Anycity	Corporation
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## ACA Setup and Annual Reporting

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

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