QSSUG Finance/Personnel Committee - Webinar

Affordable Care Act (ACA) Reporting

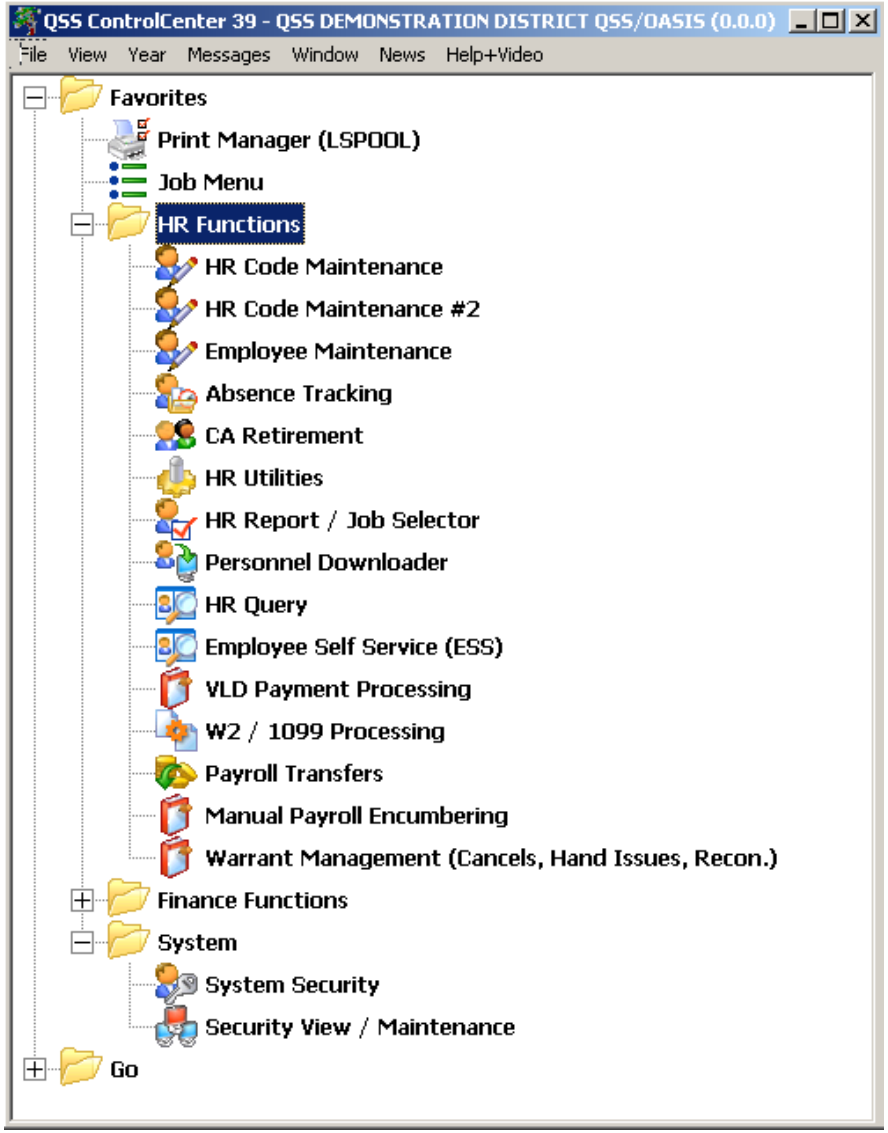
May 7, 2015

Duane Percox, QSS

QSS/OASIS and ACA

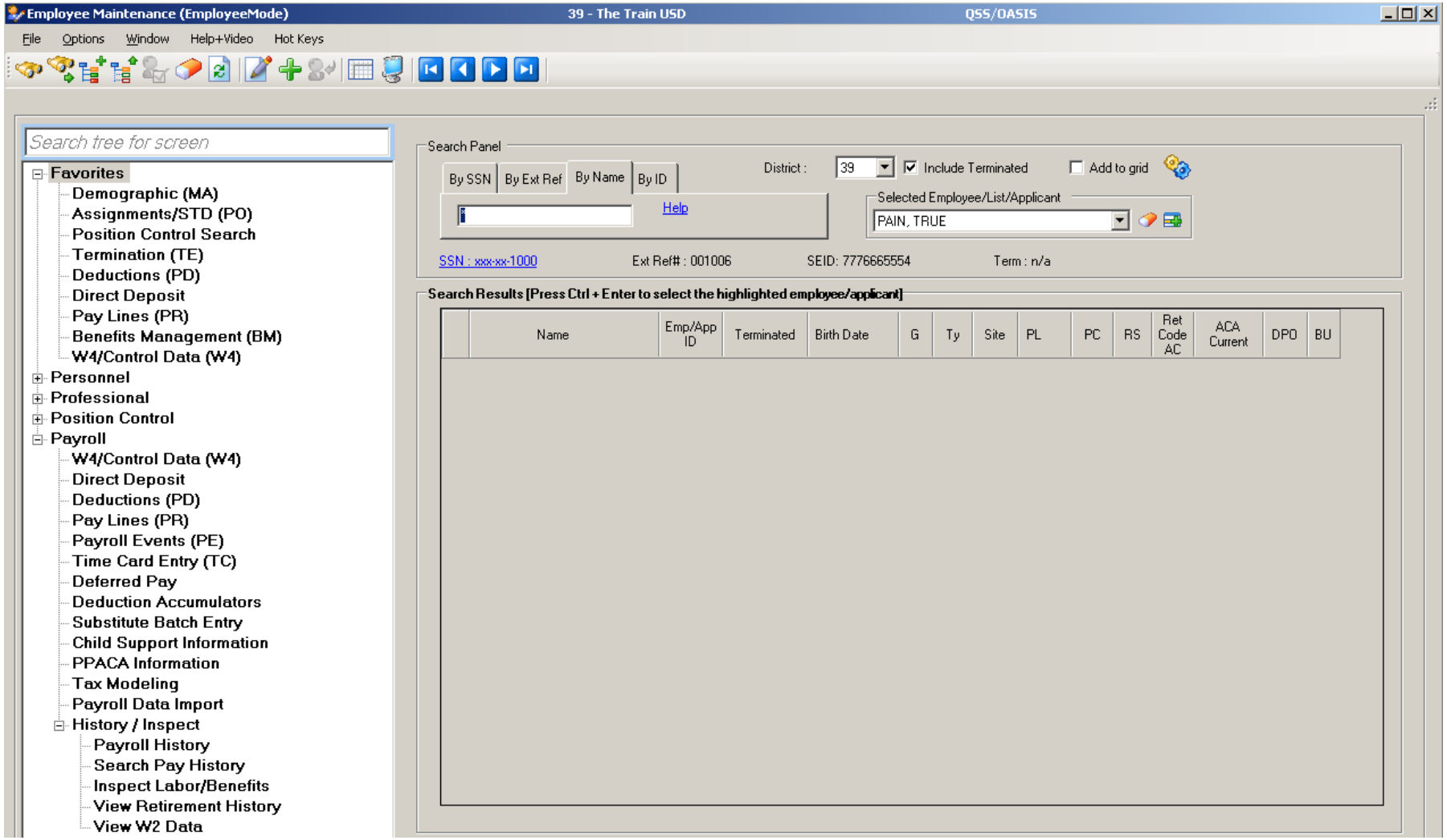
- ACA Class – What is it and what role does it play?
- Payroll Analysis – Why, What and How…
- Future Possibilities…

What Will We/You Be Using

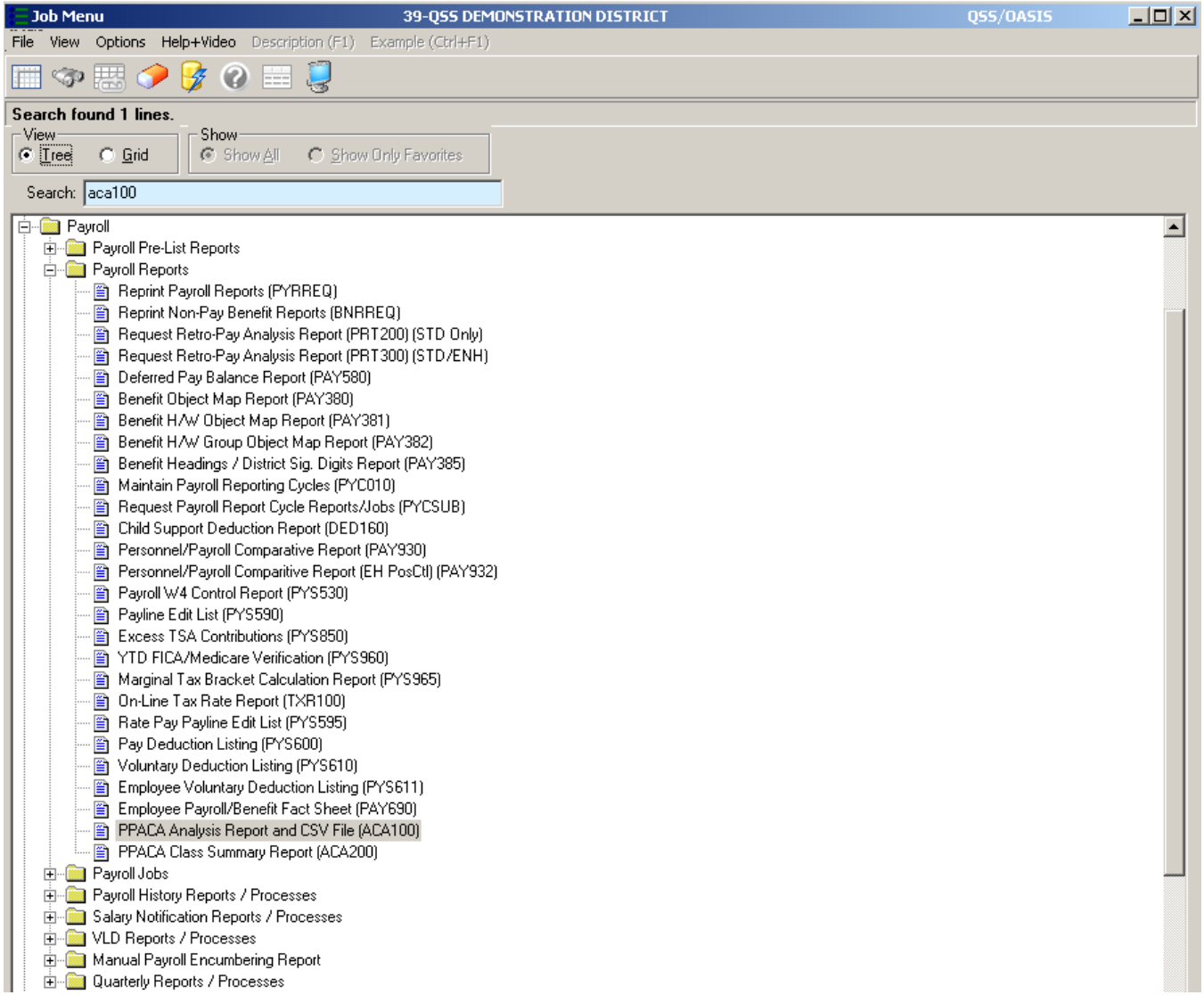


- Print Manager
- Job Menu
- Employee Maintenance
- Personnel Downloader

Employee Maintenance Functions



Job Menu


Job Menu
39-QSS DEMONSTRATION DISTRICT
QSS/OASIS
File View Options Help+Video Description (F1) Example (Ctrl+F1)
Search found 1 lines.
View
Tree
Grid
Show
Show All
Show Only Favorites
Search: aca100
Payroll
Payroll Pre-List Reports
Payroll Reports
Reprint Payroll Reports (PYRREQ)
Reprint Non-Pay Benefit Reports (BNRREQ)
Request Retro-Pay Analysis Report (PRT200) (STD Only)
Request Retro-Pay Analysis Report (PRT300) (STD/ENH)
Deferred Pay Balance Report (PAY580)
Benefit Object Map Report (PAY380)
Benefit H/W Object Map Report (PAY381)
Benefit H/W Group Object Map Report (PAY382)
Benefit Headings / District Sig. Digits Report (PAY385)
Maintain Payroll Reporting Cycles (PYC010)
Request Payroll Report Cycle Reports/Jobs (PYCSUB)
Child Support Deduction Report (DED160)
Personnel/Payroll Comparative Report (PAY930)
Personnel/Payroll Comparitive Report (EH PosCtl) (PAY932)
Payroll W4 Control Report (PYS530)
Payline Edit List (PYS590)
Excess TSA Contributions (PYS850)
YTD FICA/Medicare Verification (PYS960)
Marginal Tax Bracket Calculation Report (PYS965)
On-Line Tax Rate Report (TXR100)
Rate Pay Payline Edit List (PYS595)
Pay Deduction Listing (PYS600)
Voluntary Deduction Listing (PYS610)
Employee Voluntary Deduction Listing (PYS611)
Employee Payroll/Benefit Fact Sheet (PAY690)
PPACA Analysis Report and CSV File (ACA100)
PPACA Class Summary Report (ACA200)
Payroll Jobs
Payroll History Reports / Processes
Salary Notification Reports / Processes
VLD Reports / Processes
Manual Payroll Encumbering Report
Quarterly Reports / Processes

