PayData ACA Resource
Updating Employee ACA Data

Revised 11 /16 / 2016

Additional Resources

- WWW.IRS.gov

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Objectives

- ALE Determination
- Enter Employee Data
- Effective Period and Copy to functionality
- Add Dependents

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2016 Reporting

- **2 new Offer of coverage codes**
  - 1J
  - 1K

- **Reporting Obligations**
  - January 31st 2017 – Employers must provide 1095-C to Employees

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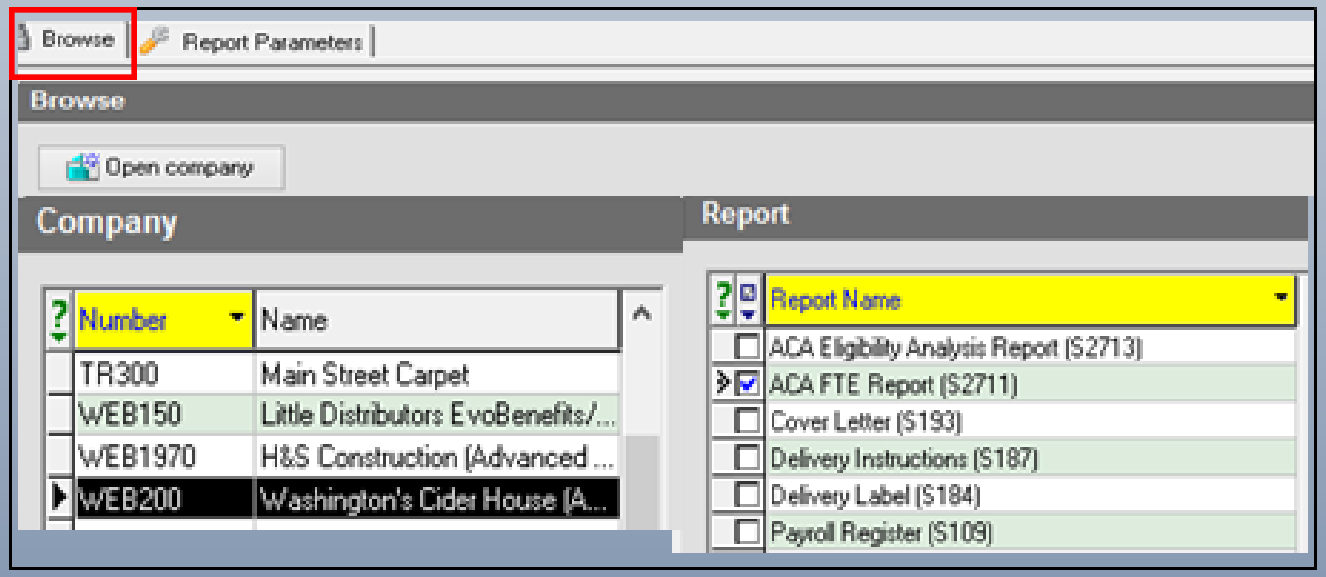
Step 1: ALE Determination
FTE Report (S2711)

Select the Report

Reports-Run Reports-Browse Tab



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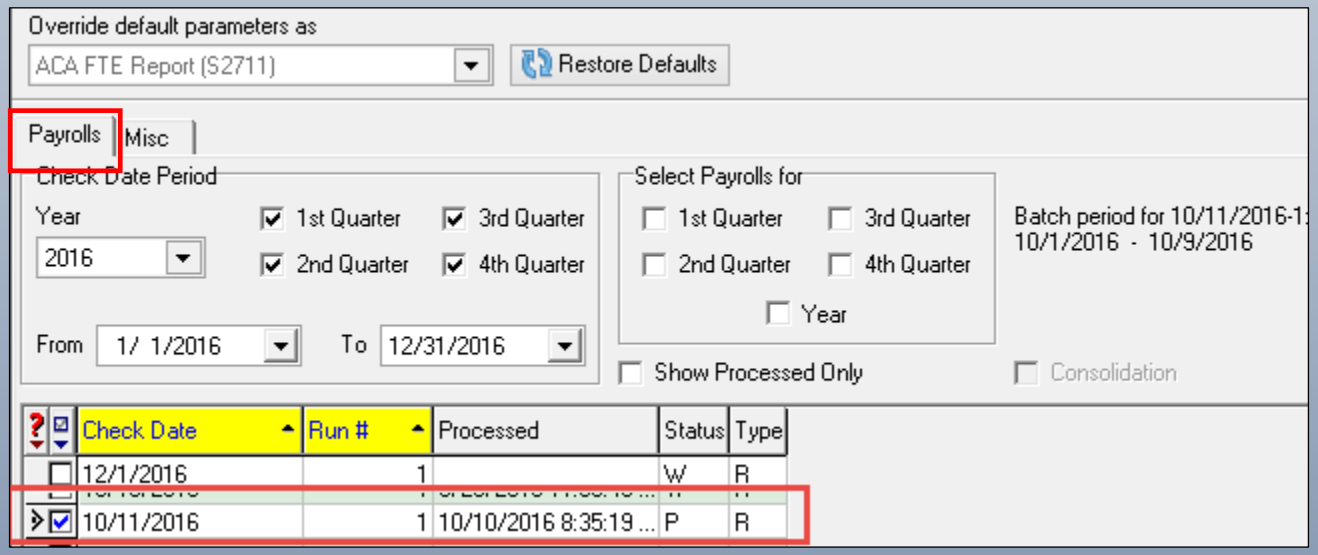
Step 1: ALE Determination
FTE Report (S2711)

