Anycity (Corporation
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Step 1. Set up users									
Verify security settings. Set up user rights in Human Resources (HR), Timekeeping (TK), Payroll (PR), and Government Reporting (GR).									
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Step 2. Set up Timekeeping									
Set period dates. Use Timekeeping to determine if an employee is a full-time equivalent employee for ACA Reporting.								_	
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Step 3. Set up Human Resources								\square	
A. Set up contact information.									
B. Set up/verify health insurance benefits.									
C. Print Annual Benefits - Pay Code Trsxn Rpt. Run for the calendar year (01/1/YYYY to 12/31/YYYY).									
D. Add benefit level to the employee.									
E. Set up employee ACA tab.									
F. Set up employee contact information.									
G. Print Benefit Enrollment Report.									
Step 4. Set up ACA Annual Reporting								-	
A. Convert year-end ACA information.									
B. Set up ACA information.									
C. Run ACA Checkout.									
D. Verify employee information. Check the Status and Offer of Coverage.									
E. Print employee 1094/1095.									
F. Create electronic file. Required if you have more than 250 1095-Cs.									
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ACA Setup and Annual Reporting

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