

Connect Affordable Care Act (ACA) Checklist 2019



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Step 0. Before You Get Started

ACA 2019 (Step 0 of 4)

Use this checklist to create the reports and forms for the Affordable Care Act (ACA). You'll need to complete this section before you start working on the ACA Checklist.

What's new for 2019?

- If you filed electronically last year, you will need to reapply for a new TCC. The IRS is using a new two-factor authentication to register for a TCC. Go to the [e-Services website](#) to register for a new TCC. Watch a video on [registering for a new TCC \(1m06s\)](#).

What do I need before I get started?

- **Order the ACA Forms for printing the employee's ACA information.** This is a pre-printed form provided by the IRS. Caselle will print ACA information on the pre-printed form; however, it will not print the ACA field names and titles that appear on the pre-printed form. If you prefer, you can use the [substitute ACA form](#) to send employees.
- **If you're filing electronically, you'll need to purchase the ACA Electronic Reporting module if you haven't done so already.** Call your Client Relationship Manager at (800) 243-8275 for more information. If you have purchased the Electronic Reporting module for filing W-2s and 1099s electronically, then you're ready to go because it includes the ACA Electronic Reporting module.
- **If you're filing electronically, you'll also need a Transmitter Control Code (TCC).** You should plan on submitting the application for a TCC at least 30 days before you intend to file electronically. Go to www.irs.gov to apply for a TCC. You cannot use the TCC that you used to file W-2s and 1099s electronically.
- **Download and install the latest version of Caselle.** The latest version includes the ACA Reporting tools. You won't be able to see the routines, reports, and forms for ACA Reporting if you aren't running the latest version of Caselle. Click [here](#) for instructions.
- **Download and install the ACA Checklist XML file to load the ACA checklist into Caselle** (www.caselle.com/pdf/ACAChecklist.xml).

Which forms do I need to order for my organization?

ACA Reporting uses the number of employees employed by the organization and the organization's status as self-insured or not self-insured to select the ACA reporting form. You can order Forms 1094/1095 from www.irs.gov.

How many employees are employed by your organization?

- We employ 49 employees or less AND we are self-insured. Use Forms 1094/1095-B.
- We employ 49 employees or less AND we are NOT self-insured. No filing is required.
- We employ more than 50 employees AND we are self-insured. Use Forms 1094/1095-C.
- We employ more than 50 employees AND we are NOT self-insured. Use Forms 1094/1095-C.

What is an FTE employee?

- FTE (**Full-time Equivalent**) employees are those who worked on average 30 hours or more a week for more than 120 days in a year—or the number of employees you expect to work these hours.
 - **Part-time employees** are those who worked on average less than 30 hours per week, but more than 120 days per year.
 - If the total number of hours worked isn't a whole number, round it down to the nearest whole number.
-

Which checklist do I complete first... Payroll or ACA?

Completing the ACA Checklist will be an easier task than setting up Payroll and Human Resources with the necessary health insurance codes, recording FTE (full-time equivalent) employees, and coding information for ACA reporting.

How much time will I need to complete the ACA Checklist?

That depends on the size of your organization. Plan on taking about 2 to 4 hours to complete the ACA Checklist.

Step 1. Set Up Users

ACA 2019 (Step 1 of 4)

Make sure the people who will run the ACA forms and reports have access to the routines, reports, and forms for ACA reporting. You'll want to set up the user's security with access to ACA reporting in Human Resources, Timekeeping, Payroll, and Government Reporting.

A. Verify user security settings in Payroll & Government Reporting

Your ACA specialist will need access to these sections in the Government Reporting module: ACA Employees, Create Electronic ACA File, Checkout ACA Employees, and Convert Year-end ACA Information.

Do this...

1. Open Connect System Management > Security > Setup/Modify User Rights.
2. Click to select the field titled User and then enter the user name. Press Enter.
3. Find the section titled Rights.
4. Find the row titled Payroll and then click the [+] to expand the Payroll section.

5. Find the row titled Government Reporting and click [+] to expand the Government Reporting section.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
[-] Human Resources	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Maintenance Orders	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Materials Management	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Payroll	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Transmittals	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Employee Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Transmittal Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Federal Reports	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] State Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Government Reporting	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Tasks	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Related Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Miscellaneous	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Project Accounting	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Property Improvements	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Property Tax Collection	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] System Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
[-] Timekeeping	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Navigating to the Government Reporting section

6. Set up the section titled Tasks.

- A. Find the row titled Tasks and click [+].
- B. Find the row titled ACA Employees.
- C. Click to select the checkbox in the column titled Explicitly Allow.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
Transmittal Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Federal Reports	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ State Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Government Reporting	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Tasks	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- 1099 Recipients	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- ACA Corrections	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- ACA Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Forms	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- W-2 Corrections		<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- W-2 Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Related Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Miscellaneous	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Project Accounting	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Property Improvements	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Property Tax Collection	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ System Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Timekeeping	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Utility Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Explicitly allow user access to ACA Employees

7. Set up the section titled Miscellaneous.

- A. Find the row titled Miscellaneous and click [+].
- B. Find the row titled Create ACA File.
- C. Click to select the checkbox in the column titled Explicitly Allow.
- D. Repeat these steps to grant the user explicit access to Checkout ACA Employees and Convert Year-end ACA Information.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
Transmittal Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Federal Reports	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ State Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Government Reporting	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Tasks	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Related Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
- Miscellaneous	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Create Electronic ACA File	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Create Electronic W-2 File	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Checkout 1099 Recipients	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Checkout ACA Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Checkout W-2 Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Convert Year-end ACA I...	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Convert Year-end Tax I...	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Project Accounting	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Property Improvements	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Property Tax Collection	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ System Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Timekeeping	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
+ Utility Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Explicitly allow user access to ACA tasks

When you're done, the user will have explicit access to the highlighted rows: ACA Employees, Create Electronic ACA File, Checkout ACA Employees, and Convert Year-end ACA Information.

B. Verify user security settings in Timekeeping

Your ACA specialist will need access to the Timekeeping Organization table to set the period dates for ACA reporting.

Do this...

1. Open Connect System Management > Security > Setup/Modify User Rights.
2. Click to select the field titled User and then enter the user name. Press Enter.
3. Find the section titled Rights.
4. Find the row titled Timekeeping and then click the [+].
5. Find the row titled Organization and then click [+].
6. Find the row titled Task and then click [+].
7. Find the row titled Organization.

8. Click to select the checkbox in the column titled Explicitly Allow.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
Property Tax Collection	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
System Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Timekeeping	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Equipment	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Organization	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Tasks	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Activity Codes	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Approval Processes	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Approval Steps	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Departments	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Overheads	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Shifts	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Task Codes	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Related Reports	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Miscellaneous	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Employee Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Equipment Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Utility Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Explicitly allow user access to Organization in Timekeeping

When you're done, the user will have explicit access to the Organization table to set the period dates.

C. Verify user security settings in Human Resources

Your ACA specialist will need access to these tables and tasks in the Human Resources application: Setup New Employees (for setting up employee benefits), Modify Existing Employees, Benefits, and Organization.

Do this...

1. Open Connect System Management > Security > Setup/Modify User Rights.
2. Click to select the field titled User and then enter the user name. Press Enter.
3. Find the section titled Rights.
4. Find the row titled Human Resources and then click the [+].

5. Set up the section titled Employees.

- A. Find the row titled Employees and click [+].
- B. Find the row titled Tasks and click [+].
- C. Find the row titled Modify Existing Employees.
- D. Click to select the checkbox to the column titled Explicitly Allow.
- E. Repeat these steps to grant the user explicit access to Setup New Employees.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
Clarity Web Services	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Caselle Web Portal	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Court Management	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Document Management	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
General Ledger	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Human Resources	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Applicants	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Tasks	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Modify Existing Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Setup New Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Related Reports	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Miscellaneous	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Job Postings	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Applicant Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Employee Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Job Posting Inquiry	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Reports	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Maintenance Orders	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Materials Management	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Explicitly allow user access to Setup/Modify Employees in Human Resources

6. Find the section titled Organization.

- A. Find the row titled Organization and click [+].
- B. Find the row titled Tasks and click [+].
- C. Find the row titled Organization.
- D. Click to select the checkbox titled Explicitly Allow.
- E. Repeat these steps to grant the user explicit access to Benefits.

Rights:

Connect **Connect Online**

Application	Group Access	Explicitly Allow	Explicitly Deny	Access Granted
Document Management	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
General Ledger	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Human Resources	■	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Applicants	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Employees	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Job Postings	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
 Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
 Tasks	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Actions	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Approval Processes	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Approval Steps	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Associations	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Benefits	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Departments	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
EEO Job Categories	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Forms	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Organization	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Positions	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Qualifications	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Requests	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓
Task Lists	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	✓

Explicitly allow user access to Benefits and Organization in Human Resources

When you're done, the user will have explicit access to the Organization table and Benefits table.

Step 2. Set Up Timekeeping

ACA 2019 (Step 2 of 4)

You can use the tools in Timekeeping to determine if an employee is a full-time equivalent employee for ACA Reporting.

Does your organization use Caselle Timekeeping for ACA Reporting?

- **My organization uses Timekeeping for ACA Reporting.** You can skip this step and continue to Step 3: Set up Human Resources.
- **My organization uses Timekeeping but we have not set up Timekeeping for ACA Reporting.** Complete this section to set up the options on the ACA Compliance tab.
- **My organization does not use Timekeeping.** You'll need to determine on your own if your employees are full-time or part-time. ACA Reporting uses different reporting requirements for full-time and part-time employees. To purchase the Timekeeping module, contact your Client Relationship Manager (CRM) at (800) 243-8275.

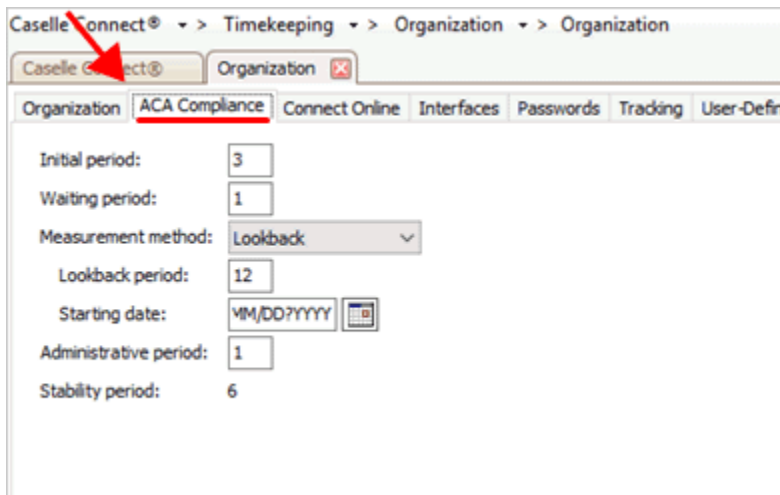
Set up period dates

Use the Timekeeping Organization table to enter the starting date and set up the administrative period your organization will use for ACA Reporting.