Select the Payroll

Report Parameters-Payrolls Tab



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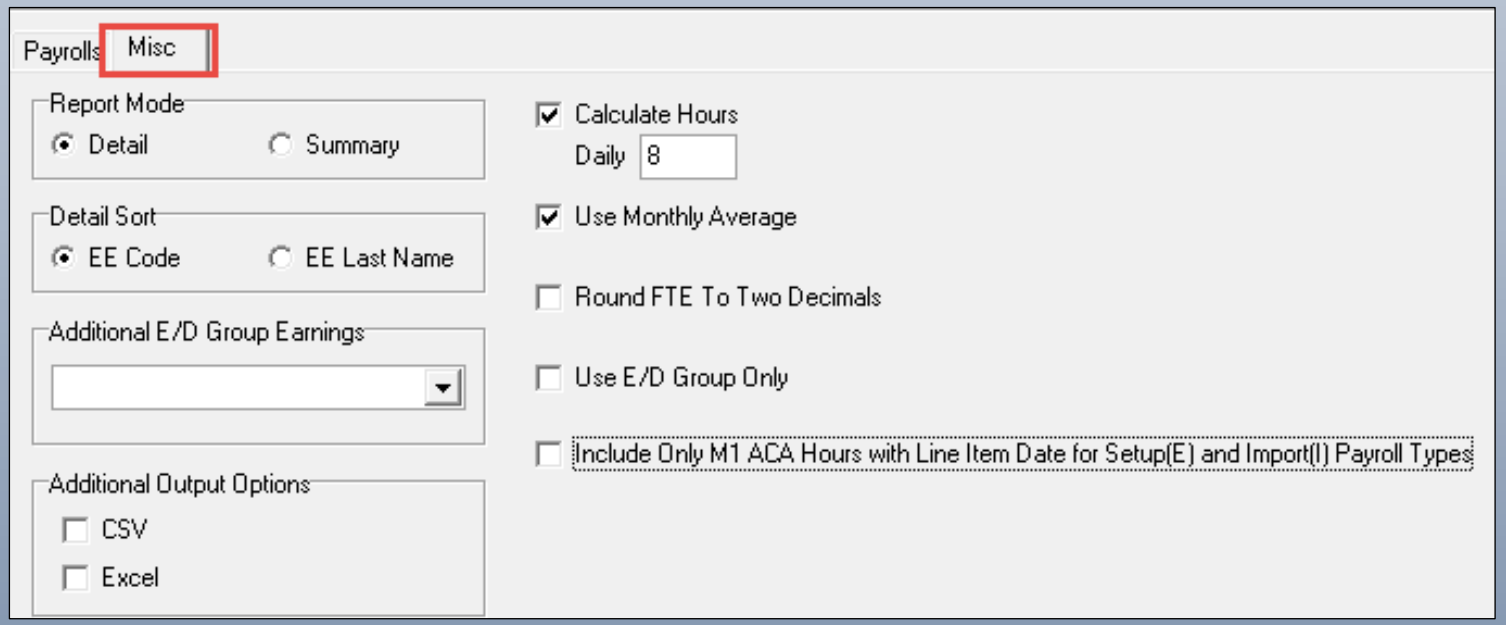
Step 1: ALE Determination
FTE Report (S2711)

Confirm/modify Parameters

Misc. Tab



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Step 1: ALE Determination
FTE Report (S2711)

Sample

#WEB200 Washington's Cider House (ACA)

ACA FTE Report (S2711)	
Check Date :	12/31/2015-1
Period Range :	12/20/2015 TO 12/26/2015
Week Number :	Week #53

