



ComputerSearch
payroll. time. parking.

ACA SUPPORT SERIES:

SESSION #2

*ENTERING & SAVING
DATA INTO THE
MICROPAY
ACA TOOL*



ONCE YOU LOGIN TO MICROPPAY TO GAIN ACCESS TO THE ACA TOOL, PLEASE CLICK "OK" TO THE MESSAGE BELOW.

MicroPay 32

To start a NEW PAYROLL, the Time Sheet Header information must be completed. Until then, you may only view Employee Information

OK

Fill in Header Dates

THEN TO UPDATE THE TOOL CLICK ON
"SEND/RECEIVE"

Micro/Pay For: Y93 ONLINE PAYSTUB PREVIEW - TEST

File Edit View Reports Window Help

Close
Close All
Send/Receive
Fix Database
Import
Exit To Another Client
Exit

Time Sheet | Preissued Checks

Status:

www.CSPayroll.com

Week Ending Date:	<input type="text"/>	Check Date:	<input type="text"/>
Starting Check No	1	Next Check Date:	<input type="text"/>
Week No:	<input type="text"/>	Reset MTD Totals:	<input type="checkbox"/>

Stop ALL NET PAY Direct Deposits

HR Date Alarm List

Date Range...
 Ignore Date Flags
 Ahead Both
 Past

Within 30 Days
 Within 60 Days
 Within 90 Days

* no dates to report on *

Save

HR Dates Reports

Fill in Header Dates

PLEASE RUN A MICROPAY UPDATE WHICH WILL ALSO UPDATE THE ACA TOOL. MAKE SURE "FORCE UPDATE" IS SELECTED AND CLICK ON "START COMMUNICATIONS"

Micro/Pay For : Y93 ONLINE PAYSTUB PREVIEW - TEST

File Maintenance Help

Transmit

Send Files

Receive Files

Preview

Standard Data Files

- Micro Master(s)
- Payroll History
- Special Files

Download Data For These Clients

Y93 ONLINE PAYSTUB PREVIEW - TEST

Transmit Method

- Modem
- Internet
 - Suggested Destination
 - CSpayroll.us
 - CSpayroll2.us
 - Always use

Citrix Connection Name
MICROPAY INTERNET CONNECTION

Start Communications



Micro/Pay Program Files

MicroMaster /Diskette (MPALL*.ZIP)

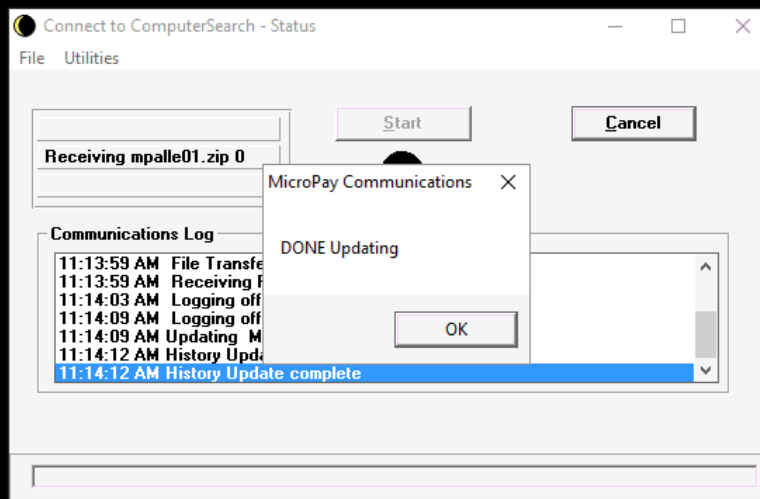
- Force Update

Diskette Drive A: I Have a Diskette

Checks for updated programs or use to test connection to ComputerSearch

Download Program Updates

WHEN THE UPDATE IS COMPLETE, PLEASE
CLICK "OK" ON THE DONE UPDATING
MESSAGE BELOW





MicroPay 32

To start a NEW PAYROLL, the Time Sheet Header information must be completed. Until then, you may only view Employee Information

OK

SELECT "OK"