Do this...

1. Open Connect Timekeeping > Organization > Organization.

2. Click to select the ACA Compliance tab.



ACA Compliance tab in Timekeeping Organization

3. Enter the Waiting Period.

The Waiting Period is the number days after an employee is hired that the employer must offer health care to an employee. The ACA maximum waiting period is 90 days.

If there is no waiting period, enter a 0 (zero).

4. Enter the Starting Date.

You can use the starting date for open enrollment as the starting date for ACA Compliance.

5. Enter the Administrative Period.

The Administrative Period is the period immediately following the end of the initial measurement period.

6. Click Close to exit Timekeeping.

The ACA options are set up in Timekeeping. Timekeeping will use the options that you selected to determine which employees are full-time equivalent employees.

Step 3. Set Up Human Resources

ACA 2019 (Step 3 of 4)

Set up the ACA Reporting tools in the Human Resources application. ACA Reporting uses the information from Human Resources to show an employee's benefits and record when an employee was offered coverage.

Videos

- Learning how to set up ACA options in Human Resources. [Watch a video \(11m05s\)](#)

A. Set up contact information

IRS requests the name of a person in the organization to use as the ACA contact. If the IRS has any questions regarding the ACA forms submitted by the organization, the IRS will contact this individual. The contact's name and telephone number will print as the contact name and telephone number on the ACA forms that the organization will print for the IRS and employees.

Do This...

1. Open Connect Human Resources > Organization > Organization.

The contact information displays on the Organization tab in Organization.

The screenshot shows the 'Organization' tab in the Caselle Connect® system. The breadcrumb trail is 'Caselle Connect® > Human Resources > Organization > Organization'. The 'Organization' tab is selected, showing the following information:

Primary name:	Anycity Corporation	
Secondary name:		
Address line 1:	10 N Commerce Ave	
Address line 2:	PO Box 123	
City:	Anycity	
State/Province:	UT	
Zip/Postal code:	88888	Delivery point:
Telephone 1:	(385) 555-1122	
Telephone 2:	(385) 555-1212	
Fax:	(385) 555-1222	
Email:	Anycity@ci.anycity.ut.us	
Keep applicant history	<input type="text" value="365"/>	days
Keep	<input type="text" value="3"/>	years of payroll history
Contact name:	<input type="text" value="Jamie White"/>	
Contact telephone:	<input type="text" value="801-555-1234"/>	

Human Resources > Organization > Organization

2. Enter the Contact Name.

The contact name is the name of the person the IRS will use as the ACA contact for the organization.

3. Enter the Contact Number.

This is a ten-digit telephone number.

4. Click Close.

The ACA contact information is saved.

B. Set up and verify health insurance information

ACA Reporting pulls the employee's benefit information from the Human Resources module. If you do use Human Resources, you'll need to add a benefit record for health insurance and verify the health insurance benefit is assigned to each employee who has health insurance.

Does your organization use Human Resources for ACA Reporting?

- **Yes, my organization uses Caselle Human Resources for ACA Reporting.** If your organization has already set up a benefit record for each health insurance provider, verify the contact information for the health insurance provider has been recorded correctly. See the section titled [How do I verify health insurance information?](#)
- **Yes, but Caselle Human Resources is not set up for ACA Reporting.** You'll need to complete this section to set up a benefit record for each health insurance provider and add the benefit record for health insurance to employees with health insurance. See the section titled [How do I add a benefit record for health insurance?](#)
- **No, my organization does not use Caselle Human Resources.** You can manually complete the ACA Reporting information. Or you can contact your Client Relationship Manager (CRM) at (800) 243-8275.

How do I add a benefit record for health insurance?

Add a benefit record for each health insurance provider that your organization uses to provide health insurance.

Videos

- Using the Self Insured checkbox. [Watch a video \(1m19s\)](#)
- Understanding Self Insured. [Watch a video \(0m58s\)](#)
- Entering insurance/coverage provider and adding plans for employees. [Watch a video \(1m44s\)](#)

Do This...

1. Open Connect Human Resources > Organization > Benefits.
2. Click New (CTRL+N).

You're going to add a new benefit called *Health Insurance*.

3. Enter the Description.

Click to select the field titled Description and then enter "Health Insurance".

If you will create a benefits record for more than one health insurance provider, add the provider's name to the description. For example, Health Insurance - *ETNA*, Health Insurance - *Blue Cross/Blue Shield*, and so on.

4. Set up the health insurance options.

You'll need to set up the benefit to allow dependant benefits and flag the benefit as health insurance.

Click to select the checkbox titled Allow Dependent Benefits and the checkbox titled Health Insurance.

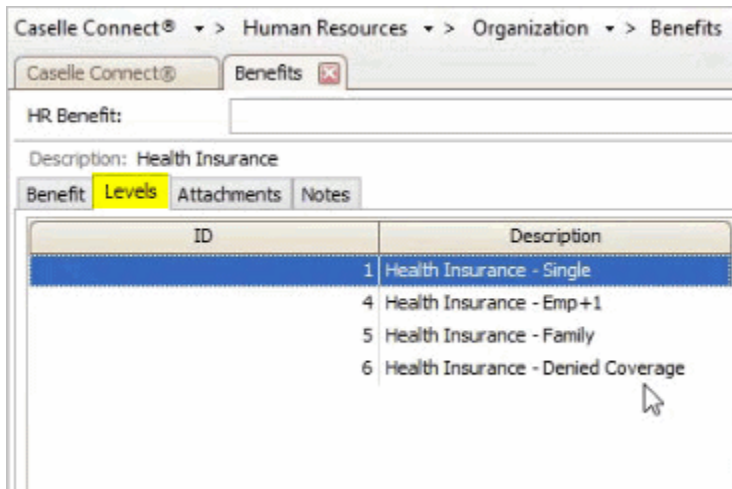
5. Set up the Insurance/Coverage Provider.

This section stores the name and contact information of the health insurance provider.


Remember... You need to add a benefit record for each health insurance provider. Which means if your organization uses more than one health insurance provider, you will have more than one benefits record. For example, Organization ABC uses ETNA and Blue Cross/Blue Shield, so Organization ABC creates two benefit records: one benefit record for ETNA and a second benefit record for Blue Cross/Blue Shield.

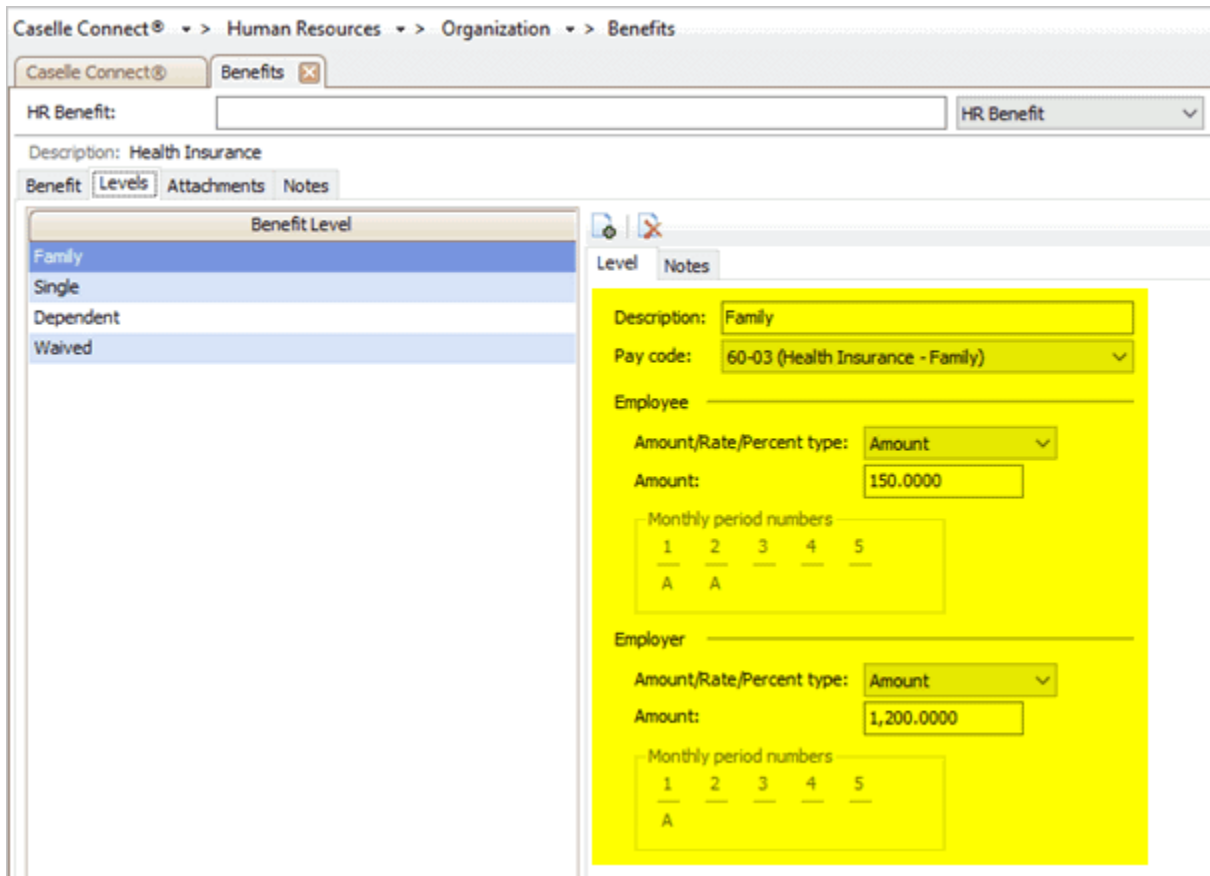
6. Set up the health insurance levels.

Use the options on the Levels tab to add a level for each plan provided by the health insurance provider.



Human Resources > Organization > Benefits > Levels tab

To add a level, click Add a New Benefit Level . After you add a description, use the Pay Code box to select the pay code for the health insurance level. Human Resources will use the pay code information from Connect Payroll to fill in the employee and employer sections.



The screenshot shows the 'Caselle Connect' interface for setting up benefits. The breadcrumb trail is 'Human Resources > Organization > Benefits'. The 'Benefits' tab is active, and the 'Levels' sub-tab is selected. The main benefit is 'Health Insurance'. On the left, a list of benefit levels includes 'Family', 'Single', 'Dependent', and 'Waived'. The 'Family' level is selected and highlighted in blue. On the right, the configuration for the 'Family' level is shown in a yellow box. It includes a 'Description' field with 'Family', a 'Pay code' dropdown set to '60-03 (Health Insurance - Family)', and sections for 'Employee' and 'Employer' contributions. Both sections have 'Amount' selected for the contribution type, with the employee amount set to '150.0000' and the employer amount set to '1,200.0000'. Each section also has a 'Monthly period numbers' field with '1' through '5' and 'A' below them.

Human Resources > Organization > Benefits > Levels tab

Waived Coverage Level: You will also need to add a level for waived coverage.