ACA Class

- ACA Class is a four (4) digit value, logically treated as a two (2) digit major-class followed by a two (2) digit sub-class.
- Each employee can be assigned up to three (3) ACA class values:
  - Current – their current class assignment
  - Previous – their class assignment in the prior measurement / stability period
  - Model – their class for modeling / evaluation purposes when you don't want to disturb Current / Previous
- ACA Class is used for selecting employees to report and for special calculation rules used to compute ACA monthly hours

Updating ACA Class Values

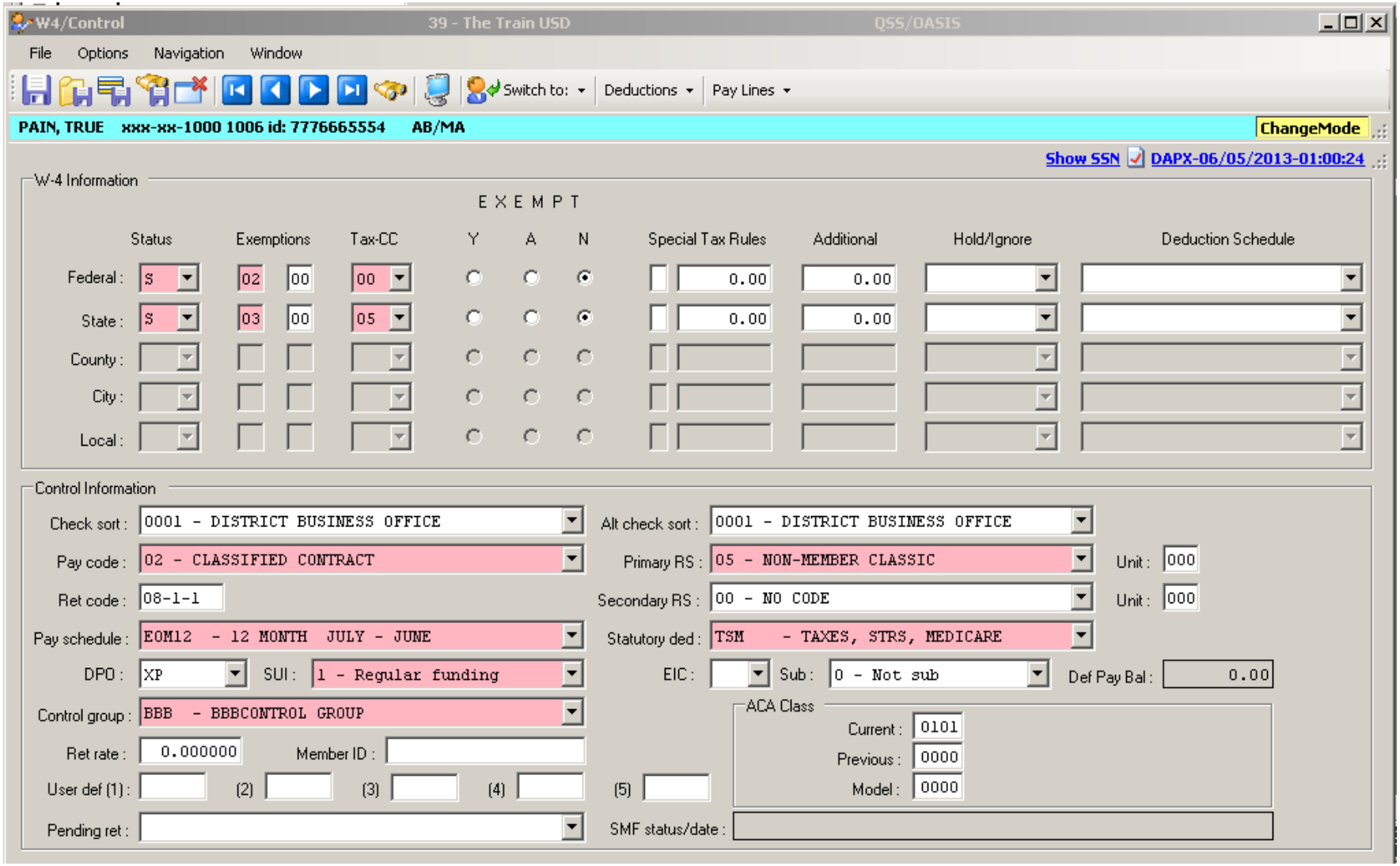
- Manual Update on the W4 screen of Employee Maintenance
- Payroll Data Import (on 1.44.0 release)

ACA Class Fields in the Database

- The ACA Class values are stored in these fields in the M-PAYROLL-MASTER table of PERPAY:
  - Current: MTD-HDG (1); PPM-MTD-HOURS
  - Previous: MTD-HDG (2); PPM-MTD-DAYS
  - Model: MTD-HDG (3); PPM-MTD-GROSS

- This is “geek” stuff – normal people can ignore this!