Add Header
Save Header
Cancel Header

Employee Ctrl+E
Company Ctrl+P
Codes
Users

Time Sheets Ctrl+T
Control Totals Ctrl+N

Preference

Department Splits/Names

ACA Input



Time Sheet

Preissued Checks

Status:

www.CSPayroll.com

Check Date:
1 Next Check Date:
Reset MTD Totals:

Stop ALL NET PAY Direct Deposits

HR Date Alarm List

PLEASE START THE ACA TOOL IN THE
"EDIT" MENU AS SEEN ABOVE

Save

- Within 30 Days
- Within 60 Days
- Within 90 Days

HR Dates Reports

Fill in Header Dates

AFTER ENTERING YOUR PASSWORD,
PLEASE SELECT THE DESIRED COMPANY
FROM THE LIST AND CLICK "OK"

Select a Client (ACA Input)

Y93 ONLINE PAYSTUB PREVIEW - TEST INC

Repair Database

OK

Cancel

BEGINNING IN THE 1094-C SCREEN YOU CAN:

- ENTER/UPDATE PART 1 ITEM 7
- YOUR PERTINENT PART II DATA

CLICK ON “SAVE” TO KEEP A CHANGE OR “CANCEL” TO NEGLECT IT.

ACA Input for : Y93 ONLINE PAYSTUB PREVIEW - TEST INC

File Edit View Window Help with ACA

save cancel emp

Employee Information: 1 FRED FLINTSTONE Status: Active

Select	1094-C Parts I-II	1094-C Part III	1094-C Part IV	1095-C Part I and II	1095-C PART III
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Part I Applicable Large Employer Member (ALE Member)

1. Name of ALE Member (Employer) ONLINE PAYSTUB PREVIEW - TEST INC	2. Employer identification number (EIN) 999988888	
3. Street address (including room or suite no.) 331 AUDUBON PKWY		
4. City or town AMHERST	5. State or Province NY	6. Country and ZIP or foreign postal code 14228
7. Name of person to contact JOSEPH ROCKHEAD	8. Contact telephone number	

PART II ALE Member Information

19. Is this the authoritative transmittal for this ALE MEMBER?
If 'Yes', check the box and continue. if 'No', see instructions

20. Is ALE Member a member of an Aggregated Group?

22. Certifications of Eligibility (Select all that apply)

<input type="checkbox"/> A. Qualifying Offer Method	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> B. Reserved.	<input type="checkbox"/> Yes
<input type="checkbox"/> C. Section 49080H Transition Relief	
<input type="checkbox"/> D. 98% Offer Method	

IN THE 1094-C (PART III) SCREEN YOU ARE ABLE TO COMPLETE YOUR PERTINENT COVERAGE DATA.

CLICK ON "SAVE" TO KEEP A CHANGE OR "CANCEL" TO NEGLECT IT.

ACA Input for : Y93 ONLINE PAYSTUB PREVIEW - TEST INC

File Edit View Window Help with ACA

save cancel emp

Employee Information: 1 FRED FLINTSTONE Status: Active

Select	1094-C Parts I-II	1094-C Part III	1094-C Part iv	1095-C Part I and II	1095-C PART III
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Part III ALE Member Information - Monthly

Part III ALE Member Information - Monthly		(a) Minimum Essential Coverage	Offer Indicator	(b) Full-Time Employee Count for ALE Member	(c) Total Employee Count for ALE Member	(d) Aggregated Group Indicator	(e) Section 4980H Transition Relief Indicator
23	All 12 Months	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No			<input type="checkbox"/> Yes	
24	JAN	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
25	FEB	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
26	MAR	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
27	APR	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
28	MAY	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
29	JUNE	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
30	JULY	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
31	AUG	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
32	SEPT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
33	OCT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
34	NOV	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	
35	DEC	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	0	0	<input type="checkbox"/> Yes	

TO ACCESS A 1095-C FOR AN INDIVIDUAL UNDER THE "SELECT" TAB
YOU CAN DOUBLE CLICK ON THAT INDIVIDUAL. ONCE SELECTED
THEIR NAME AND STATUS SHOULD APPEAR IN THE WINDOWS TITLE
BAR

ACA Input for : Y93 ONLINE PAYSTUB PREVIEW - TEST INC - [Employee Information: 1 FRED FLINTSTONE Status: Active]

File Edit View Reports Window Help with ACA

save cancel emp

Select 1094-C Parts I-II 1094-C Part III 1094-C Part iv 1095-C Part I and II 1095-C PART III

Employees

1

Name Lookup....