Repeat the instructions in this section to add another level to the health insurance provider. When all of the levels have been added to the benefit, you're ready to move on.

How do I verify health insurance information?

If your organization has already set up a benefits record for each health insurance provider, use the instructions in this section to make sure the saved benefit information is correct.

Videos

- Using position types and benefits in Human Resources. [Watch a video \(1m50s\)](#)

Do This...

1. Open Connect Human Resources > Organization > Benefits.
2. Use the field titled HR Benefit to enter the health insurance name. Press Enter.
3. Review the information that is saved on the Benefit tab.
4. Review the information that is saved on the Levels tab.

You'll want to click on each level to review the pay code, employee portion, and employer portion.

5. **If you have more than one health insurance provider, review the next benefits record for health insurance.**

For example, if your organization uses more than one health insurance provider, then you will have a benefit record for each health insurance provider.

Is there another benefit record for health insurance?

- **Yes, there's another benefit record for health insurance.** Repeat steps 2 through 5 to verify the health insurance information on the next benefit record.
- **No, I've checked every benefit record for health insurance.** You're done with this section.

C. Print Pay Code Transaction Report for health insurance to review annual benefits

Printing the Pay Code Transaction Report for Health Insurance to verify the employee and employer deductions. In this step, you're checking to see if you have added the benefit pay codes to all of your employees.

Videos

- Using the Pay Code Transaction Report to review annual benefits. [Watch a video \(2m06s\)](#)

Do This...

1. Open Connect Payroll > Employees > Pay Code Transaction Report.
2. Use the Title menu to select the report titled Pay Code Transaction Report - Health Insurance.
3. Change the report date range to select the calendar year.

Find the section titled Report Dates and click the Advanced Options link.

Caselle Connect® > Payroll > Employees > Pay Code Transaction Report

Caselle Connect® Pay Code Transaction Report

Title: Pay Code Transaction Report - Health Insurance

Report Options Pay Codes Columns Sections Print Settings

Report dates

From: 01/01/YYYY

To: 12/31/YYYY

Advanced options...

Select

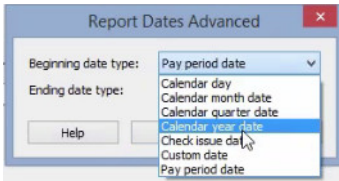
Emp

Emp

Dep.

Payroll > Employees > Pay Code Transaction Report

When the Report Dates Advanced form displays, use the options on the form to select calendar year date as the Beginning Date Type and Ending Date Type.



Report Dates Advanced Form

Click OK to exit the form.

4. Click Print (CTRL+P).

The report generates.

Anycity Corporation		Pay Code Transaction Report - Health Insurance						Page: 1	
		Check issue dates: 1/1/2015 - 12/31/2015						Dec 08, 2015 01:31PM	
Employee Number	Name	60-01 Health S Emp Amt	60-01 Health S Empr Amt	60-02 Health E+1 Emp Amt	60-02 Health E+1 Empr Amt	60-03 Health Fam Emp Amt	60-03 Health Fam Empr Amt	Total Amount	
30	Austin, George	700.00	4,436.80	.00	.00	.00	.00	5,136.80	
90	Black, Lane	700.00	4,436.80	.00	.00	.00	.00	5,136.80	
75	Brown, Shawn A	700.00	4,206.00	.00	.00	.00	.00	4,906.00	
65	Curtis, Amber	700.00	3,959.80	.00	.00	.00	.00	4,659.80	
80	Dickens, Amy	700.00	3,559.80	.00	.00	.00	.00	4,259.80	
85	Ellison, Ray	700.00	3,559.80	.00	.00	.00	.00	4,259.80	
50	Gilson, Marvin	750.00	4,206.00	.00	.00	.00	.00	4,956.00	
55	Gordon, Natalie C	700.00	3,559.80	.00	.00	.00	.00	4,259.80	
95	Granger, Benjamin R	700.00	4,206.00	.00	.00	.00	.00	4,906.00	
45	Hobson, Maurice	700.00	4,436.80	.00	.00	.00	.00	5,136.80	
25	Johnson, Douglas	300.00	525.75	.00	.00	733.18	6,997.20	8,556.13	
15	Morris, Sharon	350.00	444.95	.00	.00	733.18	6,997.20	8,525.33	
105	Priest, Gordon	700.00	3,959.80	.00	.00	.00	.00	4,659.80	
70	Rayburn, Susie	700.00	4,436.80	.00	.00	.00	.00	5,136.80	
135	Ring, Josh	1,180.32	4,206.00	.00	.00	.00	.00	5,386.32	
40	Roberts, Dale B	700.00	3,559.80	.00	.00	.00	.00	4,259.80	
10	Rockford, Julie M	350.00	525.75	525.00	4,828.40	.00	.00	6,227.15	
35	Slade, Randy L	700.00	4,206.00	.00	.00	.00	.00	4,906.00	
5	Smith, Jacob S	390.00	525.75	.00	.00	733.18	6,997.20	8,646.13	
20	Spencer, Annette	750.00	3,959.80	.00	.00	.00	.00	4,709.80	
Grand Totals:		20	13,150.32	66,916.60	525.00	4,828.40	2,199.54	20,991.60	108,609.46

Pay Code Transaction Report - Health Insurance

5. Review the report.

Does the report include all of the employees that are insured or were insured by the organization for the calendar year?

- **Yes, all of the employees in the organization are listed on the report.** Great! Move on to the next question.
- **No, the report is missing employees.** You'll need to review the employee records for the employees who are missing from the report (Payroll > Employees > Modify Employees). You want to make sure the employee is assigned to a health insurance benefit pay code.

Does the report show that each employee is assigned to a health insurance benefit?

- **Yes, all of the employees are assigned to a health insurance benefit pay code.** That's good news. Go on to the next step.
- **No, some employees have not been assigned to a health insurance benefit pay code.** You'll need to review the employee records for the employees who are missing from the report (Payroll > Employees > Modify Employees). You want to assign the employee to a health insurance benefit pay code.

Remember, you can assign employees who have denied an offer of coverage to the level titled Denied Coverage or Waived Coverage.

You've checked the health insurance benefit pay code on each employee and now you're done with this step.

D. Add benefit level to employees

If you're using Connect to file ACA, will need to check the position type and benefits.

If you have terminated employees with continuing health coverage, fill in the COBRA options on the Termination tab in Human Resources.

If your organization is self insured, fill out the contact information for your employees, add the employee's dependents (SSN, Dependent, or *Lifetime Dependent*), and then add the dependent's benefit. Adding this information will ensure the correct information converts to the 1095 Forms.

Important! Assign each full time or applicable employee in the organization to a benefit level.

In this section...

- How do I add health benefits to employees?
- How do I add health benefits to terminated employees?

Videos

- Adding benefits to employees, adding benefits to terminated employees, and adding benefits to employees on COBRA. [Watch a video \(2m17s\)](#)
- Setting up ACA Requirements on a benefit, including examples of origin of policy. [Watch a video \(5m34s\)](#)
- Adding benefits to terminated employees. [Watch a video \(1m09s\)](#)
- Explaining the purpose of the Termination tab (Human Resources) for ACA. [Watch a video \(1m03s\)](#)

How do I add health benefits to employees?

If an employee has not been assigned to a benefit level, follow the instructions in this section to add a benefit level to an employee's record. You can also use the Pay Code Transaction Report to identify which employee records in the Human Resources application are missing the health insurance benefit pay code. Each eligible employee needs to be assigned to a health insurance benefit level.

Do this...

1. Open Connect Human Resources > Employees > Modify Existing Employees.
2. Use the field titled Employee to enter an employee's name or number. Press Enter.
3. Click the Positions tab.
4. Verify the Position Type is correct.
Make sure the position type shows a full time position as Full Time. The ACA 1095 Form will count all non-full time positions (part time, seasonal, and volunteer) as *part time*.
5. Click to select the Benefits tab.
6. Click Add a New Benefit Level.

Caselle Connect® > Human Resources > Employees > Modify Existing Employees

Caselle Connect® Modify Existing Employees

Employee: Employee

Employee: 5 Smith, Jacob S Social security number: 555-88-3878

Employee Contacts Benefits Positions Termination Certifications Tests Associations Incidents Grievances Disciplinary Other Leave Notes

Benefit	Level
Health Insurance	Health Insurance - Family

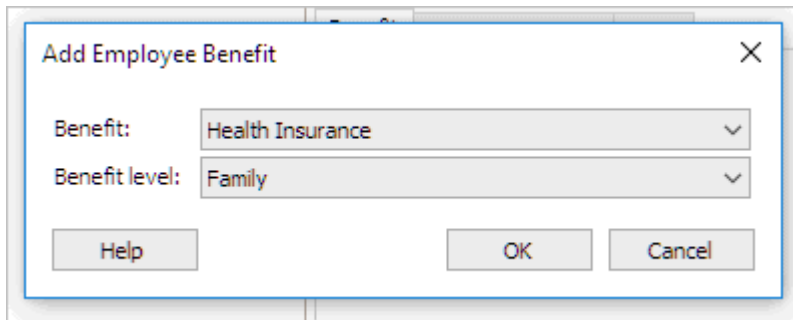
Benefit ACA Requirements Notes

Start date:

End date:

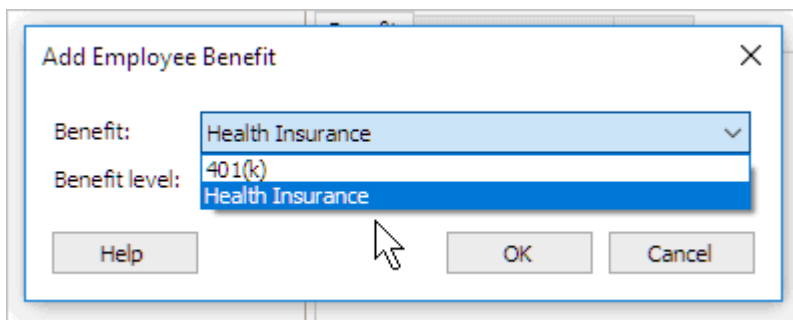
Human Resources > Employees > Modify Existing Employees

The Add Employee Benefit dialog box displays.



Add Employee Benefit

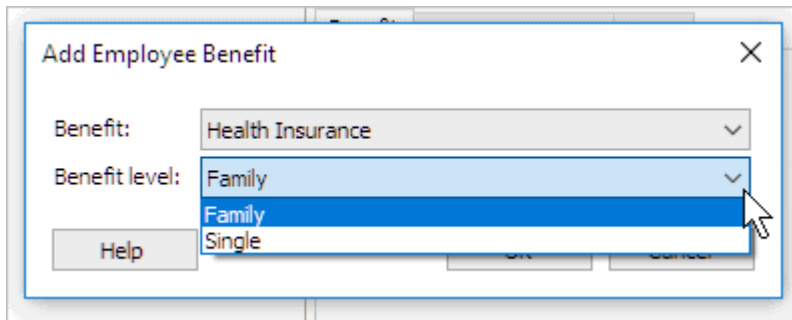
7. Use the Benefit menu to select Health Insurance.