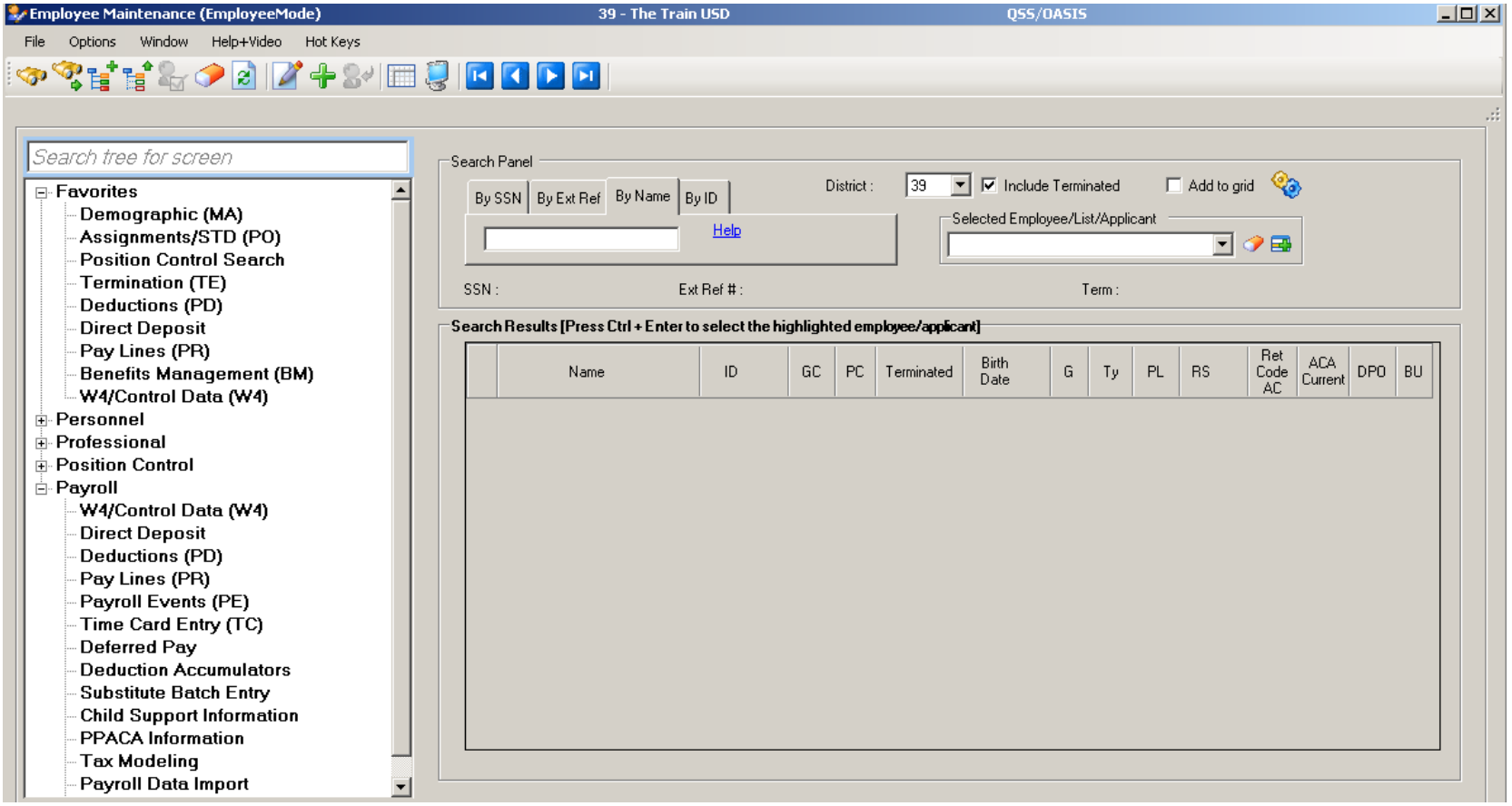
W4 Screen – ACA Class Fields

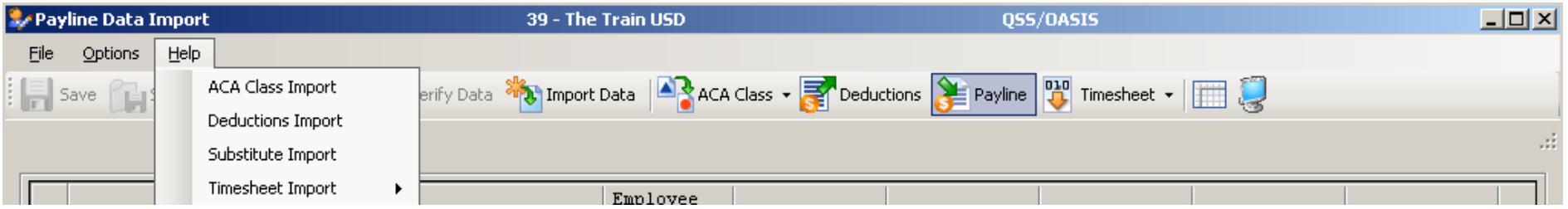


ACA Class Mass Update Using Payroll Data Import

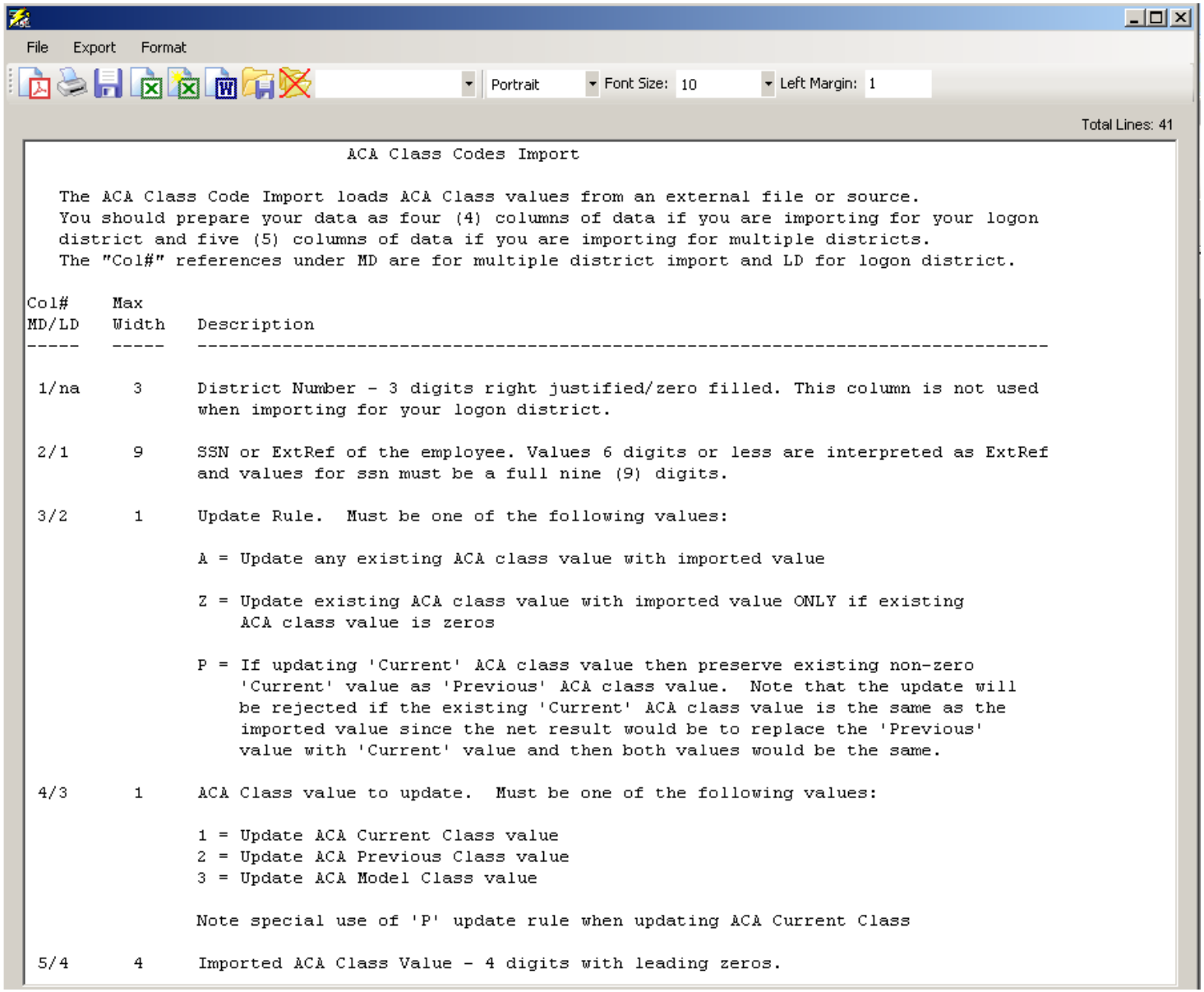
- Can import ACA values for logon district or multiple districts
- Uses position 5 of the PDI### usersec. A value of ‘2’ is import for logon district and ‘3’ is import for multiple districts.

Getting Help for ACA Class Import





ACA Class Import Help…



File Export Format

Portrait Font Size: 10 Left Margin: 1

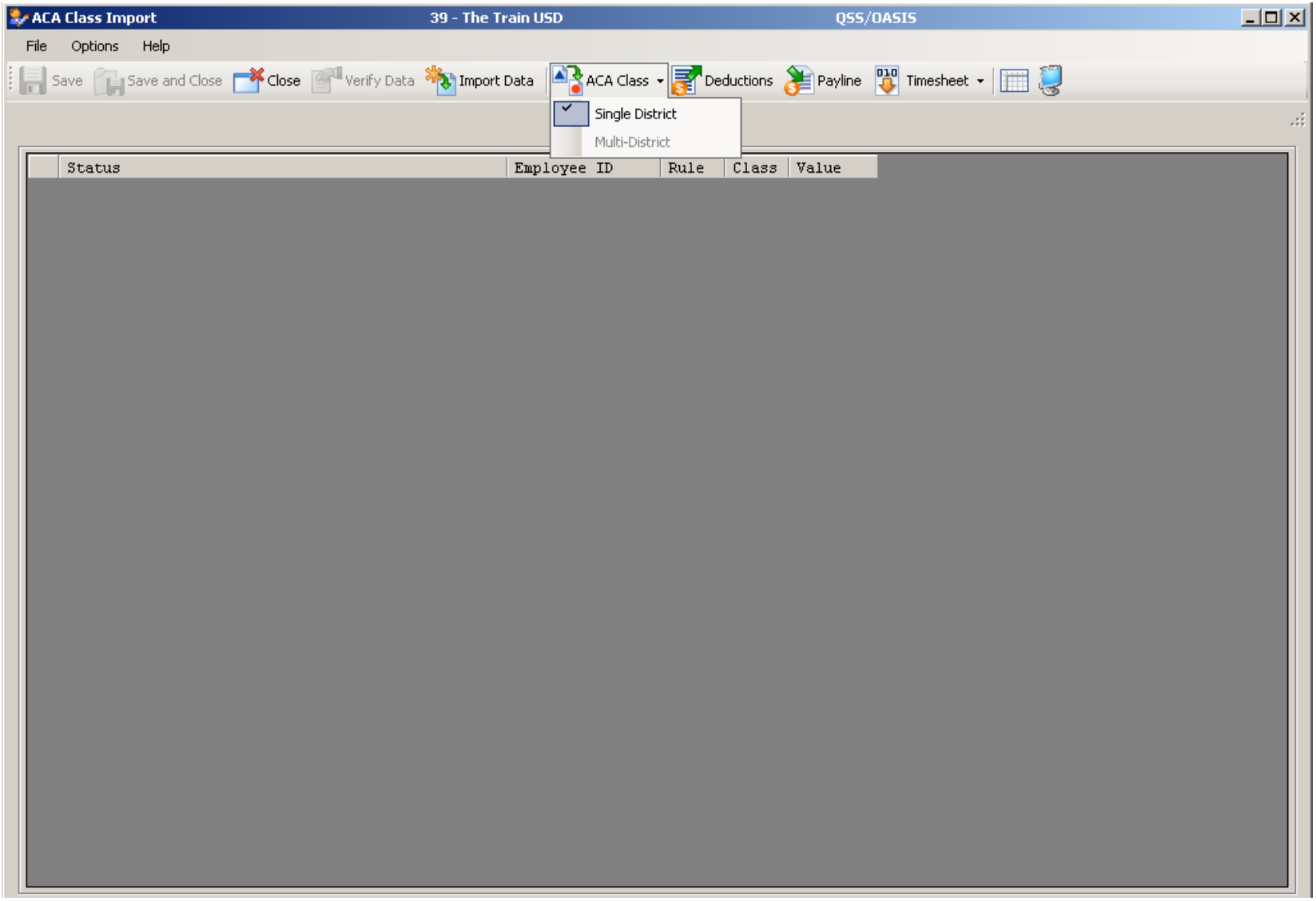
Total Lines: 41

ACA Class Codes Import

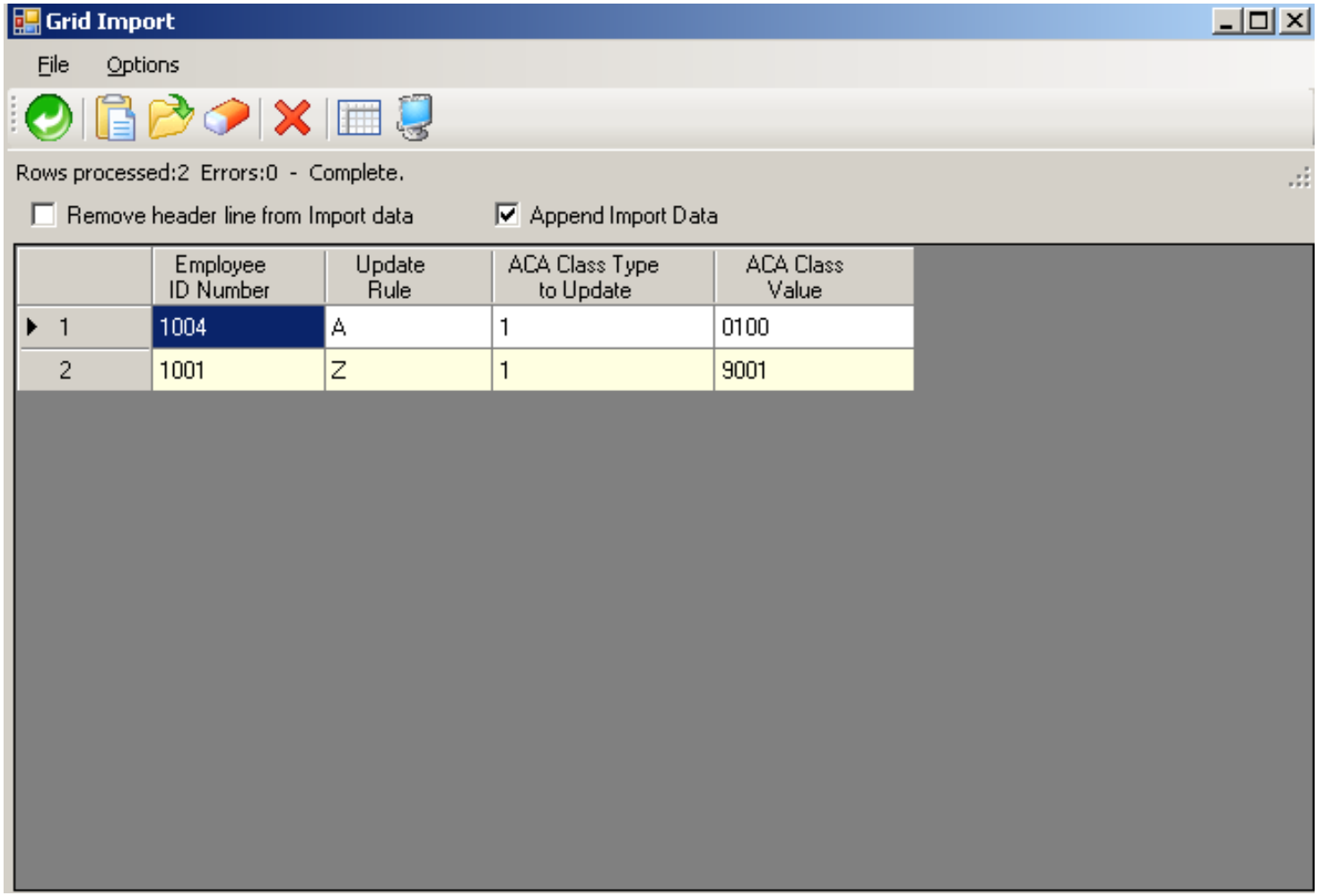
The ACA Class Code Import loads ACA Class values from an external file or source.
You should prepare your data as four (4) columns of data if you are importing for your logon district and five (5) columns of data if you are importing for multiple districts.
The "Col#" references under MD are for multiple district import and LD for logon district.

Col# MD/LD	Max Width	Description
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	1	Update Rule. Must be one of the following values: A = Update any existing ACA class value with imported value Z = Update existing ACA class value with imported value ONLY if existing ACA class value is zeros P = If updating 'Current' ACA class value then preserve existing non-zero 'Current' value as 'Previous' ACA class value. Note that the update will be rejected if the existing 'Current' ACA class value is the same as the imported value since the net result would be to replace the 'Previous' value with 'Current' value and then both values would be the same.
4/3	1	ACA Class value to update. Must be one of the following values: 1 = Update ACA Current Class value 2 = Update ACA Previous Class value 3 = Update ACA Model Class value Note special use of 'P' update rule when updating ACA Current Class
5/4	4	Imported ACA Class Value - 4 digits with leading zeros.