EE Code	Date of Hire	First Name	Last Name	ACA Status	Salary /Hourly	Total Hours	EE Status
41	6/1/2015	Lydia	Mullaly	Part Time	H	160.00	Full Time
42	6/1/2015	Cindi	Lautrec	Part Time	H	160.00	Full Time
43	6/1/2015	Marquerite	Hanson	Part Time	H	160.00	Full Time
44	6/1/2015	Cameron	Nardi	Part Time	H	160.00	Full Time
45	6/1/2015	Gemma	Presnell	Part Time	H	160.00	Full Time
46	6/1/2015	Ike	Gierko	Part Time	H	160.00	Full Time
47	6/1/2015	Jadwiga	Gleicher	Part Time	H	160.00	Full Time
48	6/1/2015	Kiesha	Veneto	Part Time	H	160.00	Full Time
49	7/1/2015	Jacquiline	Favela	Full Time	H	160.00	Full Time
50	7/2/2015	Alana	Benna	Full Time	H	160.00	Full Time
51	7/3/2015	Del	Qiu	Full Time	H	160.00	Full Time
52	7/4/2015	Shantay	Hooley	Full Time	H	160.00	Full Time
53	7/5/2015	Judson	Migliorini	Full Time	H	160.00	Full Time
54	7/6/2015	Dale	Quetin	Full Time	H	160.00	Full Time
55	7/7/2015	Mei	Yoffe	Full Time	H	160.00	Full Time
56	7/8/2015	Otelia	Putnam	Full Time	H	160.00	Full Time
		Full Time Employee Count: 13		**Full Time Equivalent Employee Count: 42**			
Large Employer		**Full Time Employee Count: 13**		**Full Time Equivalent Employee Count: 42**			

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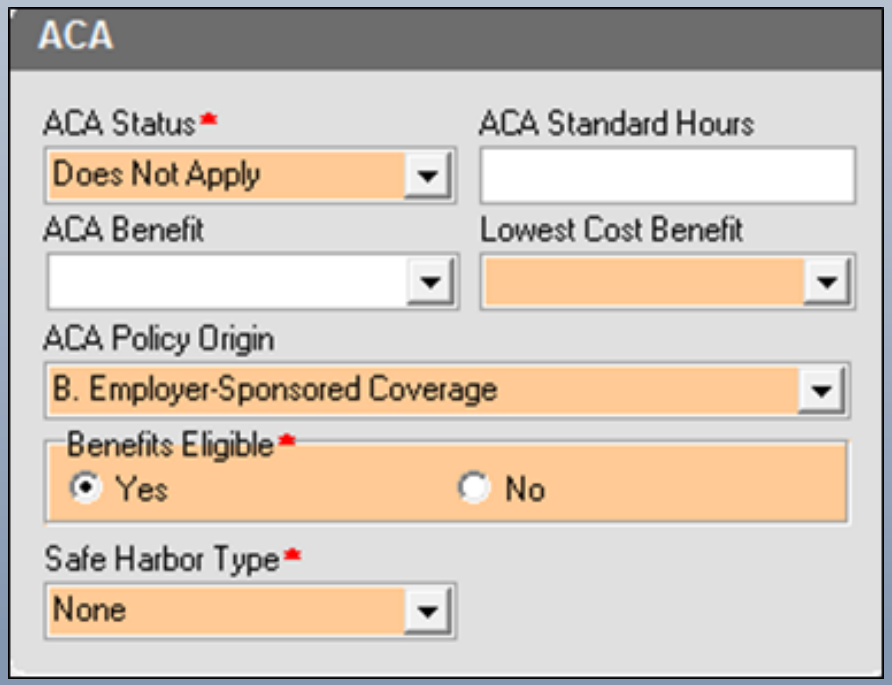
Step 2: Enter Employees' ACA data

Employee-Employee-ACA tab
ACA Section



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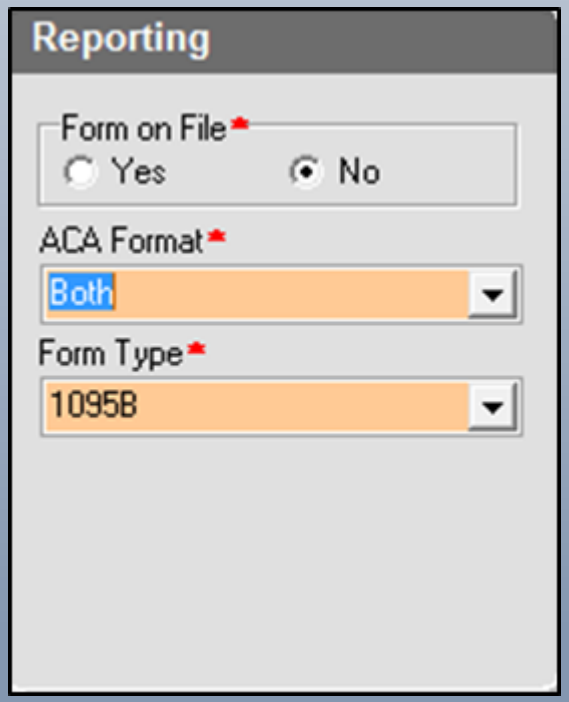
Step 2: Enter Employees' ACA data

