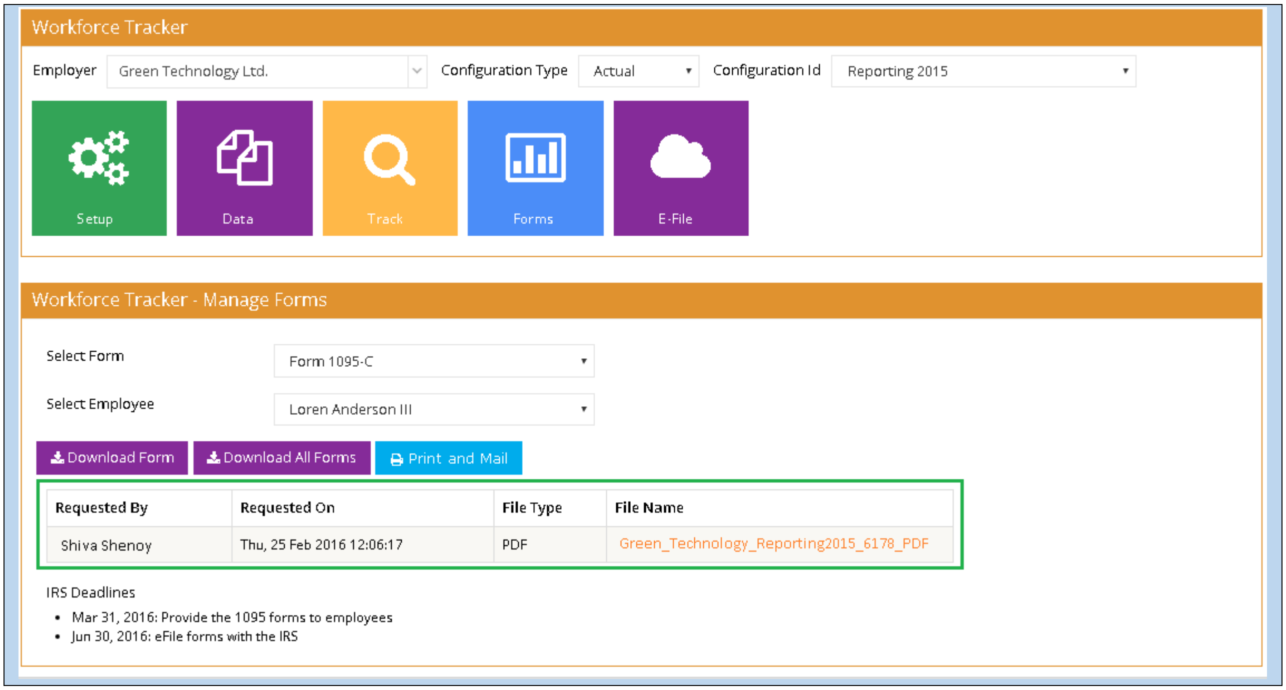


A pop up appears on selecting 'Download All Forms'.



The TPA/Employer is required to select the 'File Type' – Zip/PDF and enter the email address where the files are to be sent. The mentioned email ID will receive a link to download the forms within 24 hours of the request made.

And the details of the request appear at the bottom of the page as:



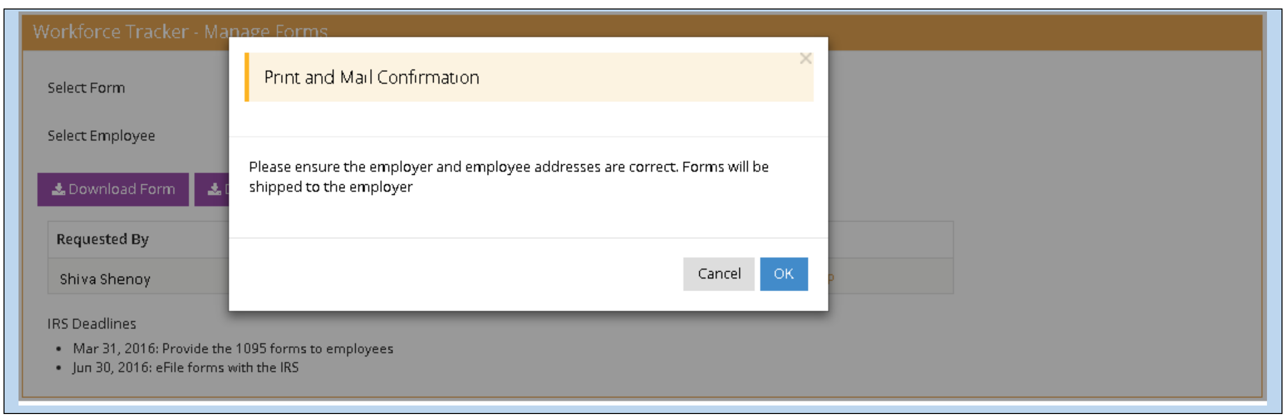
5. Print and Mail

All 1094 and 1095 Forms can be requested for shipment in either of the ways:

a) All Forms to be shipped to the Employer address

b) Forms to be shipped to each employee (Form 1095) at their addresses

Click on 'Print and Mail' button, a pop up will appear for Employer and Employee address confirmation.



Once the user confirms and clicks on 'Ok' button, the request gets initiated for processing.

NOTE

IRS E Filing deadlines appear at the bottom of the page

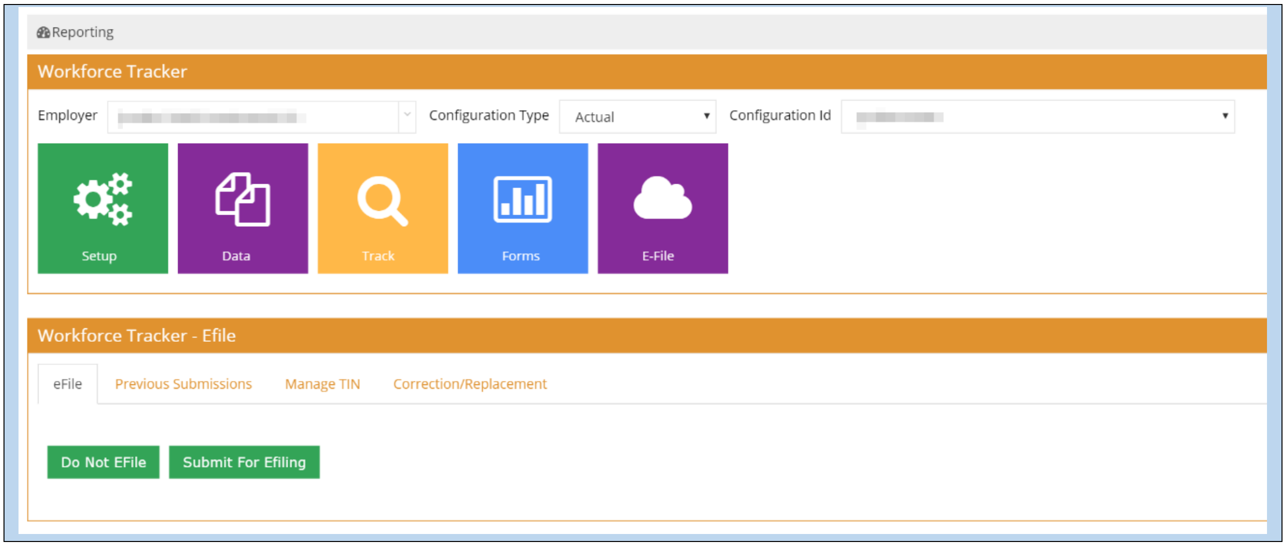
2.6 E-FILE

E-File tile is only applicable for "Actual" configuration.