Payroll Data Import – ACA Class



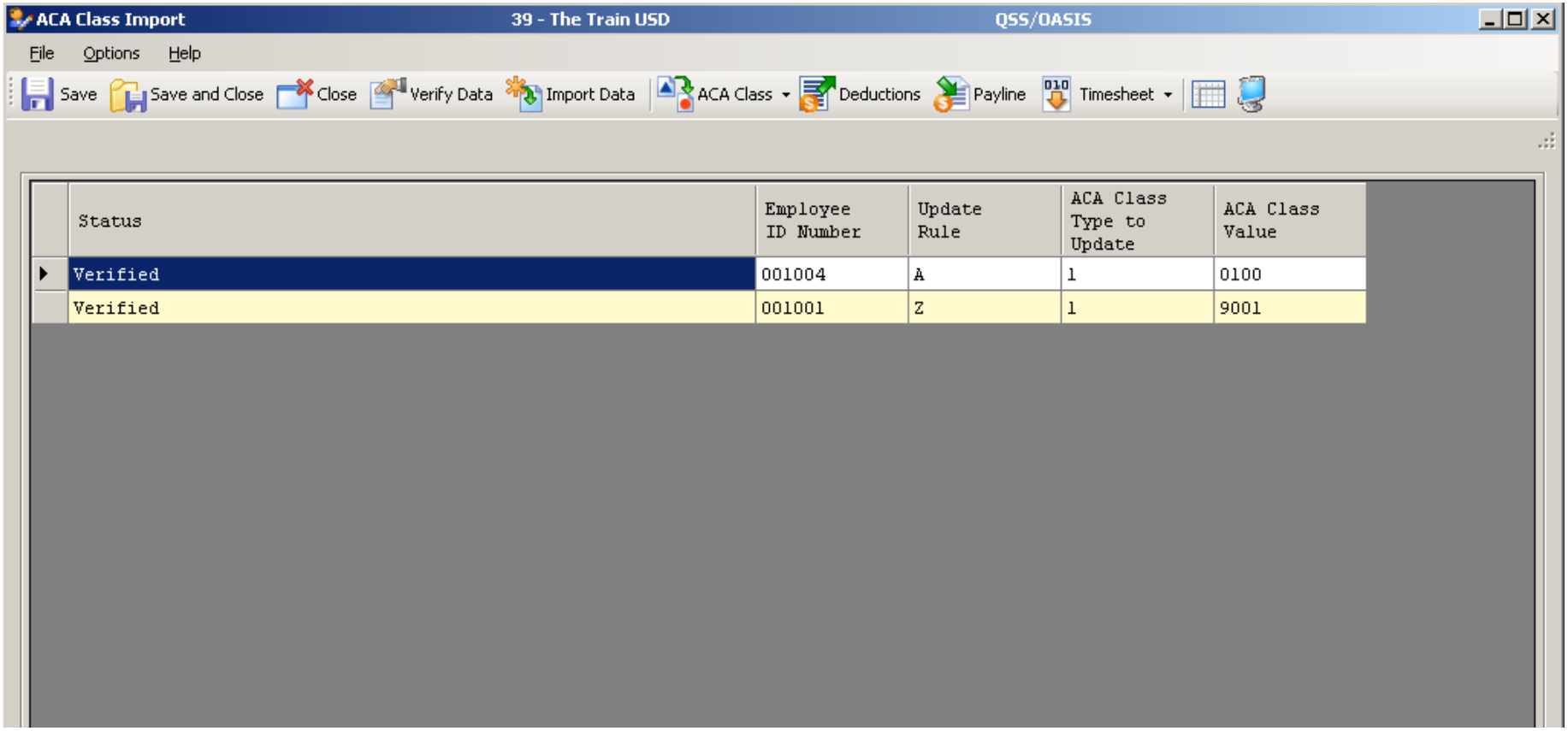
Sample Import Using Clipboard



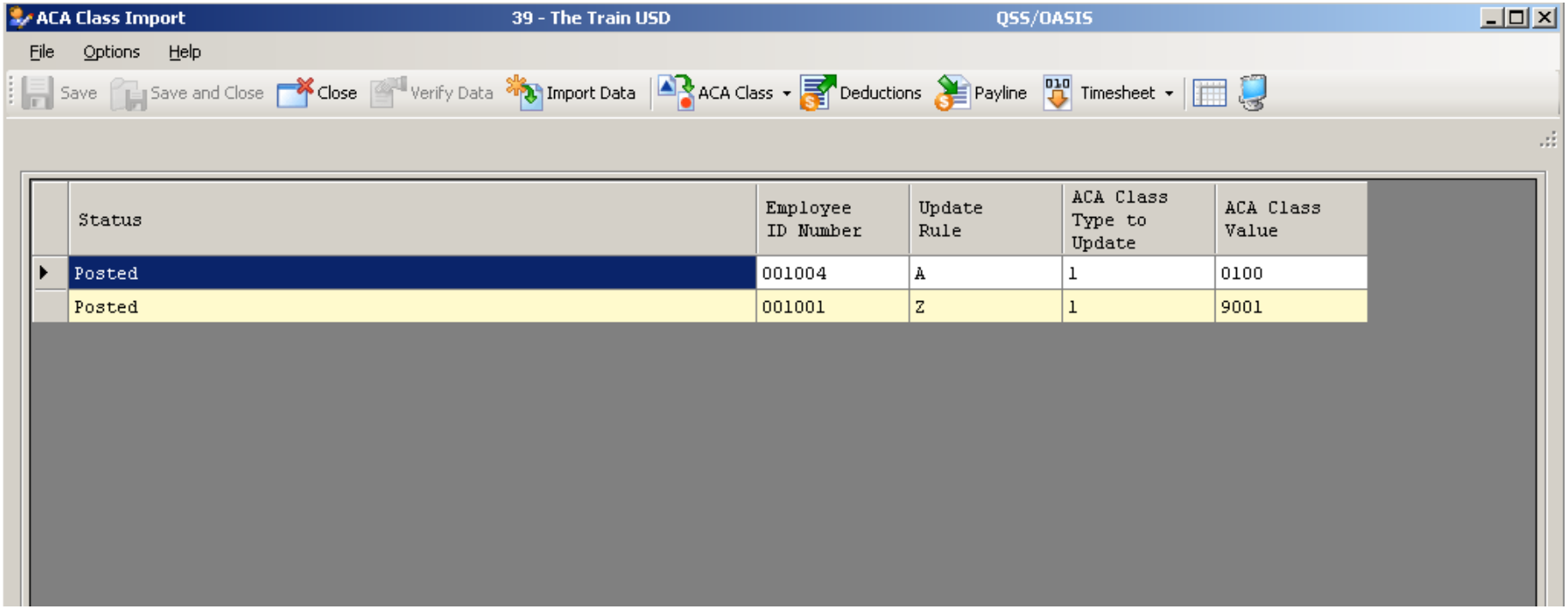
Data Source

	A	B	C	D	E	F	G
1	DI	EmpId	Rule	Class	Class Val		
2	039	1004	A	1	0100		
3	039	1001	Z	1	9001		
4							
5							
6							
7							
8							
9							DI: three (3) digit district number with leading '0'
10							EmpID: ssn or extref
11							Rule: A = Update any existing value; Z = Update only if zero on-file; P = Preserve current as previous
12							Class: 1 = Current, 2 = Previous, 3 = Model
13							Class Val: 4 digit value with leading '0' (define as 'text')