Employee-Employee-ACA tab
Reporting Section



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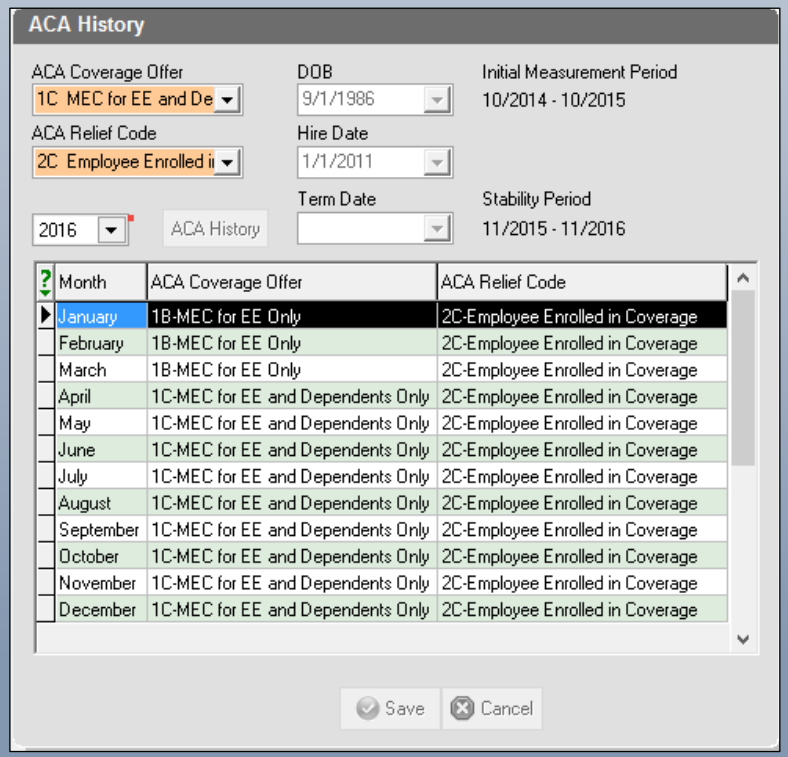
Step 2: Enter Employee's ACA data

Employee-Employee-ACA tab
History Section



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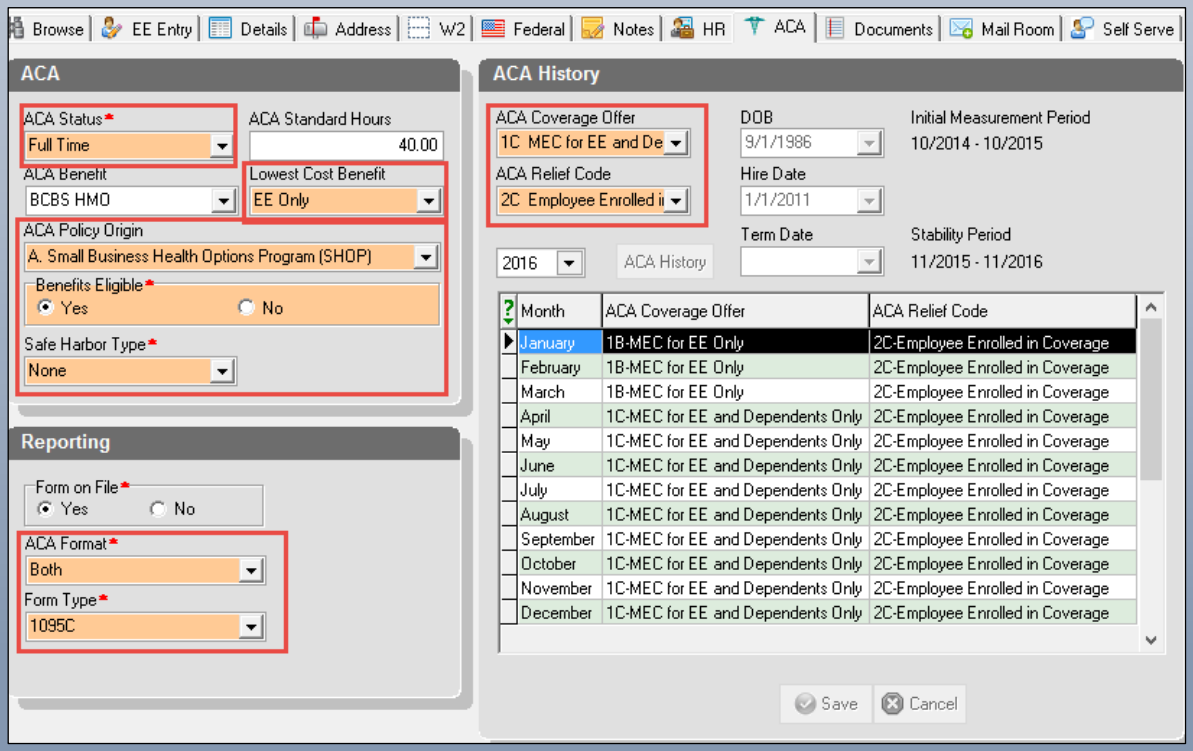
Effective dating

