



ACA SUPPORT SERIES:  
SESSION #3  
*ACA Production Tool*  
*FAQ's*

As the vast majority of you have been inputting your ACA health coverage data, I have received some inquiries about the function of the “ACA Form Production Tool”. We will highlight recent updated features along with these common questions in the following document.

Please keep in mind, this being a form production tool, ComputerSearch is not able to provide you with any of the coverage input answers such as the appropriate code(s) on part two of the 1095-C’s. These items vary by company and offered coverage. Help with these specific items is available in the IRS support links and docs which we have provided since the beginning of the program as well as through your health care provider/broker.

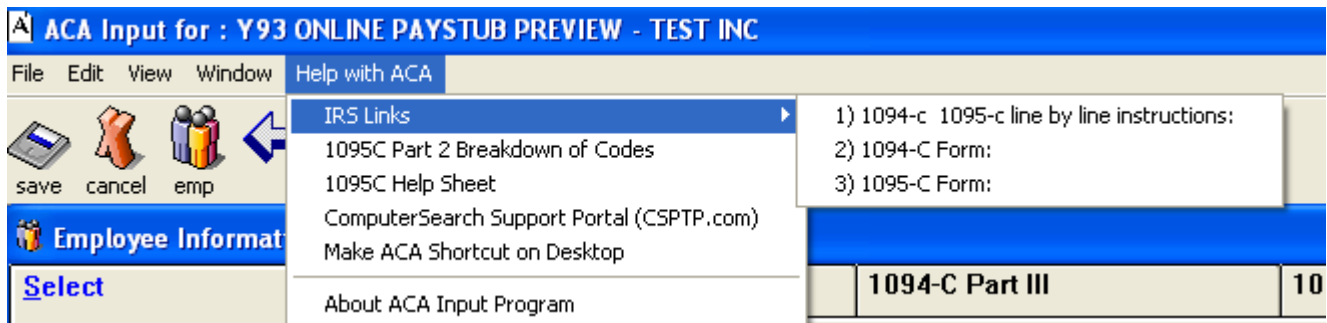
This document will be available on our support portal at the following link <https://csptp.com/support/> under “ACA Support.”

---

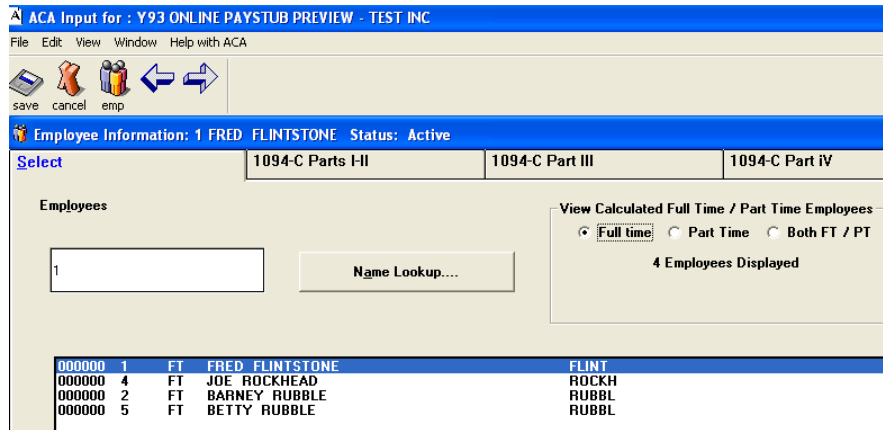
## New Items / FAQ’S

### 1) *Where can I get help with the coverage codes or basic function of the ACA input tool?*

- a. You are able to access links to IRS help resources in all of the previous training materials we have provided. These are accessible on our support portal at the following link <https://csptp.com/support/> under “ACA Support”.
- b. The help resources are also available through the “help with ACA” menu within the application as shown below.