View Calculated Full Time / Part Time Employees

Full time Part Time Both FT / PT

4 Employees Displayed

000000	1	FT	FRED FLINTSTONE	FLINT
000000	4	FT	JOE ROCKHEAD	ROCKH
000000	2	FT	BARNEY RUBBLE	RUBBL
000000	5	FT	BETTY RUBBLE	RUBBL

THE 1095-C (PART III) SCREEN WILL ONLY BE USED BY THOSE COMPANIES WHO "SELF-INSURE" THEIR COVERAGE.

***THE VAST MAJORITY OF COMPANIES WILL NOT NEED TO FILL OUT THIS SECTION
CLICK ON "SAVE" TO KEEP A CHANGE OR "CANCEL" TO NEGLECT IT.

ACA Input For: Y93 ONLINE PAYSTUB PREVIEW - TEST - [Employee Information: 1 FRED FLINTSTONE Status: Active]

File Edit View Reports Window Help

save cancel emp

Select 1094-C Parts I-II 1094-C Part III 1094-C Part IV 1095-C Part I and II **1095-C PART III**

PART III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

Lines 17 thru 34:

(a) Name of covered Individual(s)	(b) SSN	(c) DOB if no SSN	(d) ALL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
			<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"/>
			<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"/>
			<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"/>
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			<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"/>
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			<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"/>
			<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"/>
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			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>
			<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"/>

Done saving and creating records to transmit...

WHEN YOU ARE DONE WITH YOUR INPUT FOR THE DAY AND YOU HAVE CLICKED ON "SAVE", THEN EXIT THE ACA INPUT TOOL THROUGH THE FILE MENU AS SHOWN BELOW.

ACA Input For: Y93 ONLINE PAYSTUB PREVIEW - TEST

File Edit View Reports Window Help

Close
Close All
Send/Receive
Exit

FRED FLINTSTONE Status: Active

1094-C Parts I-II	1094-C Part III	1094-C Part IV	1095-C Part I and II	1095-C PART III
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Employees

1

000000	1	FRED FLINTSTONE	FLINT
000000	2	BARNEY RUBBLE	RUBBL
000000	3	MISTER SLATE	SLATE

C:\MicroPay\MicroPay.ini

Search the web and Windows

11:40 AM
12/9/2015

EVEN IF YOU HAVENT COMPLETED ALL OF YOUR INPUT, YOU CAN SAFEGUARD WHAT YOU HAVE DONE BY GOING BACK INTO MICROPAY AND TRANSMITTING YOUR DATA (MUCH LIKE YOU DO WITH YOUR PAYROLL) !

TO BEGIN, SIGN BACK INTO MICROPAY.

ONCE IN, PLEASE GO TO "SEND/RECEIVE" IN THE FILE MENU AS SHOWN BELOW.

The screenshot displays the MicroPay software interface. The title bar reads "Micro/Pay For : Y93 ONLINE PAYSTUB PREVIEW - TEST". The menu bar includes "File", "Edit", "View", "Reports", "Window", and "Help". The "File" menu is open, showing options: "Close", "Close All", "Send/Receive" (highlighted), "Fix Database", "Import", "Exit To Another Client", and "Exit". The main window has two tabs: "Time Sheet" and "Preissued Checks". Below the tabs, there is a "Status:" label followed by an empty text box and a link to www.CSPayroll.com. A form section contains the following fields:

- Week Ending Date: []
- Check Date: []
- Starting Check No: 1
- Next Check Date: []
- Week No: []
- Reset MTD Totals:

Below this is a checkbox labeled "Stop ALL NET PAY Direct Deposits". The "HR Date Alarm List" section shows "Date Range..." with options: "Ignore Date Flags", "Ahead" (selected), "Both", and "Past". Below these are radio buttons for "Within 30 Days", "Within 60 Days" (selected), and "Within 90 Days". A large grey box contains the text "* no dates to report on *". A "Save" button is located to the right. At the bottom, there is a "Fill in Header Dates" field and an "HR Dates Reports" button. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 11:42 AM and date 12/9/2015.