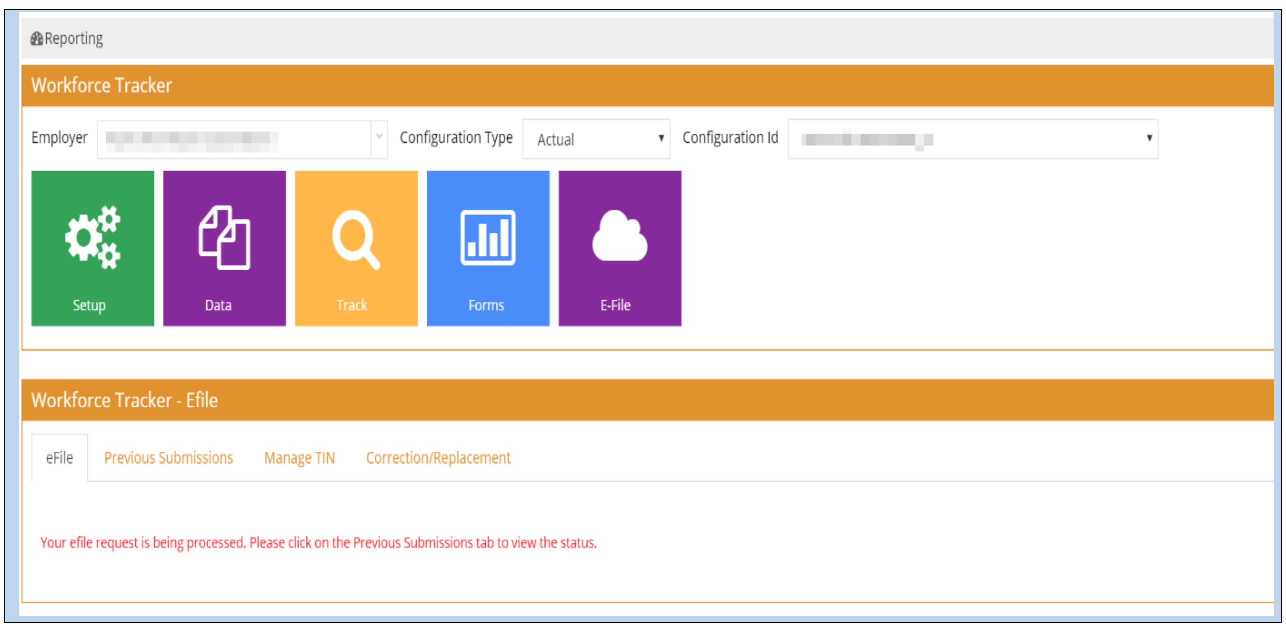
Once the test is executed and Forms have been verified, the TPA/Employer can create a request for E-Filing of Forms through the E-File option. E-file tile will show different tabs for different actions.

2.6.1 E-FILE

User will see two buttons under this tab. To submit all verified forms to e-file, user clicks on "Submit For E-Filing" button. If user chooses not to submit Forms electronically they need to click on "Do not E-file" button. This button is mostly used by Employers having total employee count under 250.

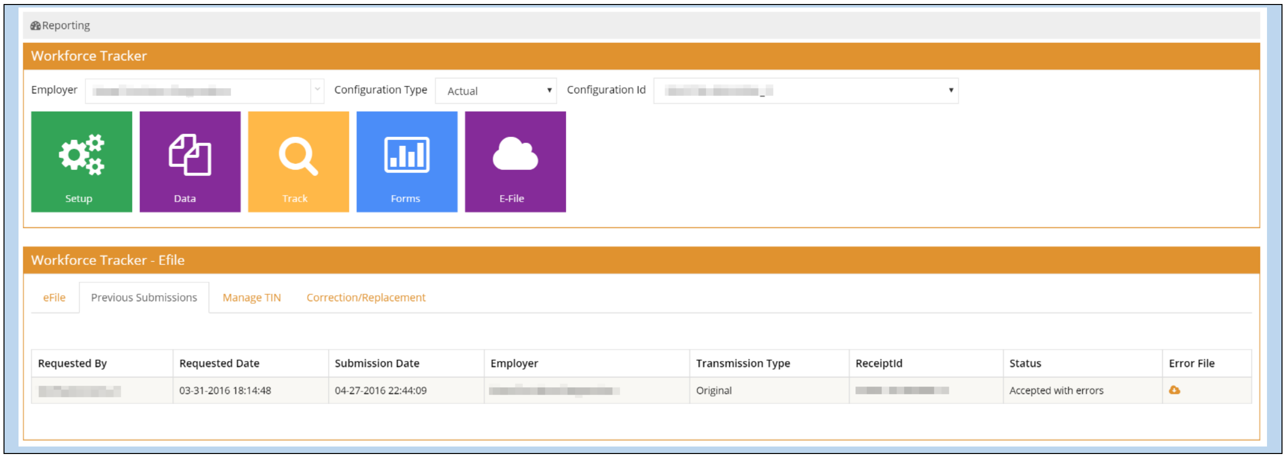


Once user clicks on "Submit For E-filing" button, system shows message as shown in below screenshot.