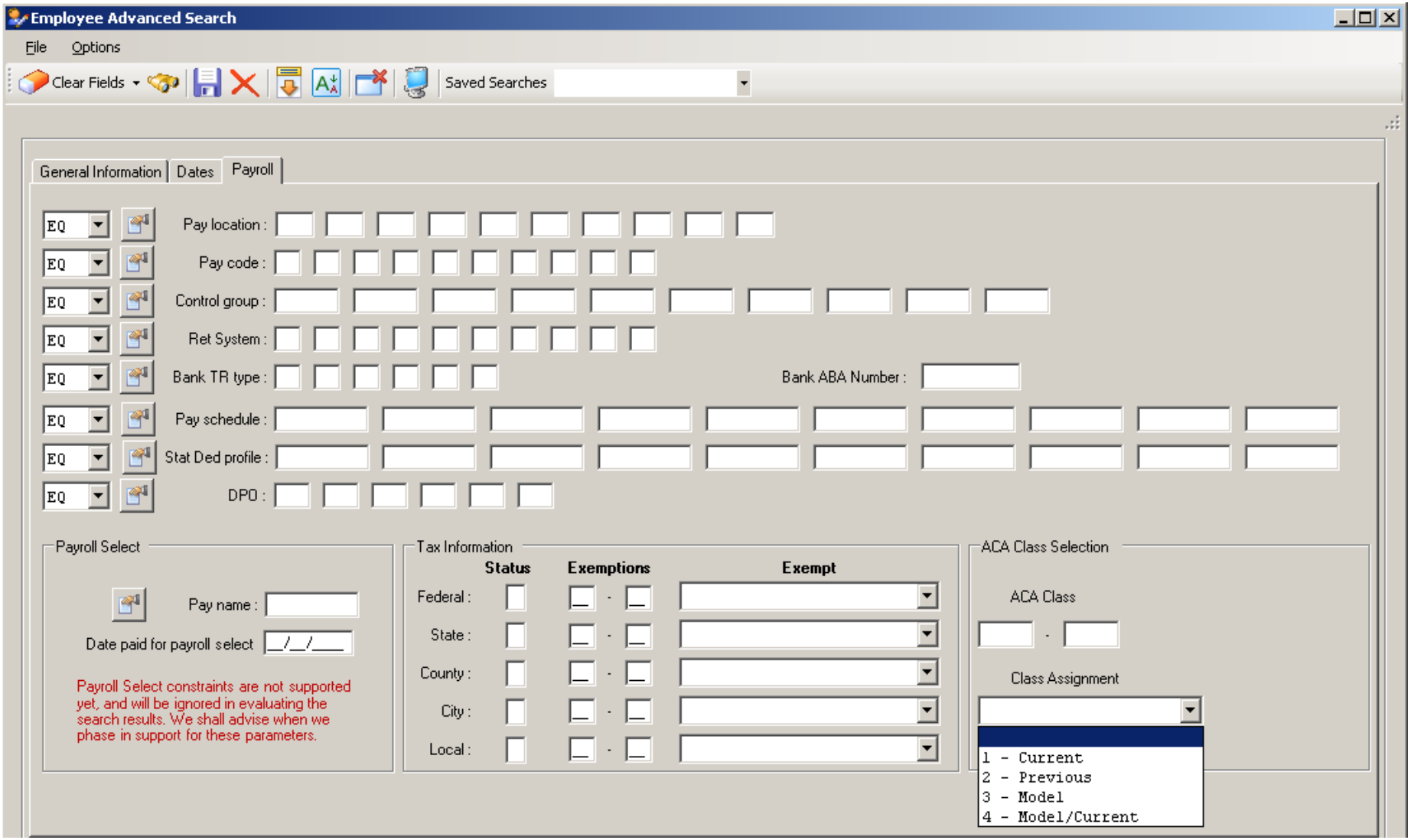
Verify Data Before Saving…



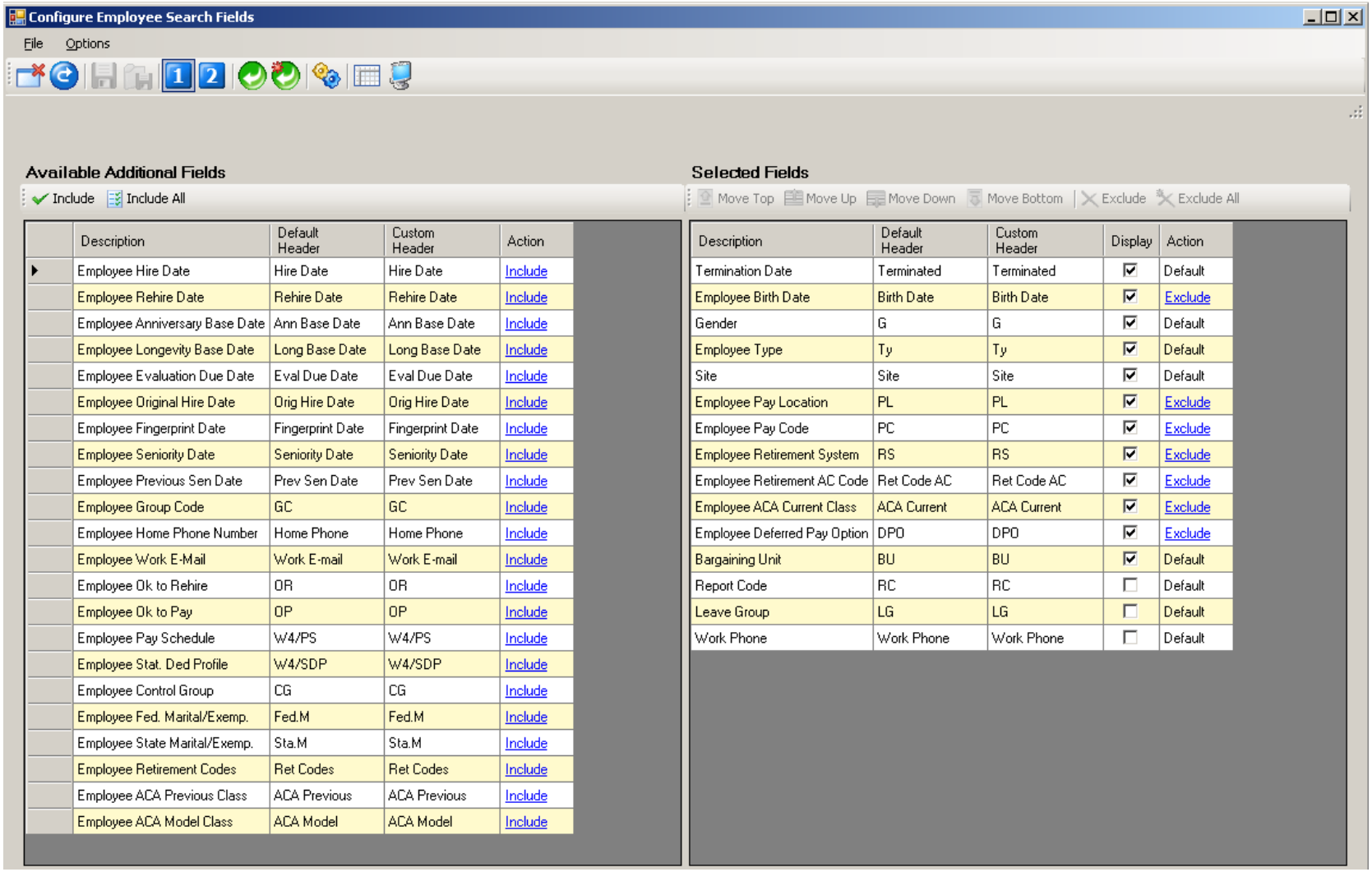
Save ACA Class Values…



Expose ACA Class - Advanced Search



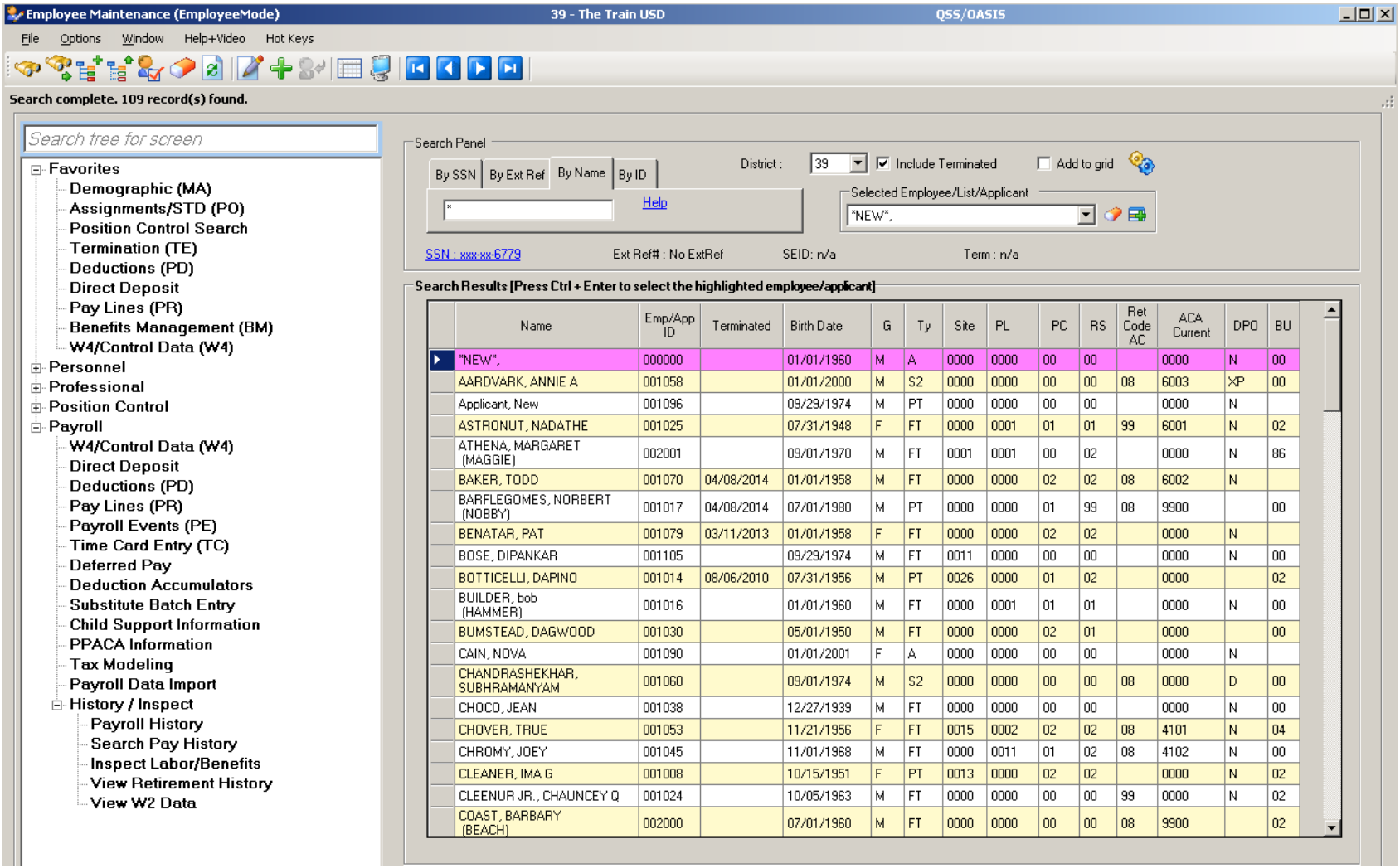
Expose ACA Class – Search Results Grid (Define)



Description	Default Header	Custom Header	Action
Employee Hire Date	Hire Date	Hire Date	Include
Employee Rehire Date	Rehire Date	Rehire Date	Include
Employee Anniversary Base Date	Ann Base Date	Ann Base Date	Include
Employee Longevity Base Date	Long Base Date	Long Base Date	Include
Employee Evaluation Due Date	Eval Due Date	Eval Due Date	Include
Employee Original Hire Date	Orig Hire Date	Orig Hire Date	Include
Employee Fingerprint Date	Fingerprint Date	Fingerprint Date	Include
Employee Seniority Date	Seniority Date	Seniority Date	Include
Employee Previous Sen Date	Prev Sen Date	Prev Sen Date	Include
Employee Group Code	GC	GC	Include
Employee Home Phone Number	Home Phone	Home Phone	Include
Employee Work E-Mail	Work E-mail	Work E-mail	Include
Employee Ok to Rehire	OR	OR	Include
Employee Ok to Pay	OP	OP	Include
Employee Pay Schedule	W4/PS	W4/PS	Include
Employee Stat. Ded Profile	W4/SDP	W4/SDP	Include
Employee Control Group	CG	CG	Include
Employee Fed. Marital/Exemp.	Fed.M	Fed.M	Include
Employee State Marital/Exemp.	Sta.M	Sta.M	Include
Employee Retirement Codes	Ret Codes	Ret Codes	Include
Employee ACA Previous Class	ACA Previous	ACA Previous	Include
Employee ACA Model Class	ACA Model	ACA Model	Include

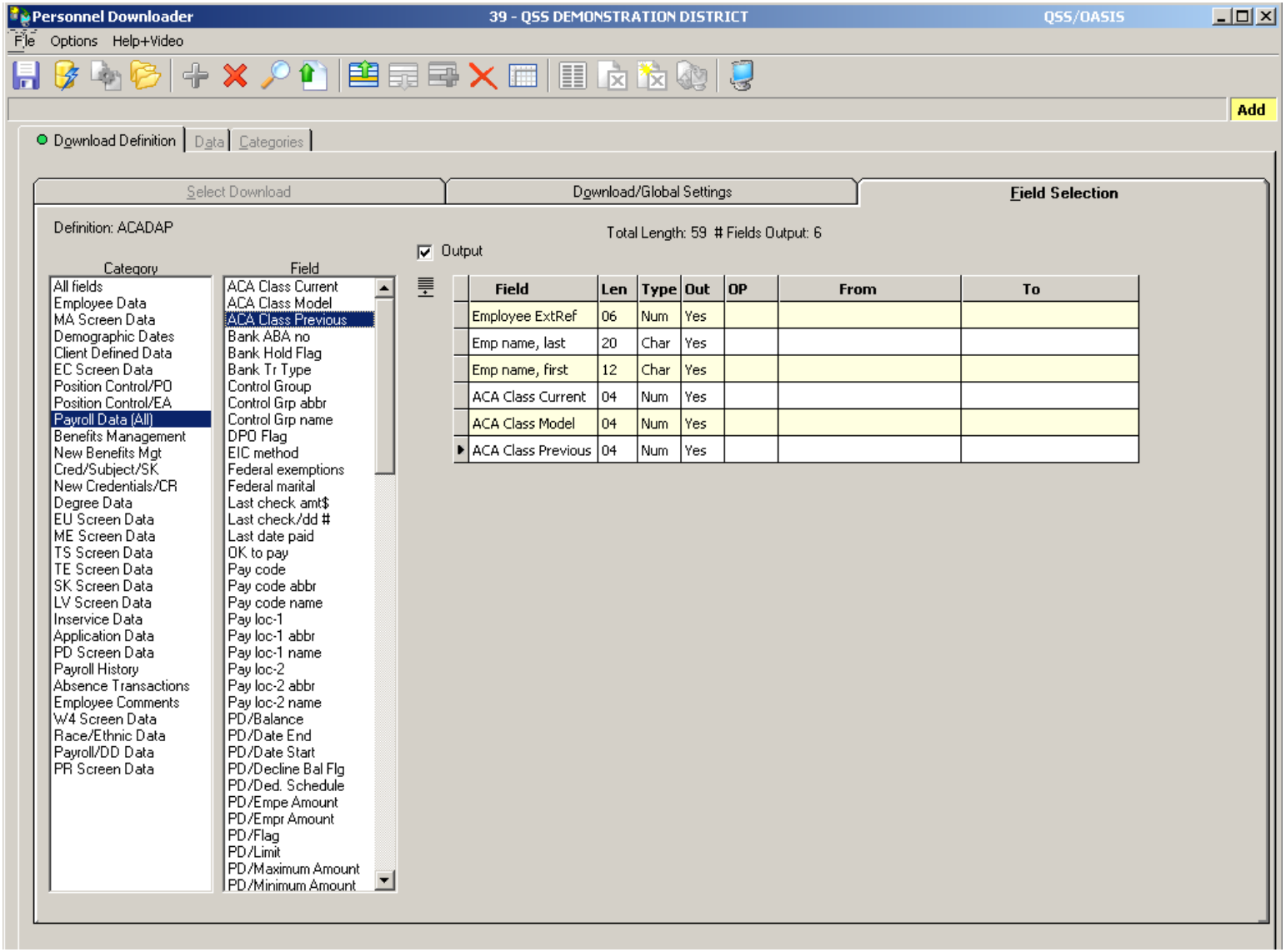
Description	Default Header	Custom Header	Display	Action
Termination Date	Terminated	Terminated	☑	Default
Employee Birth Date	Birth Date	Birth Date	☑	Exclude
Gender	G	G	☑	Default
Employee Type	Ty	Ty	☑	Default
Site	Site	Site	☑	Default
Employee Pay Location	PL	PL	☑	Exclude
Employee Pay Code	PC	PC	☑	Exclude
Employee Retirement System	RS	RS	☑	Exclude
Employee Retirement AC Code	Ret Code AC	Ret Code AC	☑	Exclude
Employee ACA Current Class	ACA Current	ACA Current	☑	Exclude
Employee Deferred Pay Option	DPO	DPO	☑	Exclude
Bargaining Unit	BU	BU	☑	Default
Report Code	RC	RC	☐	Default
Leave Group	LG	LG	☐	Default
Work Phone	Work Phone	Work Phone	☐	Default