Effective date fields
Employee-Employee-ACA tab



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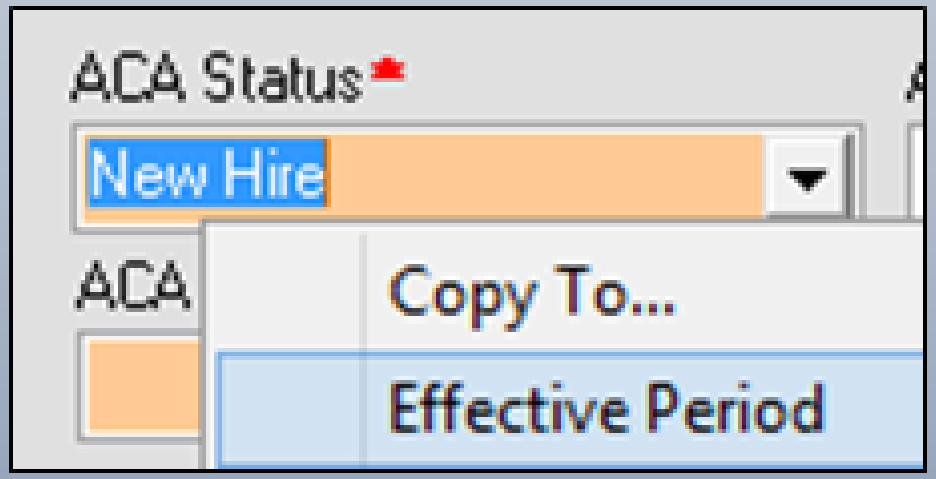
Effective dating

How to



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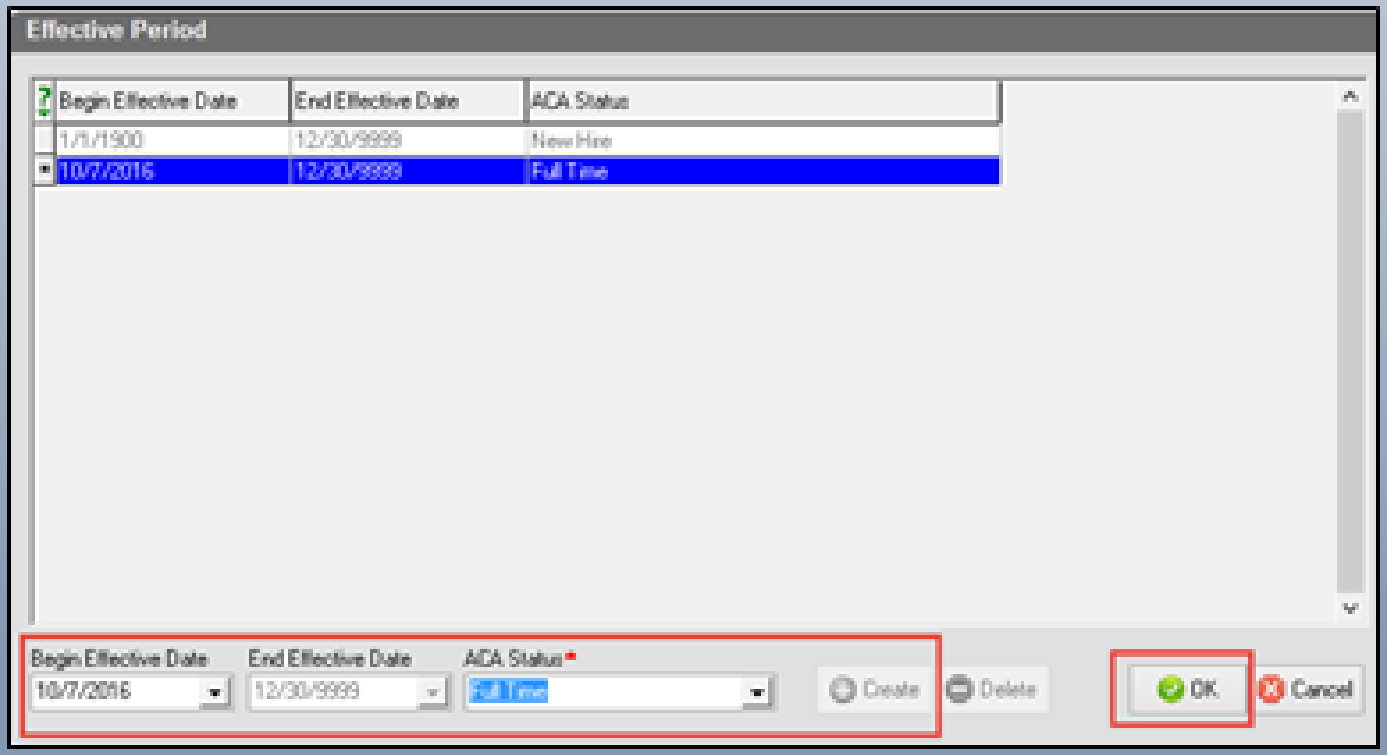
Effective dating