2.6.2 PREVIOUS SUBMISSIONS

User will be able to track status of submission using this tab information.



Requested By: Name of person who logged in and submitted e-file request.

Requested Date: Date on which e-file request was submitted.

Submission Date: Date on which CXC submits the forms to IRS after all validation check.

Employer: Name of employer for whom request was submitted.

Transmission Type: This can be either “Original” for first time transmission or “Correction” forms resubmitted after corrections.

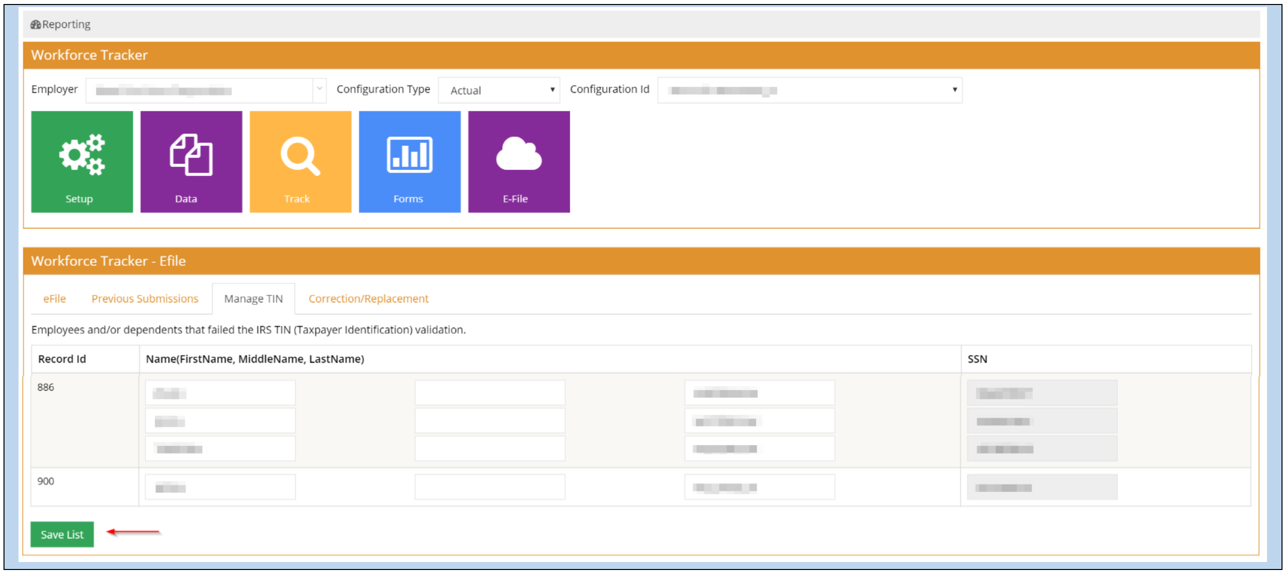
Receipt ID: This will be the acknowledgement number received from IRS after transmitting forms. This will be unique for each transmission and re-submissions.

Status: User will be able to track status of submitted forms using this column. In case of accepted with errors TPA/Reseller can download the error file and correct the data using forms over write.

Error File: This file will list all errors sent by IRS and which user is expected to correct and re-send.

2.6.3 MANAGE TIN

This tab is used to correct all errors related to TIN i.e. Taxpayer Identification Number (SSN or EIN). Also this can be used to rectify errors in employee or dependents name.



User is provided with 4 different editable columns, 3 for complete name (first, middle and last name) and 1 for SSN of employee/dependent.

This record id list will only show employee records which needs correction in name/SSN. Each record id identifies employee and its dependents. If employee name is repeated, it means 1095C form has 2 records for this employee in one form – one in PART I employee information section and other in PART III covered individual's section.