Selecting Health Insurance as the Benefit.

8. Use the Benefit Level menu to select the benefit level to assign to the employee.

When you select Health Insurance as the benefit, the only benefit levels that show up in the Benefit Level menu are the benefit levels that are assigned to the selected benefit.



Assigning a benefit level to a benefit.

9. Skip the Start and End Dates.

You do not need to enter a start or end date on a benefit level. Connect applies the start and end date to the pay code in Payroll to determine when to calculate the benefit.

10. Click to select the ACA Requirements subtab.

You'll need to verify the Date, Origin of Policy, SHOP Identifier, Offer of Coverage, Employee Share, Safe Harbor Code, and Employee Status.

Videos

- Setting up ACA Requirements on a benefit, including examples of origin of policy. [Watch a video \(5m34s\)](#)

Date

Use this field to enter the date when the health benefit begins. When you add a new benefit, Connect will use the current date as the default date. You can replace the default date with the date when the health insurance benefit began.

Origin of Policy

This field is required to file the 1094 and 1095-B Forms.

- (A) Small Business Health Options Program (SHOP)
- (B) Employer-sponsored coverage
- (C) Government-sponsored program
- (D) Individual market insurance
- (E) Multiemployer plan
- (F) Other designated minimum essential coverage

What if I don't know the origin of policy for my organization? Contact your health insurance provider. Caselle cannot tell you which origin of policy is correct for your organization.

SHOP Identifier

If an employee uses the Small Business Health Options Program (SHOP) to find their own health insurance provider, whoever they use to obtain health insurance will provide the employee with a SHOP Identifier code. This is the field where you will record the employee's health options program.

Note: This field is only available if the Origin of Policy is (A) Small Business Health Options Program (SHOP).

Line 14: Offer of Coverage (Post-employment (non-COBRA) Coverage)

- See [2019 Instructions for Forms 1094-C and 1095-C, page 11 at www.irs.gov \(https://www.irs.gov/pub/irs-pdf/i109495c.pdf\)](https://www.irs.gov/pub/irs-pdf/i109495c.pdf).

Employee Share

- If the Offer of Coverage is 1A, skip this field.
- If the Offer of Coverage is not 1A, use the field titled Employee Share to enter the minimum premium cost.

What is the minimum premium cost? This is the lowest cost of coverage for employee-only coverage. If the employer offers 100% coverage per employee, the Employee Share is 0 (zero).

What If an employee selects a more expensive plan to cover their family? This is not the amount that you will use as the Employee Share. Enter the lowest cost of coverage paid by the employer for the employee.

Line 16: Safe Harbor Code (Code Series 2—Section 4980H Safe Harbor Codes and Other Relief for ALE Members)

- See [2019 Instructions for Forms 1094-C and 1095-C, page 12 at www.irs.gov \(https://www.irs.gov/pub/irs-pdf/i109495c.pdf\)](https://www.irs.gov/pub/irs-pdf/i109495c.pdf).

When you have assigned a benefit level to each employee, you're ready to move on to the next step: Set Up Employee ACA Information

How do I add health benefits to terminated employees?

Form 1095 uses this information to show how many months the terminated employee had health insurance coverage.

Videos

- Explaining the purpose of the Termination tab (Human Resources) for ACA. [Watch a video \(1m03s\)](#)

Do this...

1. Open Connect Human Resources > Employees > Modify Existing Employees.
2. Look up an employee and then press Enter.
3. Go to the Termination tab > COBRA tab.
4. Enter the following information.

Qualifying Event

Enter a description of the qualifying event.

Event Date

Enter the termination date.

Elected

Select this checkbox.

Months Eligible

Enter the number of months the terminated employee is eligible to receive COBRA.

Eligible Until

Enter the end of the date range the terminated employee is eligible to receive COBRA. .

Death Date

If the employee died and the employee's spouse or family is eligible for COBRA, enter the employee's death date.

Continue Employer Sponsored Health Insurance After Termination

Select this checkbox and enter the End Date. The End Date is the date when the benefit expires.

Form 1095 uses this information to show how many months the terminated employee had health insurance coverage.

5. Click Save (CTRL+S).

The health insurance benefit is set up for a terminated employee.

E. Set up employee ACA information

The Employee ACA Information is the employee's contact information for employer's who are self-insured.

Videos

- Waiving coverage and self insured. [Watch a video \(1m27s\)](#)

Is the employer self-insured?

- **Yes, the employer is self-insured.** The employer is required to submit the employee and their dependent's contact information and the benefits to the insured. Use the list of self-insured employees to complete the next step: [Set Up Employee Contact Information](#).
- **No, the employer is not self-insured.** If the employer is not self-insured, then the employer does not need to add the employee's contact information. You're ready to print the Benefit Enrollment Report. Go to the section titled [G: Print Benefit Enrollment Report](#).

F. Set up employee contact information

For each employee who is self-insured, add the employee's contact information for the employee's dependents and the benefits to the insured to the employee's record in Human Resources.

Does this person qualify as a dependent?

- This person is under the age of 26 years. Yes, this person is a dependent.
- This person lives with the employee as a dependent. Yes, this person is a dependent.
- This person is over the age of 26 OR does not live at home. No, this person is not a dependent.

Remember, individuals under the age of 26 qualify as a dependent and individuals who are living in the home qualify as a dependent.

Videos

- Adding contact information for self-insured employees. [Watch a video \(2m11s\)](#)

Do This...

1. Open Connect Human Resources > Employees > Modify Existing Employees.
2. Use the field titled Employee to enter the employee name or number. Press Enter.
3. Click to select the Contacts tab.
4. Click Add a New Contact.
5. Enter the dependent's name and contact information.

Name, Address, Telephone, and Email

Enter the dependent's name, address, telephone number, and email address.

Relationship

Enter the dependent's name, address, telephone number, and email address.

Use Employee Address

Enter the dependent's name, address, telephone number, and email address.

SSN

Enter the dependent's Social Security number. Do not key the dashes.

The IRS prefers a Social Security number AND a date of birth. However, if a SSN is not available, the date of birth will be sufficient. If you enter a SSN and a date of birth, only the SSN will be included on the 1095 Form.

Emergency Contact

If the dependent is the employee's primary contact in case of emergency, click to select the checkbox titled Emergency Contact.

Dependent

Click to select this checkbox. You will not be able to add benefits to the dependent unless this checkbox is selected.

Lifetime

If the dependent is over the age of 26 and the dependent will continue to depend on the employee for care throughout the life of the dependent, click to select the checkbox titled Lifetime. (For example, a spouse is an example of a lifetime dependent.)

Beneficiary

If the dependent will receive any payout or restitution from the health insurer should the employee be unable to receive the payout or restitution, click to select the Beneficiary checkbox.

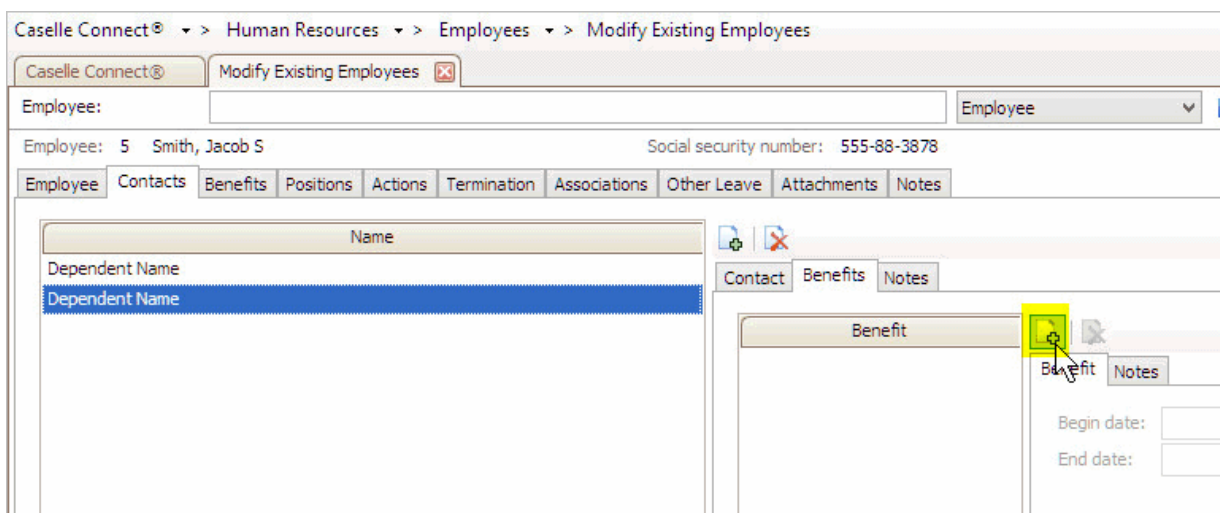
DOB

Enter the dependent's date of birth. This field is required. Format: MM/DD/YYYY

6. Enter the dependent's benefits.

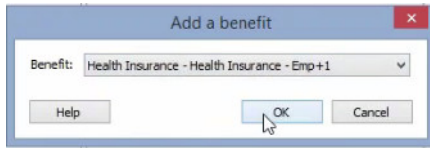
Click to select the Benefits subtab and click Add a New Benefit (use the toolbar on the Benefits subtab instead of the main toolbar).

Remember... You can only (1) add benefits to a dependent if the Dependent checkbox is selected and (2) add a benefit on a dependent if the employee already has the benefit.



Human Resources > Employees > Modify Existing Employees > Contacts tab

When the Add a Benefit form displays, use the Benefit menu to select the benefit to add to the dependent.



Add a Benefit Form

Use the Begin and End dates to track the dates when a dependent moves to a different benefit.

7. Does the employee have other dependents?

- **Yes, the employee has another dependent.** Use the Contact form in Modify Existing Employees to add the next dependent.
- **No, all of the dependents for the employee are listed as a contact.** You're ready to enter the dependents for the next employee. Continue to enter the dependents for all of the employees in the organization.

You have recorded the dependents for all of the employees who are self-insured. You're ready to Print Benefit Enrollment Report.

G. Print Benefit Enrollment Report

The next step is to print the Benefit Enrollment Report to make sure that all of the employees have health insurance and are recorded in Caselle as having health insurance.