How to
Effective period editor



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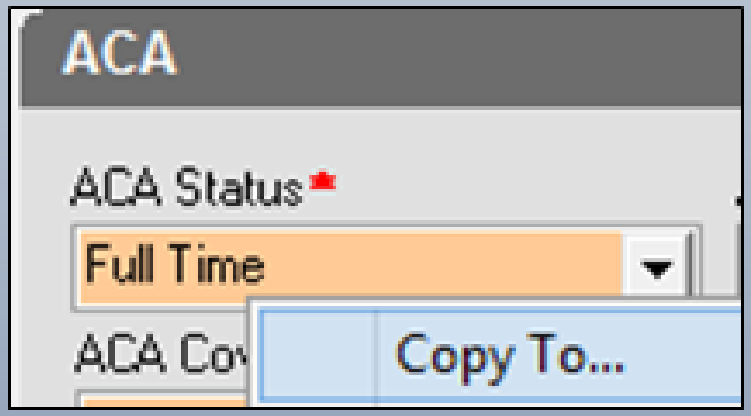
Copy information to employees the Copy to feature

How to



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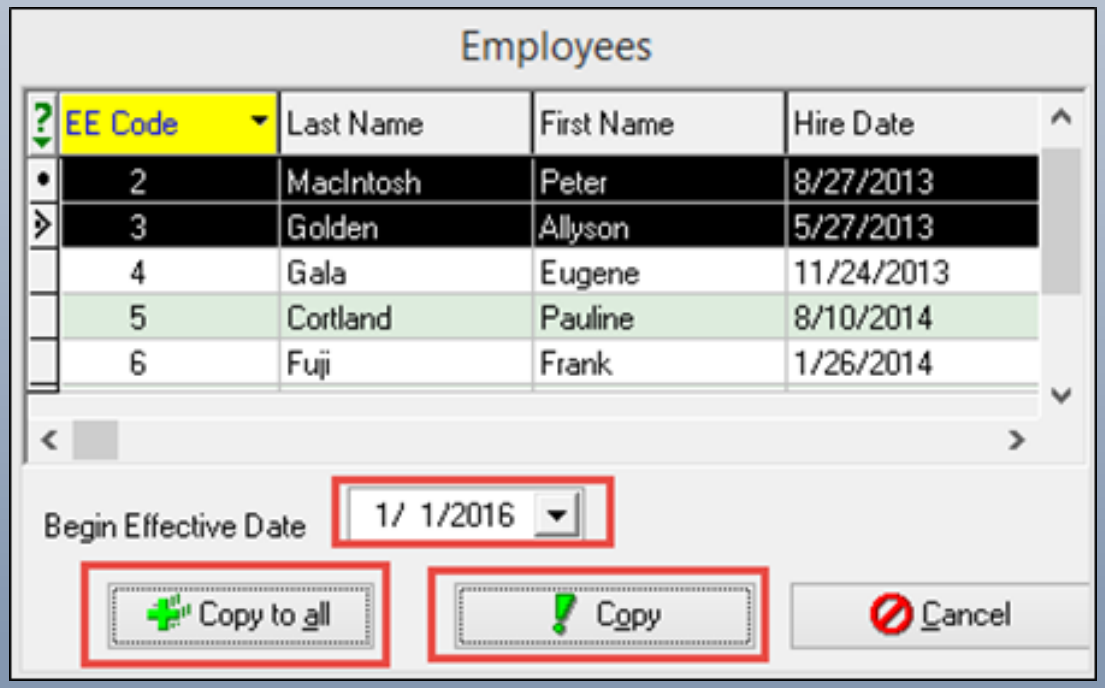
Copy information to employees the Copy to feature