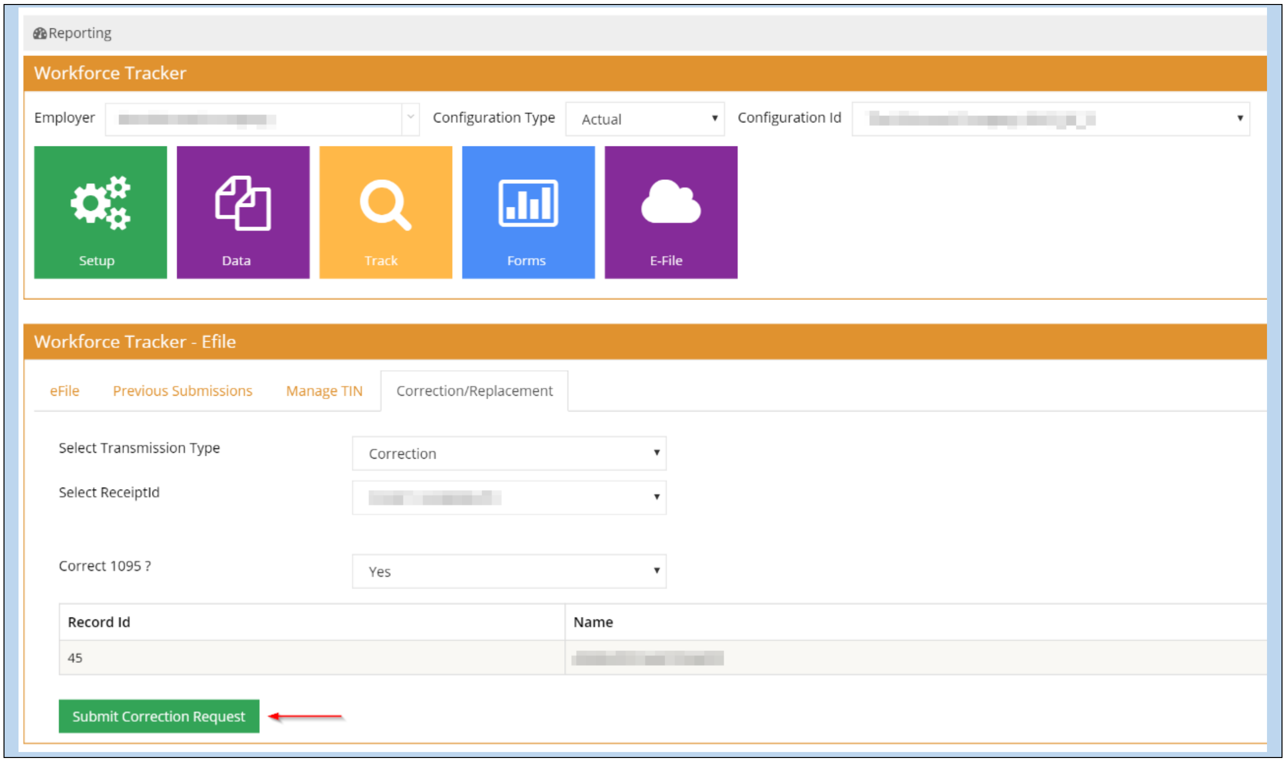
User should correct the name/SSN as per error file and after all corrections click on "Save list" button at the bottom of tab.

This tab only allows correction of employee SSN/name in 1095C form. Any error on 1094C has to be corrected using forms over write.

Note: Clicking on "Save list" does not re-submit the corrections. Correction work flow is continued in "correction/replacement" tab.

2.6.4 CORRECTION/REPLACEMENT

This tab is used to submit final corrections done in 1094/1095 forms.



User selects transmission type as “Correction” and receipt ID from dropdown. System will list all version of receipt ids (original and previous corrections, if any). User needs to select correct version of receipt id for which he wants to make correction and re-submit.

If there are correction in 1095 form, select yes from dropdown. System will list all record ids and name of employees for whom form is edited, as shown in above screenshot (record id 45).

If updates are done for 1094 form, system will include this in given table.

User should click on “Submit Correction Request” after all verification. This will initiate correction workflow.

System will show status as “requested” in previous submission tab.