Expose ACA Class – Search Results Grid



Name	Emp/App ID	Terminated	Birth Date	G	Ty	Site	PL	PC	RS	Ret Code AC	ACA Current	DPO	BU
NEW,	000000		01/01/1960	M	A	0000	0000	00	00		0000	N	00
AARDVARK, ANNIE A	001058		01/01/2000	M	S2	0000	0000	00	00	08	6003	XP	00
Applicant, New	001096		09/29/1974	M	PT	0000	0000	00	00		0000	N	
ASTRONUT, NADATHE	001025		07/31/1948	F	FT	0000	0001	01	01	99	6001	N	02
ATHENA, MARGARET (MAGGIE)	002001		09/01/1970	M	FT	0001	0001	00	02		0000	N	86
BAKER, TODD	001070	04/08/2014	01/01/1958	M	FT	0000	0000	02	02	08	6002	N	
BARFLEGOMES, NORBERT (NOBBY)	001017	04/08/2014	07/01/1980	M	PT	0000	0000	01	99	08	9900		00
BENATAR, PAT	001079	03/11/2013	01/01/1958	F	FT	0000	0000	02	02		0000	N	
BOSE, DIPANKAR	001105		09/29/1974	M	FT	0011	0000	00	00		0000	N	00
BOTTICELLI, DAPINO	001014	08/06/2010	07/31/1956	M	PT	0026	0000	01	02		0000		02
BUILDER, bob (HAMMER)	001016		01/01/1960	M	FT	0000	0001	01	01		0000	N	00
BUMSTEAD, DAGWOOD	001030		05/01/1950	M	FT	0000	0000	02	01		0000		00
CAIN, NOVA	001090		01/01/2001	F	A	0000	0000	00	00		0000	N	
CHANDRASHEKHAR, SUBHRAMANYAM	001060		09/01/1974	M	S2	0000	0000	00	00	08	0000	D	00
CHOCO, JEAN	001038		12/27/1939	M	FT	0000	0000	00	00		0000	N	00
CHOVER, TRUE	001053		11/21/1956	F	FT	0015	0002	02	02	08	4101	N	04
CHROMY, JOEY	001045		11/01/1968	M	FT	0000	0011	01	02	08	4102	N	00
CLEANER, IMA G	001008		10/15/1951	F	PT	0013	0000	02	02		0000	N	02
CLEENUR JR., CHAUNCEY Q	001024		10/05/1963	M	FT	0000	0000	00	00	99	0000	N	02
COAST, BARBARY (BEACH)	002000		07/01/1960	M	FT	0000	0000	00	00	08	9900		02

Expose ACA Class - Downloader

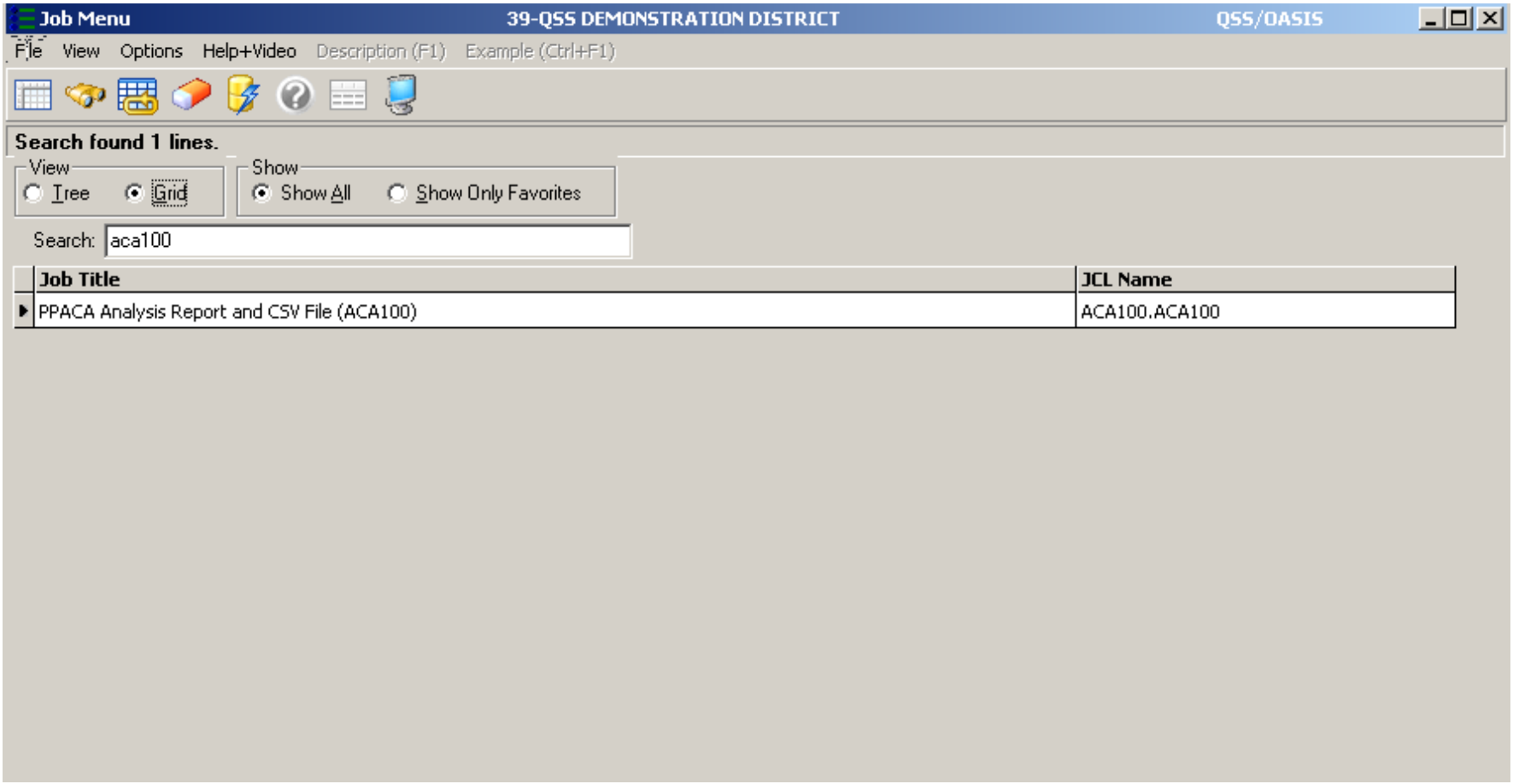


Expose ACA Class – ACA Summary Report

39 QSS DEMONSTRATION DISTRICT — ACA Summary Report — J5191 ACA120 H.00.00 11/03/14 PAGE 1
Sample — Pay Date: 01/01/2006 TO 12/31/2006

Reference	Employee Name	PC No	RS No	ACA Class Curr	ACA Class Prev	ACA Class Modl	ACA Count Adj	ACA Count Stat	History Earnings	Counts by Type TOT	M	H	A	MC	MN	HC	HN
001025	ASTRONUT NADATHE	01	01	6001	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001053	CHOVER TRUE	02	02	4101	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001045	CHROMY JOEY	01	02	4102	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001006	PAIN TRUE	02	02	6003	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001074	PERSNIKITY REALLIE	00	00	0305	0000	0000	0	0	64,698.76	25	11	0	12	2	0	0	0
001000	PERSON REAL	02	02	0501	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0