BELOW, YOU WILL SEE YOUR UPDATED FILE UNDER "ACA FILES TO SEND". BY CLICKING ON THE "ADD ALL" AND "START COMMUNICATIONS" ICON YOU WILL BEGIN TRANSMITTING THE UPDATES TO US. THIS WILL SEND YOUR UPDATES TO OUR SERVER. THIS CAN BE DONE EACH TIME YOU UPDATE THE DATA THROUGH THE INPUT COMPLETION DATE OF 12/30/2015.

NOTE: IF YOU HAVE A PAYROLL YOU HAVE PROCESSED IN THE 'VALIDATION DATE/TIME' BOX READY FOR TRANSMISSION, YOU CAN TRANSMIT IT ALONG WITH THE ACA INFO REFERENCED ABOVE.

The screenshot displays the 'Transmit' application window. The title bar reads 'Micro/Pay For: Y93 ONLINE PAYSTUB PREVIEW - TEST'. The menu bar includes 'File', 'Maintenance', and 'Help'. The main interface is divided into several sections:

- Send Files** (selected tab):
 - RUN DATE -->** 12/09/2015
 - Select these Payrolls to Transmit** (left pane):
 - Validation Date/Time**: An empty text box.
 - ACA Files to send**: A list containing 'Y93-ACA-12/09/2015 11:23 AM'.
 - Buttons: 'Add All >>', '<< All Back', 'Add All >>', and '<< All Back'.
 - Selected Payrolls to TRANSMIT** (right pane): Empty.
 - Summary**: '0 Payroll(s)' and '1 ACA File(s)'. A note states 'Copy Elsewhere (wont be transmitted to ComputerSearch)' with a folder icon and 'Copy Elsewhere...' button.
- Transmit Method** (right pane):
 - Modem
 - Internet
 - Suggested Destination**:
 - CSpayroll.us
 - CSpayroll2.us
 - Always use
 - Citrix Connection Name*: MICROPAY INTERNET CONNECTION
- Start Communications** button with a globe icon.

The Windows taskbar at the bottom shows the system tray with the time '11:44 AM' and date '12/9/2015'. The taskbar includes icons for various applications and the Windows Start button.