How to Employee Box



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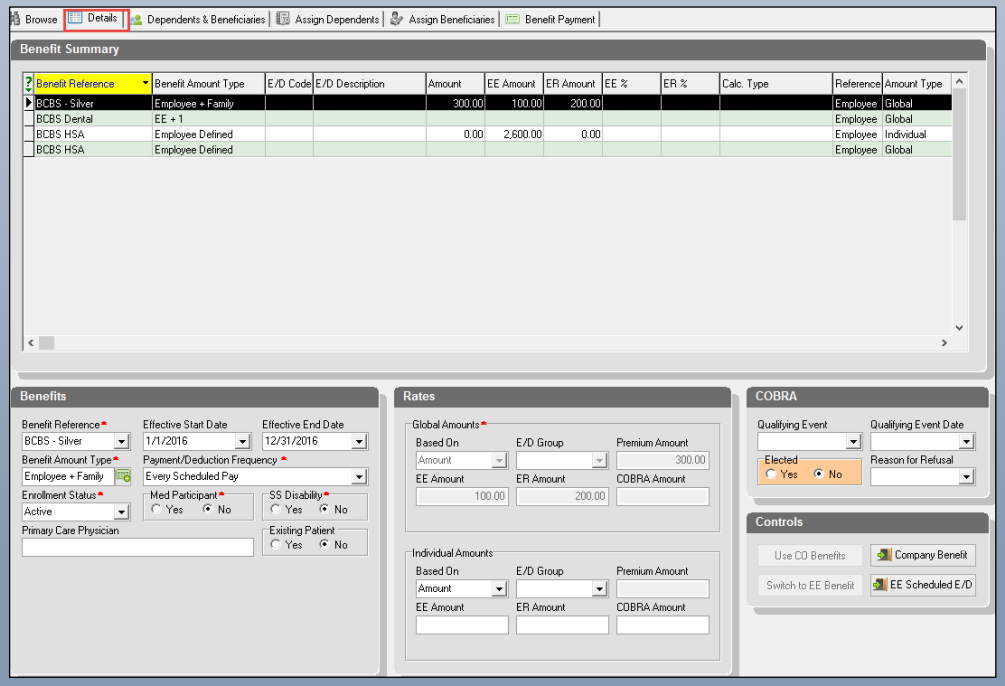
Step 3: Health Coverage Dependents For self-Funded plans

A. Confirm the benefit is available

HR Module-Employee-Benefits-**Details** Tab



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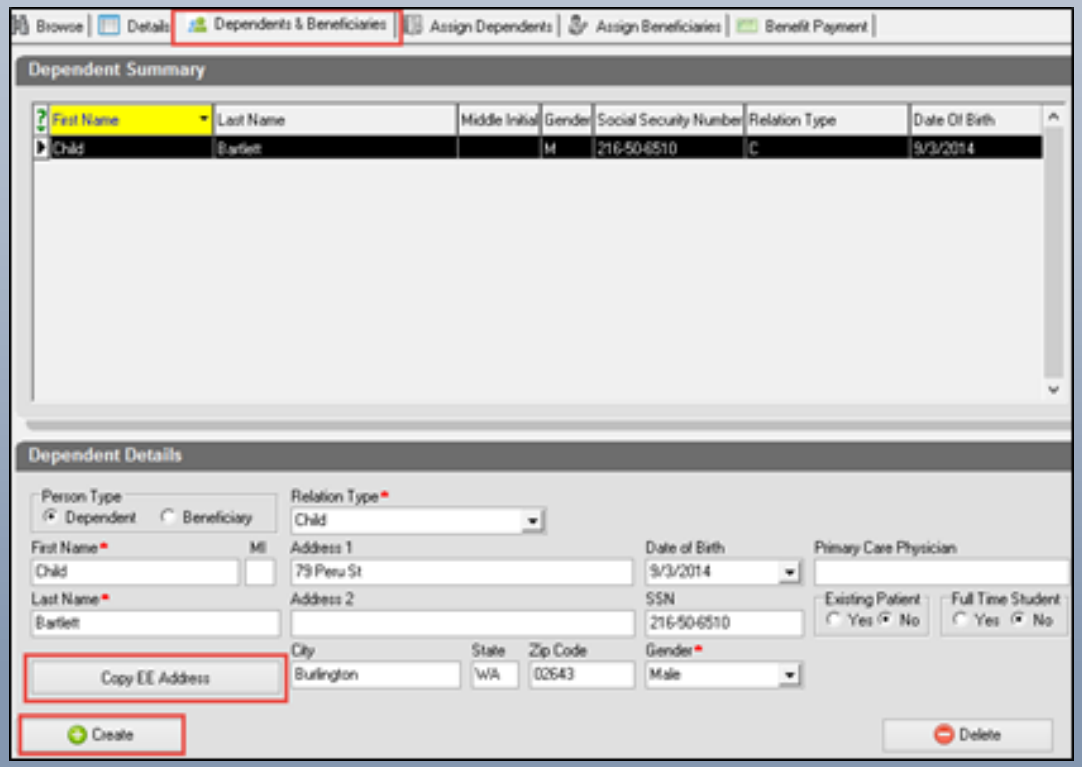
Step 3: Health Coverage Dependents For self-Funded plans