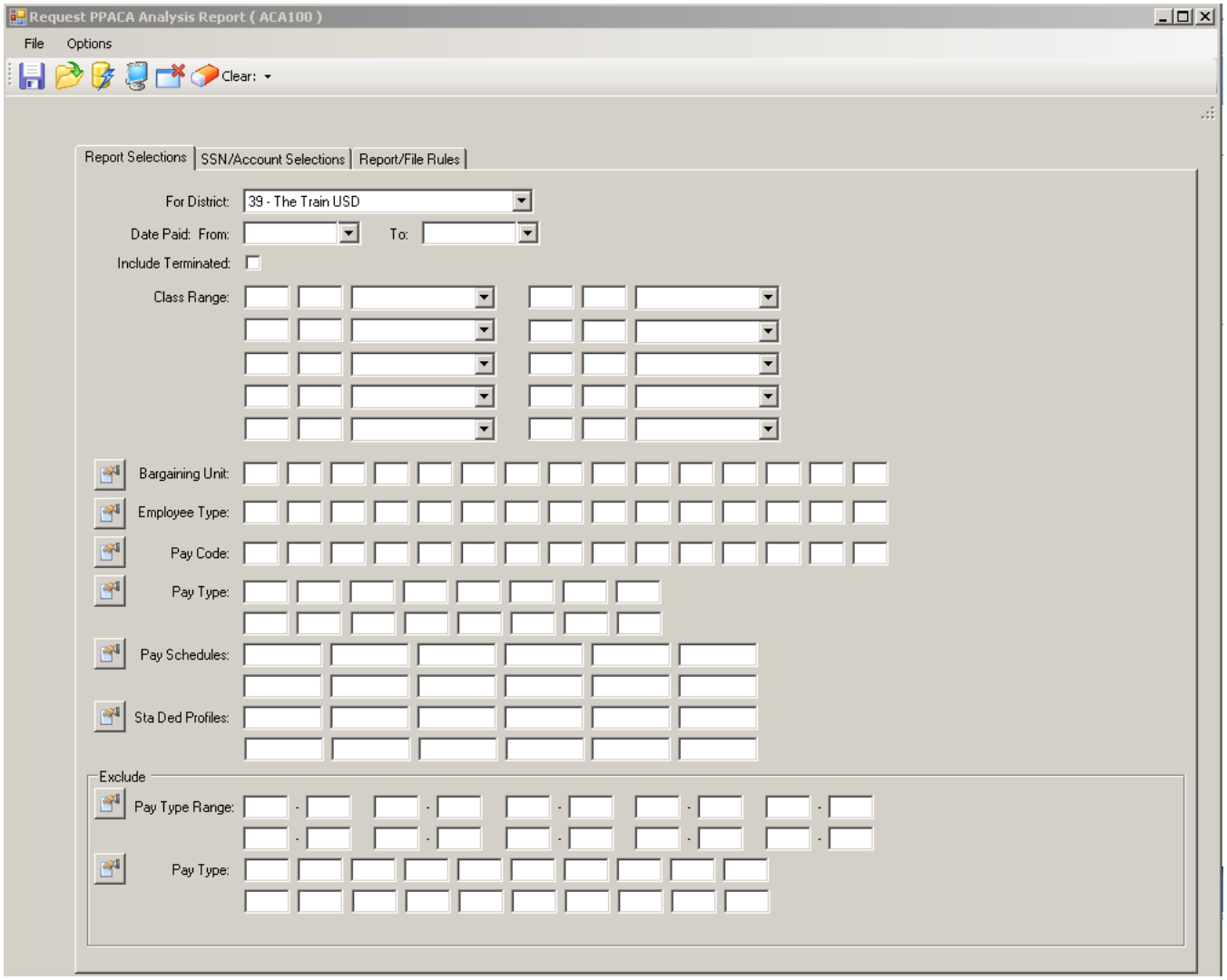
With Class We Can Analyze…



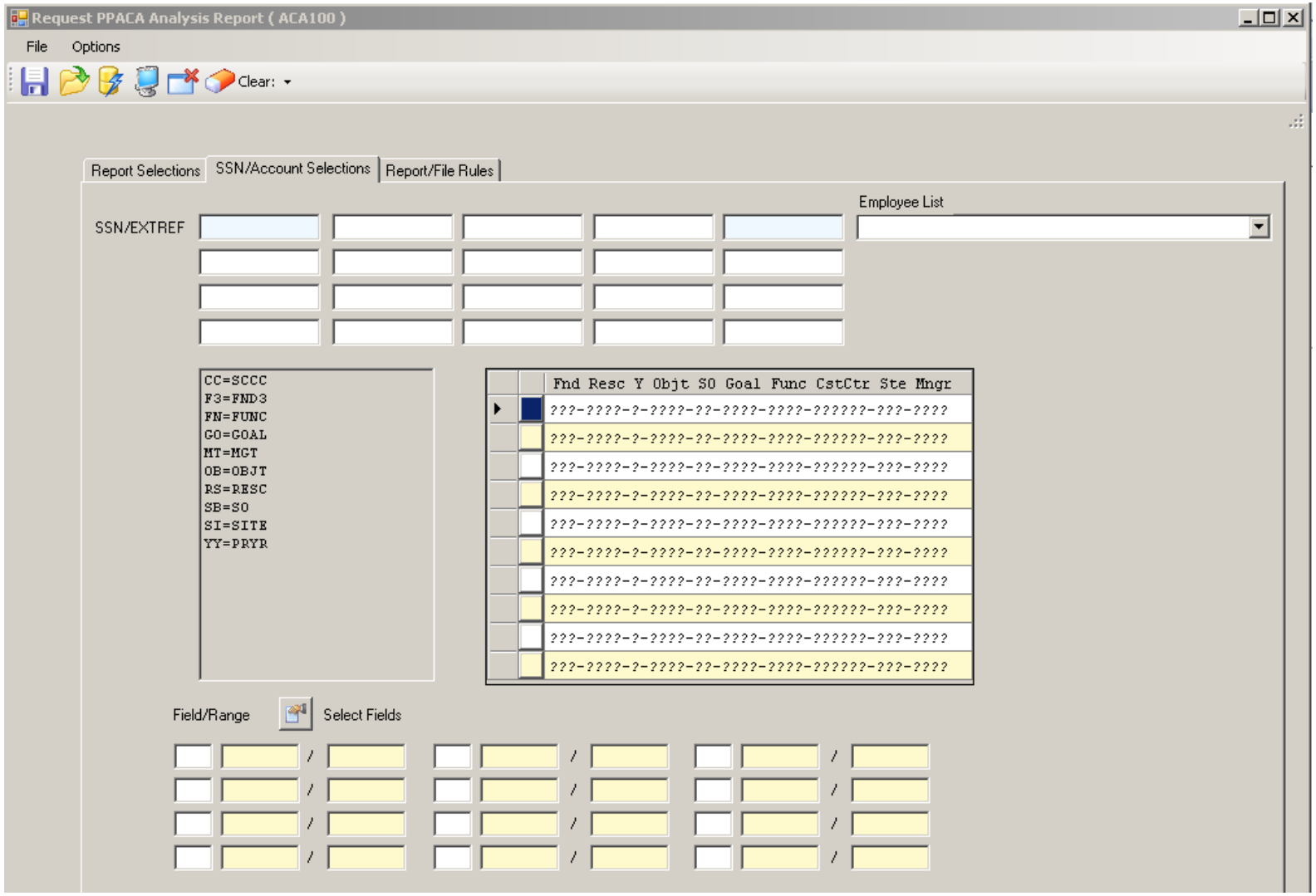
ACA100 Job

- The ACA100 job produces the detail analysis report (ACA100) and optional csv file
- The ACA100 job also has an optional summary report, ACA120