Step 1: Print the Benefit Enrollment Report for Active Employees

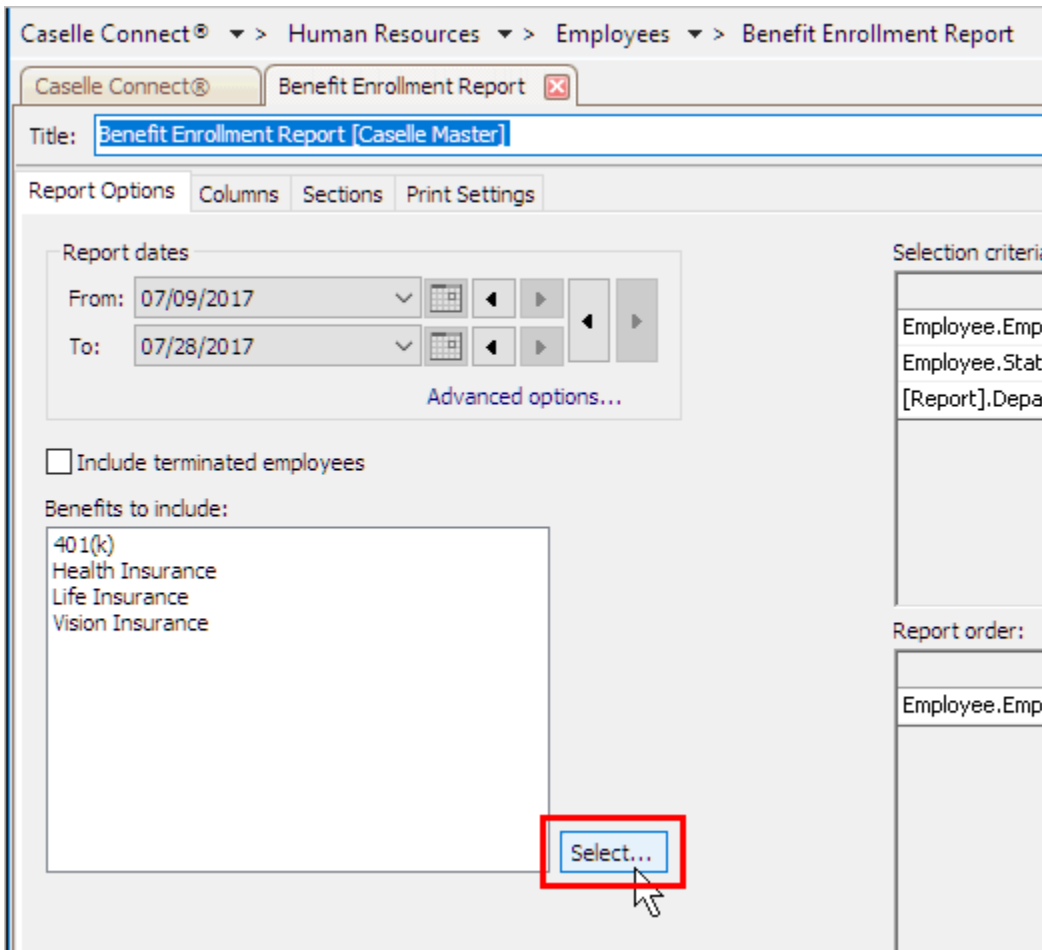
You will print the Benefit Enrollment Report twice. Once for active employees and again for terminated employees.

Do this...

1. Open Connect Human Resources > Employees > Benefits Enrollment Report.
2. Use the Title menu to select Benefit Enrollment Report [Caselle Master].
3. Use the default report dates as the report date range.

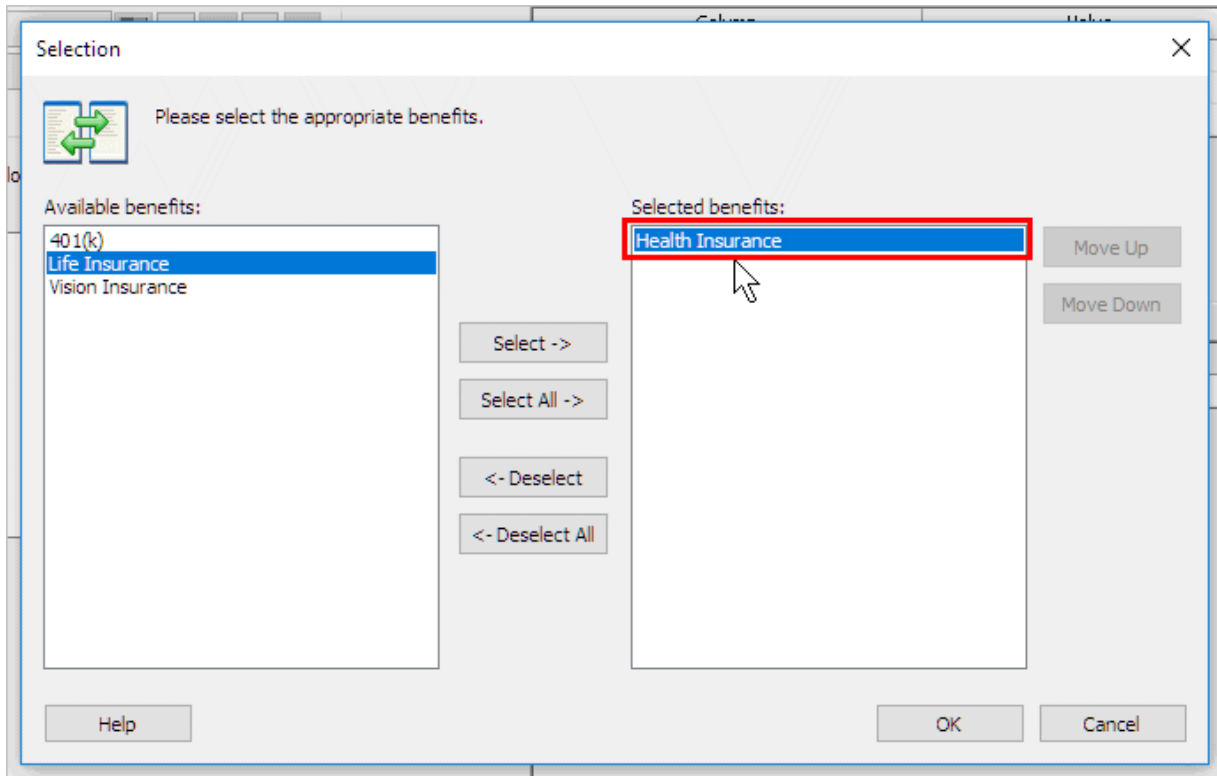
4. Change the Benefits to include only Health Insurance.

Find the field titled Benefits to Include and click Select.



Human Resources > Employees > Benefit Enrollment Report > Benefits to Include Field

Use the Selection form to remove all benefits except for Health Insurance. Click OK.



Benefit Enrollment Report > Selection Form: Select Health Insurance as the only benefit.

5. Do not select the checkbox titled Include Terminated Employees.

6. Click Print (CTRL+P).

The Print Setup form displays.

7. Click to deselect the checkbox titled Close Program After Printing.

You will run this report again for terminated employees. Deselecting this checkbox will keep the current report setup for the next report.

8. Click OK.

The Benefit Enrollment Report shows all active employees. Employees with the health insurance benefit will read *Active* under the Status column and the employees without the health insurance benefit will read *Not Added*.

Step 2: Print the Benefit Enrollment Report for Terminated Employees

Use the same report set up that you used to print the Benefit Enrollment Report for active employees to print the report for terminated employees. Make sure you select the checkbox titled Include Terminated Employees.

Do this...

1. Open Connect Human Resources > Employees > Benefits Enrollment Report.
2. Use the Title menu to select Benefit Enrollment Report [Caselle Master].
3. Use the default report dates as the report date range.
4. Change the Benefits to include only Health Insurance.
5. Change the Selection Criteria to search for employees who were terminated during the ACA reporting year.

To do this, find the section titled Selection Criteria. Find the row titled Employee.Termination date and double-click it. When the Values form displays, click Operators and select {>=} Greater Than or Equal To. In the Enter Value field, enter the last date of the ACA reporting calendar year (12/31/YY). Click OK.

6. Click Print (CTRL+P).

The terminated employees for the ACA reporting year print on the report. You will need to include the employees who were terminated during the ACA reporting year on the ACA reports.

Step 3: Verify active employees have health insurance

Use the Benefit Enrollment Report for active employees to verify that each employee has health insurance. Do not worry about the benefit amount. Each employee that is listed on the report should also have a health insurance benefit.

Anycity Corporation		Benefit Enrollment Report					Page: 1	
Report Criteria:								
Benefits selected: Health Insurance								
Employee Number	Employee Name	Employee Status	Termination Date					
5	Smith, Jacob S	Full-Time						
Benefit	Status	Benefit Level	Pay Code Title	Employer ARP	Employer ARP Type	Begin Date	End Date	
Health Insurance	Active	Health Insurance - Family	Health Insurance - F	874.65	Amount			
10	Rockford, Julie M	Full-Time						
Benefit	Status	Benefit Level	Pay Code Title	Employer ARP	Employer ARP Type	Begin Date	End Date	
Health Insurance	Active	Health Insurance - Emp+1	Health Insurance - E	603.30	Amount			
15	Morris, Sharon	Full-Time						
Benefit	Status	Benefit Level	Pay Code Title	Employer ARP	Employer ARP Type	Begin Date	End Date	
Health Insurance	Active	Health Insurance - Family	Health Insurance - F	874.65	Amount			
20	Spencer, Annette	Full-Time						
Benefit	Status	Benefit Level	Pay Code Title	Employer ARP	Employer ARP Type	Begin Date	End Date	
Health Insurance	Active	Health Insurance - Single	Health Insurance - S	494.95	Amount			
25	Johnson, Douglas	Full-Time						

Benefit Enrollment Report - Health Insurance

Does each employee with benefits have health insurance?

- **Yes, each employee has health insurance.** Great! You're ready for the next step.
- **No, there's an employee who does not have health insurance.** Write down the name of the employee who does not have health insurance and use [Set Up and Verify Health Insurance Information](#) to add a health insurance benefit to the employee.

Is the employee linked to the right health benefit?

- **Yes, each employee is linked to the correct health benefit.** Move on to the next step.
- **No, there's an employee who is linked to the wrong health benefit.** Use Modify Existing Employees in Human Resources to update the health benefit that is assigned to the employee.

Begin and End Dates: Make sure that you enter the Begin and End Dates when you add a health benefit. Payroll needs these dates to calculate the correct amounts on the payroll check and benefits.

Does the report show any employees with a status of "Not Added"?

- **Yes, I have employees who are "Not Added".** You'll need to check the employee's record to verify that the employee doesn't have employer sponsored coverage and should not be included or you'll need to add a health insurance benefit to the employee (see [Set Up and Verify Health Insurance Information](#) to add a health insurance benefit to the employee).
- **No, I do not have any employees who are "Not Added".** Nice job. Go on to the next step.

When you finish this step, you have verified that each employee has health insurance and each employee is linked to the correct health benefit. Now you're ready for Step 4: Set Up ACA Annual Reporting.

Step 4. Set Up ACA Annual Reporting

ACA 2019 (Step 4 of 4)

You're done setting up the ACA options in Timekeeping, Human Resources, and Payroll. You're ready to import the employee's ACA information into the ACA Reporting module, verify the employee's ACA information is correct, and print Forms 1094/1095. If your organization needs to file ACA Forms 1094/1095 electronically, you'll also need to complete the section titled [Create Electronic File](#).