B. Create the dependent Dependent & Beneficiaries Tab



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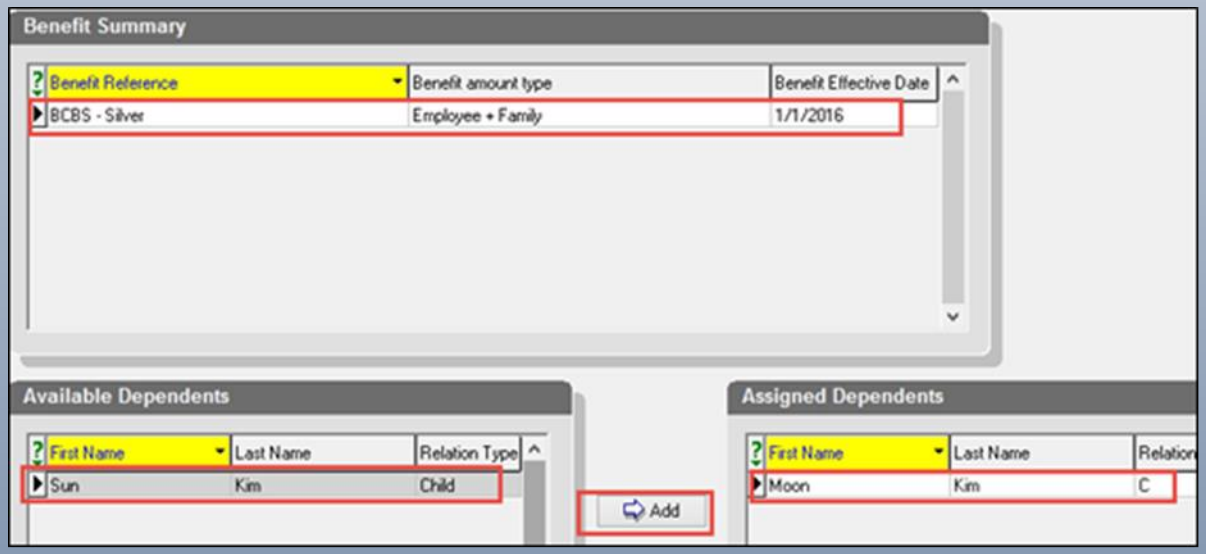
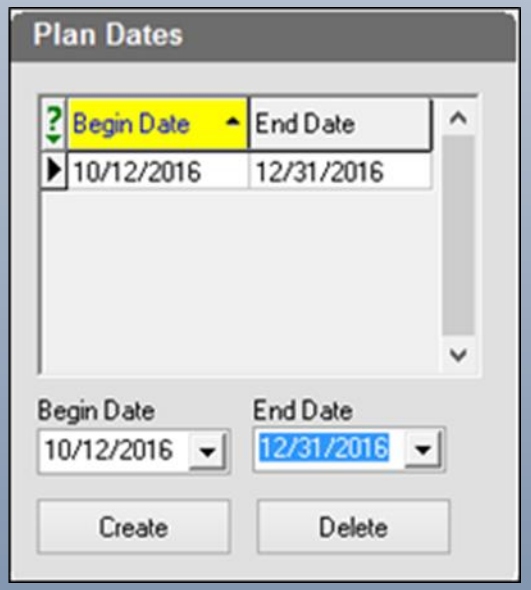
Step 3: Health Coverage Dependents For self-Funded plans

C. Assign the Dependent
Assign Dependents Tab





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Questions or Comments

Got Questions?

Visit PayData's Resource Center:

https://www.paydata.com/aca-affordable-care-act-resources/

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