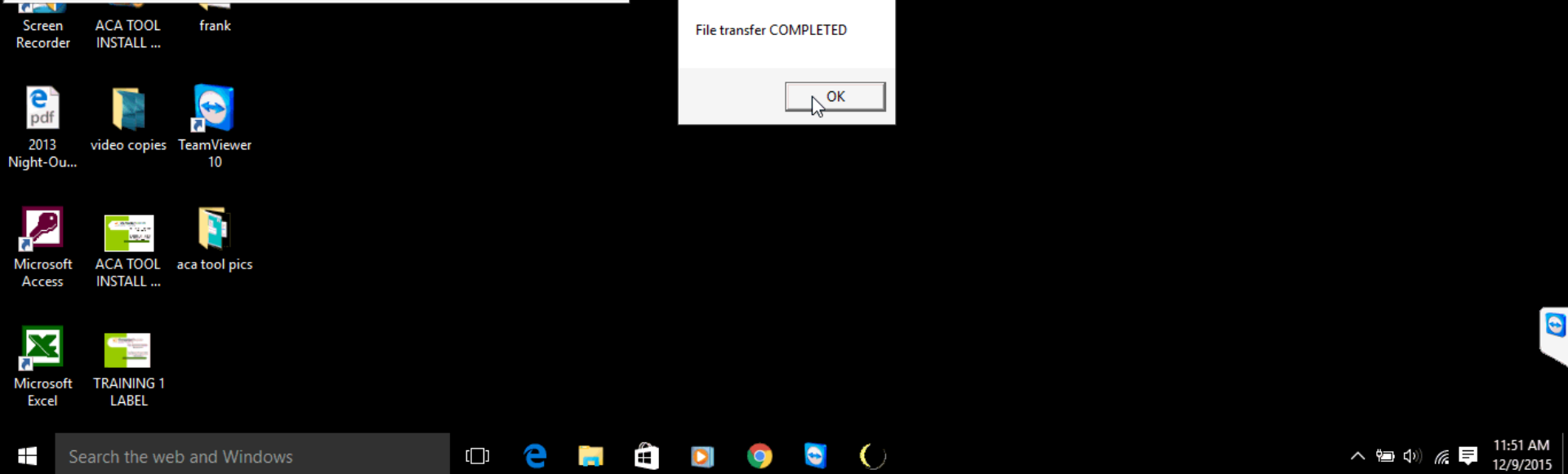
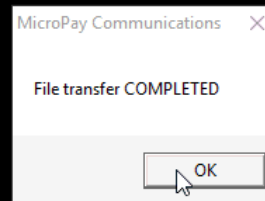
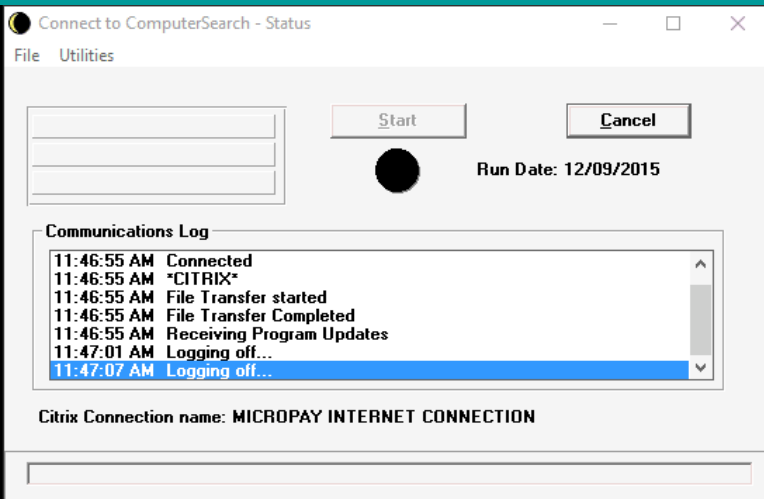
PLEASE CLICK "OK" ON THE VERIFICATION WINDOWS TO PROCEED WITH THE SECURE FILE UPDATE/TRANSMISSION TO OUR SERVER.

The screenshot displays the Micro/Pay software interface. The main window is titled "Micro/Pay For: Y93 ONLINE PAYSTUB PREVIEW - TEST" and has a menu bar with "File", "Maintenance", and "Help". The interface is divided into several sections:

- Send Files**: Includes a "RUN DATE -->" field with the value "12/09/2015".
- Select these Payrolls to Transmit**: A list of payrolls with a "Validation Date/Time" column. One payroll is listed: "Y93-ACA-12/09/2015 11:23 AM".
- Selected Payrolls to TRANSMIT**: A list of selected payrolls.
- ACA Files to send**: A section for adding ACA files.
- Transmit Method**: A dialog box with radio buttons for "Modem" and "Internet" (selected). Under "Internet", there are options for "Suggested Destination": "CSpayroll.us" (selected), "CSpayroll2.us", and "Always use".
- Confirmation Dialog**: A small dialog box titled "Micro/Pay TRANSMIT PAYROLL(S) TO ComputerSearch" with a warning icon and the text "YOU are about to TRANSMIT PAYROLL(S) for PROCESSING." It has "OK" and "Cancel" buttons.
- Copy Elsewhere**: A section with a folder icon and the text "Copy Elsewhere (wont be transmitted to ComputerSearch)".

The taskbar at the bottom shows the Windows logo, search bar, and various application icons. The system tray on the right shows the time "11:45 AM" and date "12/9/2015".

PLEASE CLICK "OK" ON THE VERIFICATION PROMPT AS SEEN BELOW TO COMPLETE YOUR DATA ENTRY AND SECURE UPLOAD TO OUR SERVER.





ComputerSearch
payroll. time. parking.

***THIS CONCLUDES THE
TUTORIAL.***

***IF YOU RUN INTO ISSUES WITH THE
FUNCTION OF THE INPUT TOOL PLEASE
CALL US AND SELECT THE OPTION FOR
MICROPAY SUPPORT.***

***THANK YOU FOR YOUR
SUPPORT!***