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#)
 - 0m5s, converting ACA year-end information;
 - 0m58s, verifying converted information;
 - 1m42s, running Checkout ACA Employees;
 - 2m58s, fixing checkout errors;
 - 4m14s, filing 1094/1095s by mail;
 - 05m33s, using page 2 of 1094 Detail Report to view full time, part time, and total employee count (available in 2019.02 release);
 - 6m45s, filing 1094/1095s electronically and fixing errors listed on the error log;
 - 14m45s, what to do with a rejected electronic file vs an electronic file that's accepted with errors).

Convert year-end ACA information

The ACA Reporting module does not share data with the rest of the Caselle applications. When you use the ACA Reporting module, you will need to import the information that you will use for ACA Reporting from Timekeeping, Human Resources, and Payroll into the ACA Reporting module.

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#) (See time marker 0m5s, converting ACA year-end information)

Important! The changes that you make to the data in the ACA Reporting module will not be updated to the data source. You can make the changes in the ACA Reporting module and update the source application with the new information or you can update the source application and re-convert the ACA information.

Can I reconvert data for a specific employee? Yes, you can set up the Convert Year-end ACA Information routine to convert data for a single employee. Use the Selection Criteria to enter the employee's name or number. Be aware that any changes that you have manually entered in Government Reporting will be replaced by reconverting ACA year-end information.

Do this...

1. Open Connect Payroll > Government Reporting > Convert Year-end ACA Information.
2. Use the Convert Employee Data for Tax Year menu to select the ACA reporting year.
3. Click GO (CTRL+G).

The ACA information for the selected year is available in the ACA Reporting module. This routine will print a report of the converted information.

Set up ACA information

This is a visual check to make sure the ACA default information is saved correctly.

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#) (See time marker 0m58s, verifying converted information)

Have you converted W-2s or 1099s?

- **Yes, I have converted W-2s or 1099s.** Chances are good that you've already entered the Federal ID Number. You're good to go.
- **No, I have not converted W-2s or 1099s.** You need to enter your organization's Federal ID Number in the field titled Federal ID Number. Click [here](#) for instructions.

How do I enter the Federal ID Number?

Your organization's Federal ID Number will print on Forms 1094/1095. If you need to file Forms 1094/1095 electronically, you will not be able to use the eFiling portal without entering a Federal ID Number in the Organization table.

Do this...

1. Open **Connect Payroll > Government Reporting > Organization**.
2. Click to select the **Federal** tab.
3. Click to select the field titled **Federal ID Number** and then enter your organization's Federal ID Number.

The ACA forms will print your organization's Federal ID Number. The ACA Reporting module will use the Federal ID Number that is saved in the Organization table.

Do I need to file electronically?

The number of full-time equivalent employees that are employed by the organization will determine if IRS requires you to file electronically.

Remember, you may not have as many full-time equivalent employees as regular employees so you may not need to file ACA Forms 1094/1095 electronically even if you did file W-2s and 1099s electronically.

How many full-time equivalent employees do you have in your organization?

- **I have less than 250 full-time equivalent employees.** You do not need to file electronically. If you filed W-2s electronically, you've probably already set up the necessary fields. You're good to go.
- **I have more than 250 full-time equivalent employees.** The IRS wants you to file electronically. You will need to complete this section to enter the electronic filing information.

Filing ACA electronically? You'll need to enter the Federal ID Number because the online portal will not accept the electronic ACA file without it. You'll also need a TCC (Transmitter Control Code) from the IRS.

Have you purchased the Electronic Filing module?

- **Yes, we purchased the Electronic Filing module.** You're good to go.
- **No, we have not purchased the Electronic Filing module AND we are filing electronically.** Contact your Client Relationship Manager (CRM) at (800) 243-8275.
- **No, we do not need to file electronically.** Make sure you have ordered Forms 1094/1095 from www.irs.gov. You'll need enough to print one copy for each employee and one copy for the IRS.

Is this a different Electronic Filing module from the Electronic Filing module that I use for W-2 and 1099 Reporting? No, this is the same Electronic Filing module. If you have purchased the Electronic Filing module for W-2 and 1099 Reporting, you are ready to electronically file the ACA.

Do you have a Transmitter Control Code (TCC)?

- **Yes, we have a TCC to file ACA electronically.** Remember, you cannot use the same TCC that you used to file W-2s and 1099s electronically to file ACA Forms 1094/1095 electronically. To file ACA in 2019, you will need a new TCC from the IRS.
- **No, we do not have a TCC to file ACA electronically.** Go to www.irs.gov to apply for a TCC. Applying for a TCC usually takes about 30 days.

Do this...

1. Open Connect Payroll > Government Reporting > Organization.
2. Click to select the Federal tab.
3. Click to select the Electronic Filing subtab.
4. Fill in all of the fields on the Electronic Filing subtab.

If you need help, [contact customer support](#) for assistance at (800) 243-8275 or email us at support@caselle.com.

5. Click Save (CTRL+S).

The electronic filing information is saved.

Is your employer a Designated Governmental Entity (DGE)?

A Designated Governmental Entity (DGE) is a “person or persons that are part of or related to the Governmental Unit that is the ALE Member and that is appropriately designated for purposes of these reporting requirements” (www.irs.gov/pub/irs-pdf/i109495c.pdf).

Is your employer a Designated Governmental Entity?

- **Yes, my employer is a DGE.** You'll need to fill in the name, address, ID number, and contact information for person or entity that will function as the DGE.
- **No, my employer is NOT a DGE.** You can skip the section titled Designated Government Entity on the ACA Organization form.

Do this...

1. Open Connect Payroll > Government Reporting > Organization.
2. Click to select the Federal tab.
3. Click to select the ACA subtab.
4. Verify the Contact Name and Contact Telephone.
5. Find the section titled Designated Government Entity.
6. Click to select the field titled Name. Enter the name of the government entity that will receive ACA reporting.
7. Click to select the field titled Identification Number. Enter the identification number for government entity.
8. Enter the address for the government entity in the Address, City, State, Country, and Zip fields.

9. Click to select the field titled Contact Name. Enter the name of the person at the government entity who will function as the ACA Contact.

Remember to select the Contact Name field in the section titled Designated Government Entity instead of the field titled Contact Name at the top of the form.

10. Click to select the field titled Contact Telephone. Enter the telephone number for the ACA contact at the government entity.

The designated government entity's name, address, and contact information is recorded. The reports will print this information on the ACA reports that show the designated government entity's information.

How do I choose the Certifications of Eligibility?

You will need to talk to your tax accountant to determine the appropriate checkbox to select for your organization.

Run ACA Checkout

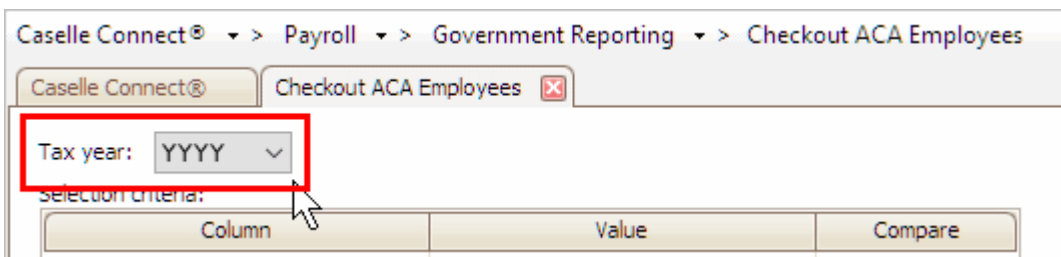
Run Checkout ACA Employees to search the ACA data to make sure the required information is ready for ACA reporting.

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#) (See time marker 1m42s, running Checkout ACA Employees)

Do this...

1. Open Connect Payroll > Government Reporting > Checkout ACA Employees.
2. Select 2019 as the Tax Year.



Tax Year in Checkout ACA Employees

3. Set up the checkbox titled Verify Employee Has Origin of Policy.

You do not need to select this checkbox if your organization is self-insured or your organization does not use origin of policy.

4. Select the checkbox titled Offer of Coverage.

5. Set up the checkbox titled Verify Employee Has Safe Harbor Code.

Checkout will search for employees who have not been assigned to a Safe Harbor Code. You should not select this checkbox if your organization does not use a Safe Harbor Code.

6. Select the checkbox titled Verify Dependent Has Date of Birth or Social Security Number.

If your organization is self-insured, select this checkbox.

7. Set up the checkbox titled Verify Dependent Has Coverage.

If your organization is self-insured, select this checkbox.

8. Click GO (CTRL+G).

The Checkout ACA Employees Report prints. You'll want to review the report to see if any errors were reported.

Did the Checkout ACA Employees Report list any errors?

- **Yes, the Checkout ACA Employees Report had errors.** You'll want to fix the errors in the ACA Employees table (Government Reporting > Organization > ACA Employees) before you continue. Make a note of the fixed items so you can update the employee's information in the source application (Human Resources, Payroll, or Timekeeping)
- **No, the Checkout ACA Employees Report was error-free.** You're ready for the next step: Verify Employee Information to Check Status and Offer Coverage.

Verify Employee Information to Check Status and Offer of Coverage

Complete this section for all eligible employees. For each eligible employee, check the employee status and offer of coverage.

In this section...

- How do I check the employee status?
- How do I verify the offer of coverage?
- How do I verify self-insured employees?

Videos

- Verifying ACA employee information, checking status and offer of coverage, reviewing dependents, and understanding what happens to part-time employees. [Watch a video \(4m25s\)](#)

How do I check the employee status?

If the organization has been using the Position Type field in Payroll (Modify Existing Employees > Position tab) to record the employee position type, use the full time employee count on Forms 1094-B and 1094-C to show the correct offer of coverage. The Status field in Government Reporting is converted based on all of the active positions and the amount of time worked by the employee.

Do this...

1. Open Connect Payroll > Government Reporting > ACA Employees.

What if I can't open ACA Employees? Start by checking the Identification Number that's saved on the benefit for alpha characters. The a valid identification number includes numbers and symbols, not alpha characters. The benefit identification number is saved in Connect Human Resources > Organization > Benefits. After you change the identification number, reconvert the ACA year-end information and you should be able to open ACA Employees.

2. Click to select the Offer and Coverage tab.

3. Review the status for each month.

The *Status* column shows the selection for each month of the year.

Is the employee's status full-time or part-time?

- **Yes, the employee's status is full-time or part-time.** Great!
- **No, the employee's status is not full-time or part-time.** Use the Status drop-down menu to change the employee's status to full or part-time for each month.

4. Find the Covered checkbox.

For self-insured employers, where the employee was offered coverage but the employee waived coverage, Government Reporting can't tell the difference between an enrolled employee or an employee that waived coverage. For those employees who are self-insured and employees who have waived coverage, you need to deselect the Covered checkbox. Clearing the checkbox means the employee will receive a 1095 Form, but the employee will not be included in the list of employees with health coverage.