### 2) *With the latest update to the form production tool, you should notice in the “select” tab the “View Calculated Full time / Part time Employees” box as shown below.*



- This will allow you to pick the “Full Time” option to display who the system is currently identifying as FT employees. These FT employees are who it will produce 1095-C forms for. Anyone who was considered FT for at least one month in 2016 will receive a 1095-C.
- Please remember the FT designation is initially calculated upon your MicroPay input and the ACA formula. This is based upon hours entered for any employee who you submit hours for.
- Salaried employees, for whom no hours are entered, are defaulted to Full-Time unless you specifically designated that individual as Part-Time in their MicroPay General Tab prior to coming onto the ACA program.
- Even though we do not find it common, if you have a salaried individual whom you consider PT under the ACA guidelines (working less than 30 hours per week), you can change their designation at the bottom of the 1095-C tab (shown in item #3 below). **(Caution: If you change anything here for an hourly employee, it will override the ACA calculation as initially made by the system.)**

### 3) 1095-C Part 2 (FT/PT check boxes at the bottom of the tab)

PART II Employee Offer and Coverage													
	All 12 Months	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
14. Offer of Coverage Code (Company Default) . . . . .	1E												
14. Offer of Coverage Code (EMPLOYEE LEVEL OVERRIDE) . . . . .													
15. Employee Share of lowest Monthly Premium, for Self-Only Minimum value coverage	All 12 Months	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Company Default . . . . .		100.00	100.00	100.00	100.00	100.00	100.00	99.00	99.00	99.00	99.00	99.00	99.00
Employee Level Override . . . . .													
16. Applicable section 4980H Safe Harbor (enter code, if applicable) . . . . .	All 12 Months	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
NEXT SECTION IS LOCKED -- CLICK HERE TO UNLOCK --													
This Employee's Full Time Status	All 12 Months	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Calculated FT Employee for Month		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Employed as of 1st of Month		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

- For those companies who did their payroll with ComputerSearch for the entire year of 2016, the FT employee status calculations will already be checked as per the ACA formula applied to those employees who you enter hours for. As mentioned above, salaried employees are defaulted to FT unless previously indicated as PT in their MicroPay General Tab prior to coming onto the ACA program.

- If you now realize that you need to change a salaried employee's status to Part-Time, you can do so by removing the "Calculated FT Employee for Month" checkmark for the month(s) which they averaged less than 30 hours per week, then click on "save".  
**CAUTION: doing this for hourly employees who the system indicated as FT, will change their 1095-C. Be sure you are following ACA guidelines if changing any pre-set checkmarks.**
- For those employers who were not with ComputerSearch for the entire year of 2016, you will have to complete the check boxes for "This Employee's Full Time Status" section for those months that you were not processing with us in 2016. You only need to complete these for those employees who were Full Time for at least one month in 2016.
- The ability to transmit your payroll and current ACA updates changes at the same time was further modified to insure both are processed independently. **If you haven't done the recent program update described in Update 3, I would recommend doing so before transmitting both payroll and ACA data simultaneously.** **CAUTION: If you transmit your payroll on a business day and do not send your ACA file at the same time, you will have to wait until at least the next business day to transmit your ACA change.**

## Form FAQ'S / Notable Items

### **A. 1094-C - Company Filing / Overview**

- Remember to complete items 7 & 8 in part I
- Part II – item 21 – Only check in the yes box if you have other Federal (EIN's) reporting within your common ownership umbrella. If you check this box, you will need to report the "Name" and EIN numbers in 1094-C part IV.
- Part III – Columns "B" & "C" – If you processed your payroll with ComputerSearch for all of 2016, these 2 columns will be completed based on the MicroPay ACA calculations and printed on your forms. All other columns would need to be completed, as applicable, based on your provided coverage. **NOTE: If you did not process with ComputerSearch during any months of the year, you would have to complete those monthly columns with the numbers as per your payroll data.**

### **B. 1095-C - FT Employee Filing**

- A 1095-C form will be produced for each employee who was designated as FT for at least 1 month during 2016. By clicking in the "Full Time" bubble on the select tab, you will see those individuals who the system will produce one for.
- Part I – Will be completed for each employee based on data from MicroPay.



- Part II - Coverage codes and input information for Part II can be referenced in the support materials provided. If unsure as to which code is applicable to your company, please reference your healthcare provider, administrator, or broker. We have also provided the **ACA Help Sheet** and **1095-C Part 2 Tips Breakdown** to help with general understanding.
- Part II – Item #14 – Completing and saving the top row of #14 will apply that row to all FT employees and become the default setting for all.
  - In the second row of Item #14, you will only have to address those folks who were not offered coverage for the entire year or differ from the default settings in the top row of this item.