Is the employer self-insured or did the employee waive coverage?

- **Yes, the employee is self-insured.** Click to select the month or months the employee was self-insured and clear the checkmark from Covered checkbox.
- **Yes, the employee waived coverage.** Click to select the month or months the employee waived coverage and clear the checkmark from Covered checkbox.
- **No, the employer was not self-insured and the employee did not waive coverage.** Verify the Covered checkbox is selected for each month the employee was insured by the organization.

What if I make changes to the employee position in Government Reporting? The changes that you make in the Government Reporting application will only be saved in Government Reporting. None of the changes that you make in Government Reporting will be saved in the Payroll application.

When you have checked the status on each employee, you're ready to verify the Offer of Coverage.

How do I verify the Offer of Coverage?

Check each employee to verify the employee has received an offer of coverage for each month of the reporting year that the employee was eligible to receive an offer of coverage.

Tip! This step is easier to complete if you wait until you run the last payroll. Running the last payroll will also fill in the health insurance information for the month of December.

Do this...

1. Open **Connect Payroll > Government Reporting > ACA Employees**.
2. Use the field titled **ACA Employees** to enter the employee name or number. Press **Enter**.
3. Click to select the **Offer and Coverage** tab.
4. Review the column titled **Offer of Coverage**.

You should find an Offer of Coverage code listed for each month.

Does each month show an Offer of Coverage code?

- **Yes, there's an Offer of Coverage code listed for each month.** You're ready to review the Offer of Coverage codes for the next employee.
- **No, one or more of the months does not show an Offer of Coverage code.** Click to select the month that is missing the Offer of Coverage code and then use the Offer of Coverage field on the Month subtab to select a code.

5. Repeat these steps to review the Offer and Coverage for each employee.

You have reviewed the Offer and Coverage for each employee. Each employee has an Offer of Coverage code recorded for each month of the reporting year.

How do I verify self-insured employees?

If the employee is self-insured, you'll need to verify the dependent has coverage. Health insurance must be set up on the dependents.

Print Employee Forms 1094/1095

After you verify and check the employees' information in the ACA Employees table, you're ready to print Forms 1094/1095. Form 1094 is the transmittal report that includes your organization's information, contact information, and the number of forms. Form 1095 is the form that the organization is required to submit on the employee's behalf to show proof of coverage.

How many employees are employed by your organization?

- We employ 49 employees or less AND we are self-insured. Use Forms 1094/1095-B.
- We employ 49 employees or less AND we are NOT self-insured. No filing is required.
- We employ more than 50 employees AND we are self-insured. Use Forms 1094/1095-C.
- We employ more than 50 employees AND we are NOT self-insured. Use Forms 1094/1095-C.

Preparation

- You will need Forms 1094/1095 paper. You can obtain the preprinted forms from www.irs.gov.

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#) (See time marker 4m14s, filing 1094/1095s by mail)
- Printing Form 1094/1095, using Caselle's substitute Form 1095 for employees, and setting up print options for insured or self-insured. [Watch a video \(4m12s\)](#)

First, print Forms 1094/1095 to plain paper

Print Forms 1094/1095 to plain paper to make sure the correct information will print in the right place on the form.

Do this...

1. Open Connect Payroll > Government Reporting > 1094/1095s.
2. Load plain paper in the printer.
3. Use the Title menu to select 1094/1095s - 1095-C and 1094-C [Caselle Master].
4. Use the Tax Year menu to select the reporting year.
5. Click to select the checkbox titled Mark This As the Authoritative Transmittal.
6. Click to select the Forms tab.
7. Use the 1094 Form menu to select the 1094 form that you'll be printing.
8. Use the 1095 Form menu to select the 1095 form that you'll be printing.

Remember... If your organization does not want to print Form 1095, you can choose to print the 1095 information to a Substitute 1095-C. The Substitute 1095-C should NOT be submitted to the IRS, it is for the employer's records. You can also distribute the Substitute 1095-C to employees.

If you use the Substitute 1095-C instead of printing Form 1095-C, you are required to provide the entire Substitute 1095-C, including the Instructions for Recipient, to each employee.

9. Click to select the field titled Print [_] Forms per Record, and then enter the number 1.
10. Click to select the checkbox titled Spool Forms.
11. Click Print (CTRL+P).

The Print Forms dialog box displays.

12. Click Yes.

The Print Setup (Forms) dialog box displays.

13. Clear the checkbox titled Close Program After Printing and then click OK.

Forms 1094/1095 print to plain paper. The last page of the report prints the number of forms and total count of employees. Form 1094-C prints the total number of forms on line 18. It also prints the count of employees on line 20.

Second, review the printed Forms 1094/1095

Place the first printed page for the printed 1094 on top of actual Form 1094.

Do the fields on the printed page print in the right place on Form 1094?

- **Yes, the fields print in the right place.** That's great news. Move on to the next step.
- **No, the fields do not print in the right place.** You may need to adjust the printer alignment and reprint a page of the 1094s. If you need assistance with printer alignment, contact Caselle support at (800) 228-9851.

Now, place the first page for the printed 1095 on top of the actual Form 1095. You do not need to answer the next question if you are using the Substitute 1095-C instead of Form 1095-C.

Do the fields on the printed page print in the right place on Form 1095?

- **Yes, the fields print in the right place.** That's great news. Move on to the next step.
- **No, the fields do not print in the right place.** You may need to adjust the printer alignment and reprint a page of the 1095s. If you need assistance with printer alignment, contact Caselle support at (801) 243-8275.

Third, print Forms 1094/1095 to Forms 1094/1095

Now that the information prints in the correct place on the form, you're ready to print the 1094/1095 information to the actual Forms 1094/1095.

Do this...

1. Open Connect Payroll > Government Reporting > 1094/1095s.
2. Load Forms 1094/1095 in the printer.
3. Use the same settings that you used to print Forms 1094/1095 to plain paper.
4. Click Print (CTRL+P).

The employee information prints to Forms 1094/1095. The printed Forms 1094/1095 is the information that you will give to the employee.

Create Electronic File

This section will show you how to create an electronic file for ACA Reporting. Not all organizations need to submit an electronic file and not all organizations have the same number of employees and full-time equivalent employees.

Videos

- Learn how to convert and verify ACA information. [Watch a video \(18m43s\)](#) (See time marker 6m45s, filing 1094/1095s electronically and fixing errors listed on the error log)
- Filing ACA electronically and filing ACA corrections. [Watch a video \(4m13s\)](#)

How many employees are in your organization?

- **We have less than 250 full-time equivalent employees.** You are not required to file electronically.
- **We have more than 250 full-time equivalent employees.** You are required to file electronically.

Preparation

- **You will need a TCC (Transmitter Control Code) from the IRS.** If you filed W-2s or 1099s electronically, you cannot use the same TCC that you used to file W-2s and 1099s. To apply for a TCC to file ACA electronically, go to www.irs.gov and log into the eServices site to fill out the TCC application form for ACA.
- **You will need a Federal ID number saved in the Organization table** (Government Reporting).
- **You will need to set up the ACA electronic filing information in the Organization table** (Government Reporting).
- **You will need to purchase and install the Electronic Filing module in Caselle.** Contact your Client Relationship Manager (CRM) to purchase the Electronic Filing module at (800) 243-8275.

Do this...

1. Open Connect Payroll > Government Reporting > Create Electronic ACA File.
2. Use the Tax Year menu to select the ACA reporting year.
3. Use the Form menu to select the same form that you used to print Forms 1094/1095.
4. Use the field titled File Path to enter the destination directory.

The field titled File Name displays the file path and file name. Caselle uses the instructions from the IRS to create the file name for the ACA electronic file.

5. Use the field titled Transmitter Control Code to enter your organization's Transmitter Control Code (TCC).
6. Use the Transmission Type menu to select Original.
7. Use the Print menu to select No Report.
8. Click GO (CTRL+G).

Caselle creates the electronic file for the selected ACA Form 1094/1095 in the destination file. Next, you'll need to use the Affordable Care Act Information Returns site to upload the eFile to send to the IRS.

You have completed the ACA Checklist. You're done!

ACA FAQs

Frequently Asked Questions

How do I download and install the latest version of Connect?

Open Connect System Management > Installation > Install Program Updates. To complete the ACA Checklist, you need to be running **2019.11.137** or higher.

How do I update my user rights?

If this is your first time using the Government Reporting module, you may need to update the user rights for the user who will complete the ACA Checklist. User rights are located in Connect System Management > Security > Setup/Modify User Rights. You may need an IT/IS administrator to update user security.

Watch a video that shows you [how to update your user rights for ACA, Government Reporting, Human Resources, and Timekeeping \(3m0s\)](#).

What do the substitute ACA forms look like?

You can use the official ACA form or the Caselle substitute ACA form to send to your employees. Do not use the Caselle substitute ACA form to submit the ACA form. If you want to send the official ACA form to your employees, you'll need to purchase the official ACA forms.

Click on Sign to add text and place signatures on a PDF file.

1095-C Employer - Provided Health Insurance Offer and Coverage

Part I: Employee

Box 1. Name of employee: Jacob S Smith
 Box 2. Social Security number: 555-88-3878
 Box 3. Street address: 475 15th St
 Box 4. City or town: Anycity
 Box 5. State or province: UT
 Box 6. Country and ZIP or postal code: 88888

Applicable Large Employer Member (Employer)

Box 7. Employer name: Anycity Corporation
 Box 8. Employer identification number (EIN): 87-0302950
 Box 9. Street address: 10 N Commerce Ave
 Box 10. Contact telephone number:
 Box 11. City or town: Anycity
 Box 12. State or province: UT
 Box 13. Country and ZIP or postal code: 88888

Part II: Employee Offer and Coverage

	All 12 Months	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Box 14. Offer of Coverage	1C												
Box 15. Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage.	.00												
Box 16. Applicable Section 4980H Safe Harbor	2C												

Part III: Covered Individuals

Box 17. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Box 18. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Box 19. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Box 20. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Box 21. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Box 22. (a) Name: (b) Social Security number: (c) DOB
 (d) Covered all 12 months (e) Months of coverage Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

For Privacy Act and Paperwork Reduction Act Notice, see the current version of the Instructions for Forms 1094-B, 1095-B, 1094-C, and 1095-C.

Void Corrected

OMB No. 1545-2251
2017

Substitute ACA Form for Employees Only

What does the Employer-Provided Health Insurance Offer and Coverage Form (Form 1095-C) look like?

You can print this form or order it. Form 1095-C must follow this layout, it must be 11 inches by 8.5 inches (landscape orientation), and it must fill the entire page.

600116

Form 1095-C
 Department of the Treasury
 Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
 ▶ Do not attach to your tax return. Keep for your records.
 ▶ Go to www.irs.gov/Form1095C for instructions and the latest information.

VOID
 CORRECTED

OMB No. 1545-2251
2019

Part I Employee				Applicable Large Employer Member (Employer)																			
1 Name of employee (first name, middle initial, last name)		2 Social security number (SSN)		7 Name of employer				8 Employer identification number (EIN)															
3 Street address (including apartment no.)				9 Street address (including room or suite no.)				10 Contact telephone number															
4 City or town		5 State or province		6 Country and ZIP or foreign postal code		11 City or town		12 State or province		13 Country and ZIP or foreign postal code													
Part II Employee Offer of Coverage												Plan Start Month (enter 2-digit number):											
												Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)																							
15 Employee Required Contribution (see instructions)												\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)																							
Part III Covered Individuals																							
If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee. <input type="checkbox"/>																							
(a) Name of covered individual(s) First name, middle initial, last name	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 months	(e) Months of Coverage																			
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec								
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.
Cat. No. 60705M
Form 1095-C (2019)

Form 1095-C

Who needs to file electronically?

Organizations with more than 250 employees must file electronically. To file electronically, you will need the Electronic Reporting module for W-2s, 1099s, and ACA. For more information, contact your Client Relationship Manager (CRM) at (800) 243-8275.

What if I have a TCC from a prior year?

The IRS is using a new two-factor authentication called Secure Access. You will need to register for a new TCC to file ACA. Go to the [e-Services website](#) to register for a new TCC.

How do I show when an employee declines coverage?

Employees who waive coverage will need an ACA Form, just like the employees who have coverage. The 1095 Form will show the timeframe when the employee was offered coverage. This will not affect the employee's choice to waive coverage.

The self insured classification is based on the employer. If the employee has Blue Cross/Blue Shield that pays claim, or the employer pays the claim, or the employer is part of a pool of employers that pay the claim, the employee status is self insured.

Watch a video on [waiving coverage and self insured \(1m27s\)](#).

How do I know if my organization is self insured?

Contact your health insurance provider to verify if your organization is self insured.

Watch a video on [waiving coverage and self insured \(1m27s\)](#).

How do I use positions to support ACA?

Watch a video on [using positions \(1m50s\)](#).

How do I set up benefits for a terminated employee?

See the section titled Adding Health Benefits to Terminated Employees.

Watch a video [explaining the purpose of the Termination tab \(Human Resources\) for ACA \(1m03s\)](#).

How do I handle an employee who terminates coverage during the year?

If the employee is terminating coverage because the employee is terminated, Connect will mark them as not having offer of coverage the month after the employee was terminated.

Watch a video on [recording an employee who terminates coverage \(1m44s\)](#).

For example, if the employee is terminated on October 15th, the employee will show as having coverage for the month of October. However, the terminated employee will not show coverage in November and December.

On the other hand, if an employee ended coverage because the employee went from full time to part time, you can terminate the pay code and change the ACA record to show that the employee does not have coverage.

If the employee waives coverage, for example, because their spouse has a job that offers better coverage and it was a qualifying event, Connect will show the offer of coverage.

If the employee is self-insured, make the change in the ACA record to show coverage was waived. You would change the ACA record instead of the employee record in Human Resources, because the employee still has the benefit.

What if I forgot my Receipt ID?

You can use your Transmission ID to check your submission status.

What if I use last year's form to submit this year's ACA?

If you use the forms for 2017 to submit information for 2018, the IRS will file the return for 2017. We recommend using the forms for the current filing year.

When will the current schedule for ACA AIR (electronic filing) be ready?

Look for the current schedule for ACA AIR in mid-January 2019.

Why can't I see the ACA routines, reports, and forms?

First, have you downloaded the latest version of Caselle? You'll need to be running version 2016.02 or higher will include the ACA routines, reports, and forms.

Second, have you updated the user security settings for the user who will be completing the ACA Checklist? The user will not be able to access the ACA routines, reports, and forms unless you update the user security settings in Timekeeping, Payroll, W-2 and 1099 Reporting, and Human Resources.

How do I know if my employee's are ACA compliant?

You can use the options in Timekeeping to define the ACA Measurement Method.

What is the waiting period?

The waiting period is the number of days before an employee receives benefits. The IRS mandates the waiting period is not more than 90 days.

Where is the ACA Checklist?

You can download the ACA Checklist PDF and .xml file from CIMS Knowledge Base #2701.

Are the Human Resource and Timekeeping applications required to create Form 1094 B and C?

Yes, because Human Resources stores the employee's ACA information and Timekeeping determines if the employee is full-time or part-time.

What if my organization has more than one insurance provider?

For example, if your organization has ETNA and Blue Cross/Blue Shield, you will need to set up a health insurance "benefit" record for each health insurance provider in the Human Resources.

Could you please send us the information we will need to complete the benefits section for Forms 1094 and 1095?

If your organization is using Human Resources, the Human Resources application stores all of the information you'll need to complete the benefits section for Forms 1094 and 1095. If you would like additional information, you can find it at www.irs.gov/Affordable-Care-Act/Employers

Do we need to fill in the benefit record even if we are fully insured?

Yes, you will need to the benefit information in Human Resources if you are fully insured or self insured.

If you have two different health providers in one year, do you add both providers to the employee's record?

Yes! Because your organization changed the providers mid-year. You need to provide proof that the employee had coverage and that the organization offered coverage.

What if I have one health care provider who has three different levels?

You can set up the different levels when you set up the benefits record for the health care provider in Human Resources. For example, add Single, Dependent, Family.

When I entered "Health Insurance" in the Description field in Human Resources, I receive an error message that says the title is not unique. What's going on?

First, make sure the Health Insurance record has not already been created.

Second, if you are creating a health insurance record for more than one provider add the provider's name to the description. For example, Health Insurance - ETNA, Health Insurance - Blue Cross/Blue Shield, and so on.

What if I have an employee who has been denied coverage, but the organization did offer coverage?

You'll want to set up a level on the health insurance benefits record in Human Resources for Denied Coverage. When you set up the level, do not link it to a pay code. Giving an employee a Denied Coverage level will not affect the employee's pay check.

As a side note, denied coverage is the same as waived coverage. Either title is acceptable.

What if I'm using Clarity? Can I run ACA Reporting?

In Clarity, you can enter the ACA information but you can only print the ACA Forms 1094 and 1095 from Connect. You may want to look at our Year-end Services if you'd like Caselle to print the ACA Forms for you. Visit us at services.caselle.com/year-end for more information.

How does Caselle use override rates?

If you make a change to the employee benefit amounts, Caselle will update pay code and vice versa.

What if an employee changed coverage but the change wasn't recorded until later?

You can use the dates in the employee's record to adjust the coverage start and end dates.

Do I need to order blank ACA forms?

Connect will print ACA information to ACA forms. You will need to order the ACA forms for the employees. For the employee records, Caselle will save the ACA information so you don't have to print the employer's portion to a pre-printed ACA form.

What if I use NatPay to post payroll information online? Will NatPay post 1094/1095 Forms for us as well?

NatPay will post for you, but you will need to contact your Client Relationship Manager (CRM) at (800) 243-8275 to purchase this service.

Can I run ACA Reporting in Classic?

No, if you're running Classic you can use the Payroll and Human Resources to fill in the ACA forms by hand or you may want to contact Caselle Services for assistance.

Do we have the ACA Checklist?

Yes, you can download it at https://www.caselle.com/help/user_guide/aca_2019.pdf

Can I set up the HR Benefits without the ACA?

Absolutely. Yes, you can set the HR Benefits at any time.

Do I need to close the Payroll Year-end Checklist before I run the ACA Checklist?

You can close the Payroll Year-end Checklist before you run the ACA Checklist but you don't have to. You do want to make sure the benefits have been added to the employees before you calculate the last payroll of the year. But you do not need to close the Payroll Year-end before you do your ACA Reporting. As long as you make sure you capture everyone for every month, you're good to go.

What code do you use when the employee denies or waives coverage?

When an employee denies or waives coverage, you will use A as the Origin of Policy because your organization provided a qualifying offer and the employee refused the qualifying offer and chose to find a different health option.

What about temporary employees working less than 30 hours?

You do not need to provide temporary employees working less than 30 hours with a Form at all. It's only employees who are FTE (Full-time Equivalent) employees.

Can we add retired employees to the Human Resources application for ACA Reporting?

Absolutely. Because then you will have different requirements for retired employees.

Does there need to be a Safe Harbor Code for every month of the year?

No, you do not need a Safe Harbor Code for every month of the year.

If you have a terminated employee on COBRA, do you include them?

Yes, you would include them.

How do you enter different Safe Harbor Codes for different months?

If you have the waiting period, you would enter the Safe Harbor code for the employee and then when the employee selects a health option, that's when you would make the change to the Safe Harbor code.

If an employee waives coverage, what is the Safe Harbor code?

You would leave the Safe Harbor code blank. You may need to download the latest version of Caselle to choose the [blank].

If the employee is self-insured, do I need to enter the employee's Social Security number?

The IRS prefers a Social Security number AND a date of birth. However, if a Social Security number is not available, a date of birth will be sufficient.

The ACA does not require the employee to list a spouse as a benefit. Why?

The ACA only "requires" that you offer insurance to the employee and the amounts reported on the 1095 are the employee-only cost of coverage. Spouses can be offered insurance but it is not required under the ACA.

Do I need to list all of an employee's dependent's in Part III?

For self-insured employers all individuals that were covered for any part of the year need to be listed. Only dependents that were covered during the year need to be listed on the form. If the spouse is offered coverage and needs to be reported in Part III then they will need to be marked as a lifetime dependent.

If an employee waives coverage do I need to list their dependents?

Yes.

Is a spouse a life-time dependent?

Yes.

If the child is 25 and turns 26, what happens?

The child will be removed as a dependent from the employee's list of dependents unless the child is set up as a lifetime dependent. The child who is 26 will not show up on future ACA reports.

If the employee waives coverage, how do you know if they have dependents?

You will need to ask the employee for that information.

Warning: No Benefits Available

This warning message displays when the Dependent checkbox is not selected on a dependent's contact information. To fix the error, open the Contacts tab in Human Resources > Modify Existing Employees and select the checkbox titled Dependent.

Do I need to add start dates to the dependent's benefits?

Use the start and end dates on the dependent's benefits the same way that you use the begin and end dates on an employee's benefits. When a benefit changes, enter the begin date when the dependent starts using the new benefit and the end date on the last date the old benefit was applied.

If I'm not using Timekeeping for all the employees, can I still use Timekeeping for ACA Reporting?

The waiting period and dates are in Timekeeping. If you already know who are your full-time equivalent employees, then you made not need to use Timekeeping to determine this information.

When do employees need to receive their ACA forms?

Employers must send the employee's portion of the ACA Form to the employee no later than March 4, 2019.

Why can't I click the links in the electronic checklist?

Make sure you have installed the latest version of Caselle. Next, check your user security settings to make sure you have permission to access the ACA reporting tools. If you are still having trouble, [contact customer support](#) for assistance at (800) 243-8275 or email us at support@caselle.com.