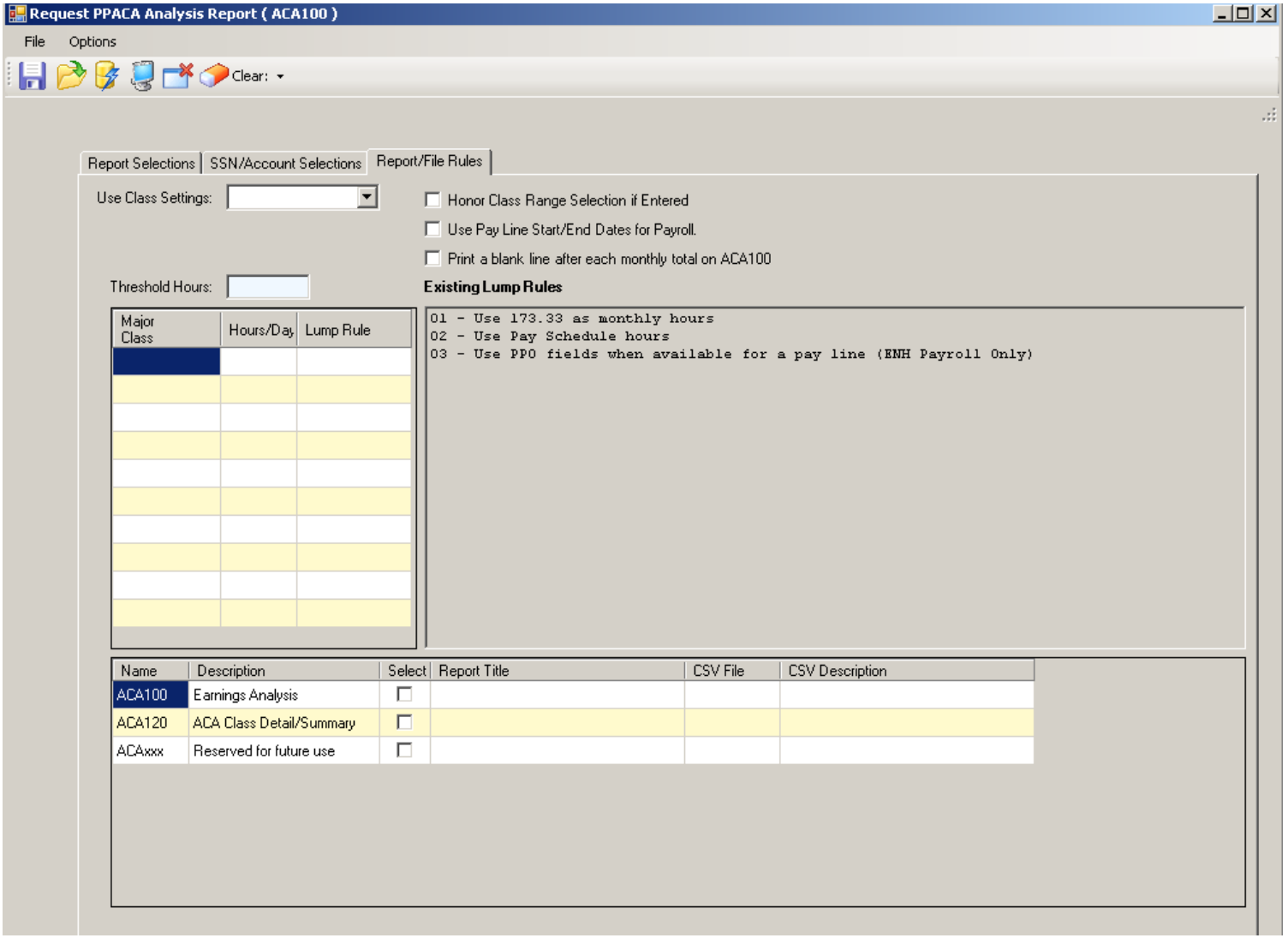
ACA100 – Launch Screen 1



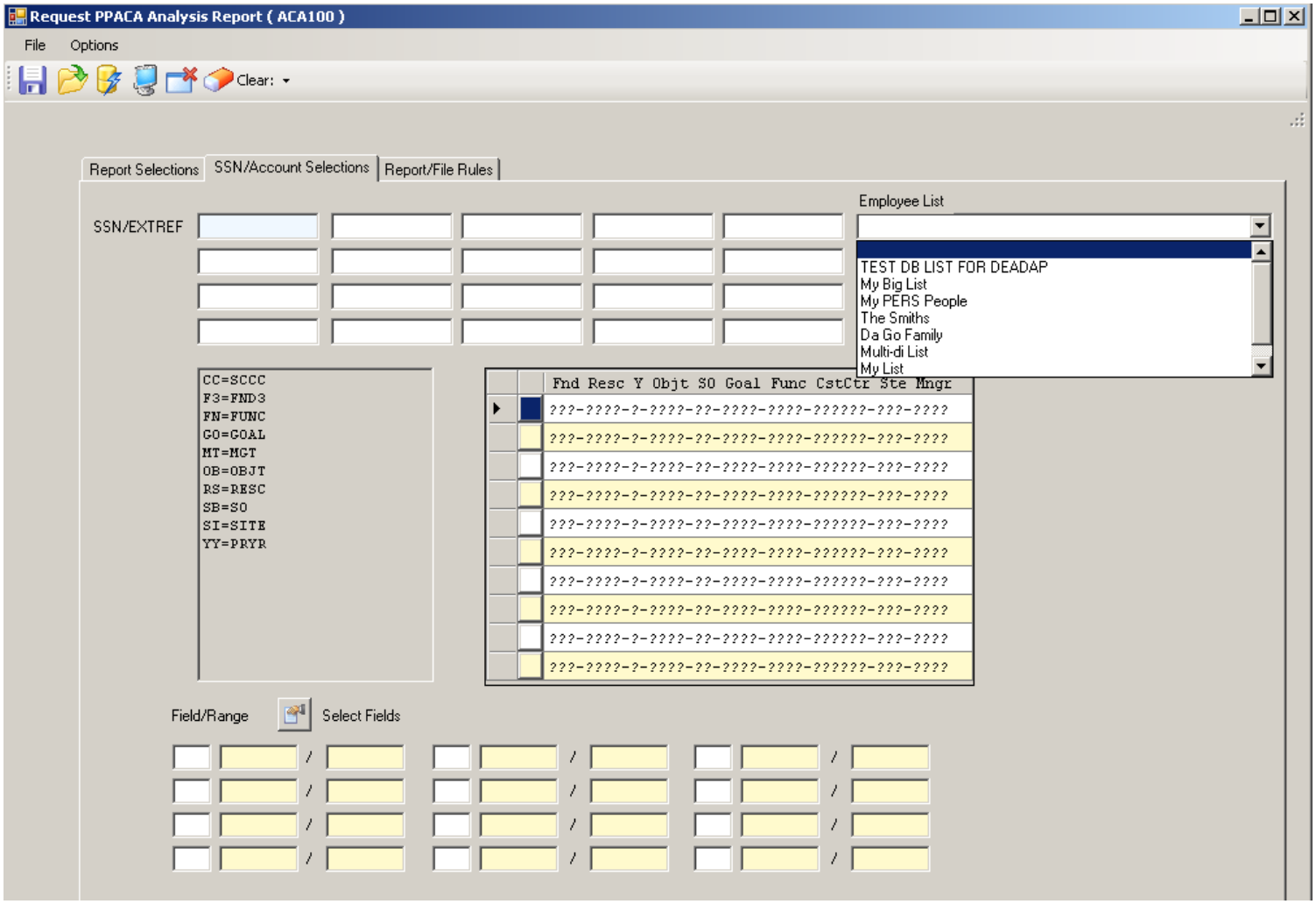
ACA100 – Launch Screen 2



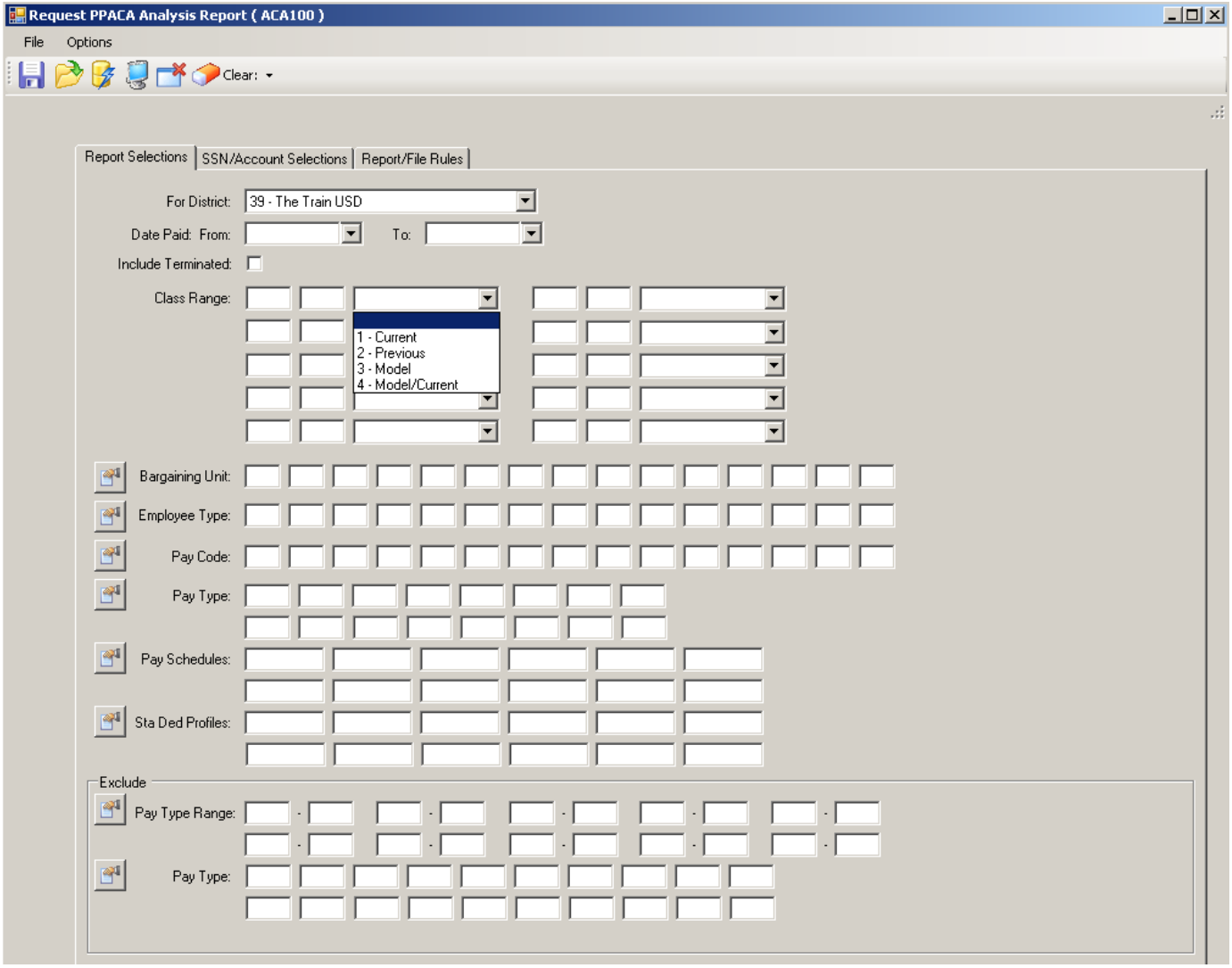
ACA100 – Launch Screen 3



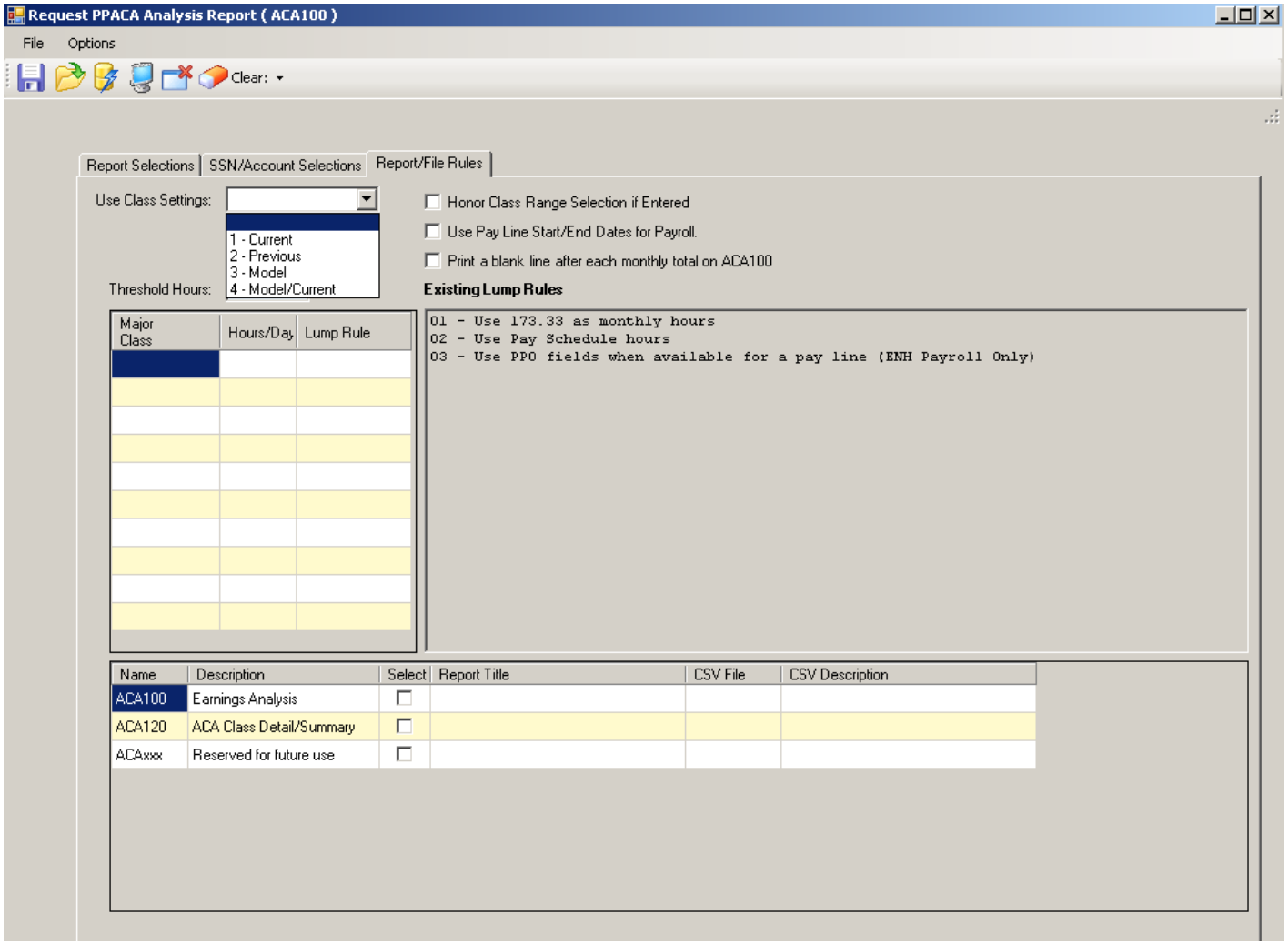
ACA100 – Can Select by List



ACA100 – Class Range Selection



ACA100 – Major Class for Calc Rules



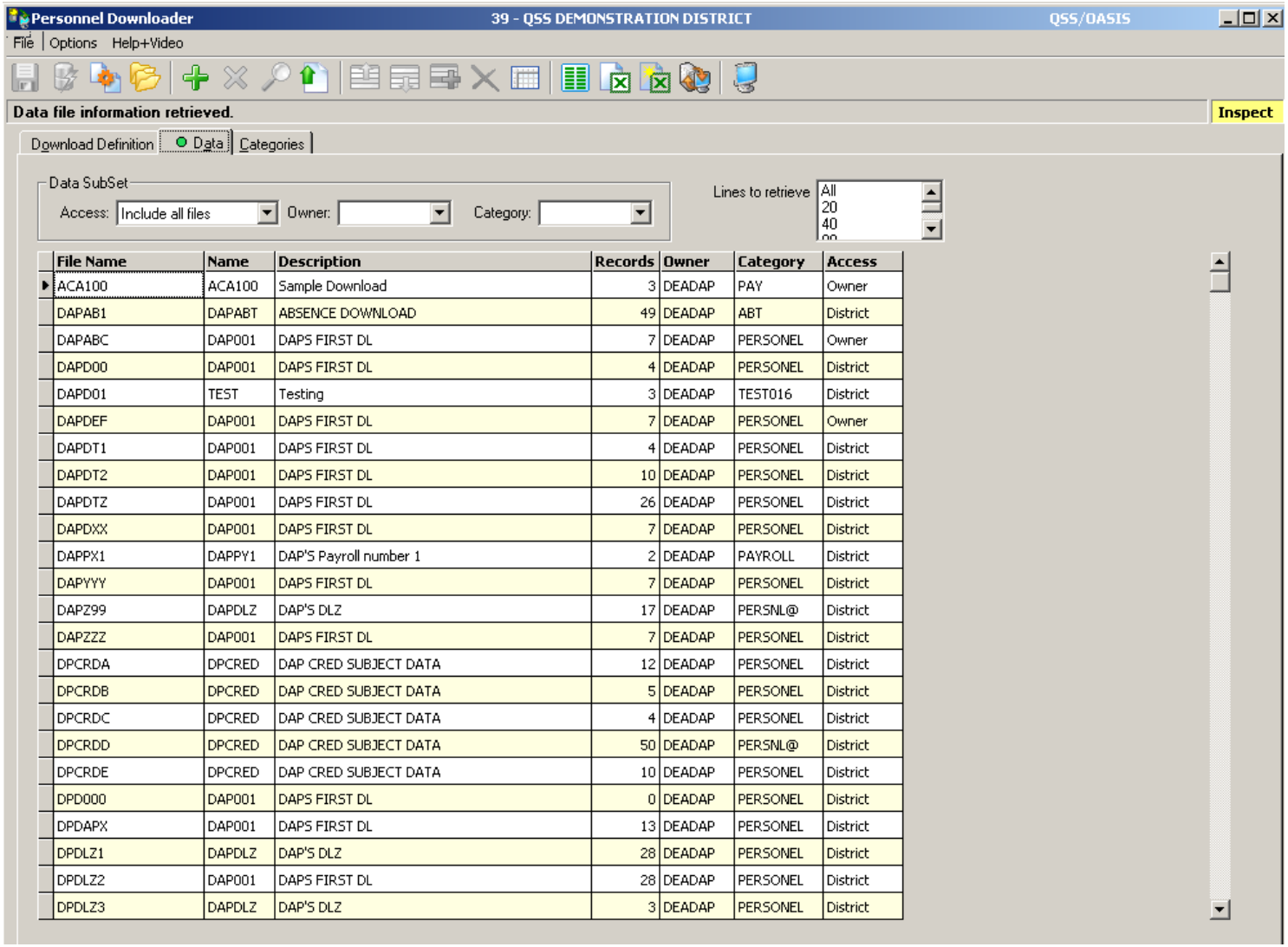
Sample ACA100 Report

```
39 QSS DEMONSTRATION DISTRICT                    ACA Earnings Detail                J5191   ACA100   H.00.13 11/03/14 PAGE     1
Sample                                  Pay Date: 01/01/2006 TO 12/31/2006

  Date     ACA  Positn Pay  Pay    PD                                  Adjusted      Ret.                                          ACA Mo O
  Paid    Yr Mo Number Type Sched  MO SDP      Pay Rate T   Units      Gross      Base AC-P-C e-fte  mo/yr  da/yr hr/dy  wc    Hours T
-------------------------------------------------------------------------------------------------------------------------------------

001074      PERSNIKITY REALLIE             HIRE:07/01/1998 BU:87 ET:FT PC:00 RS:00 PL:0000 ACA CLASS:0305 0000 0000

02/28/06 06-02 000038 NML  EM12   12 TFP       5271.00 L    1.00    5271.00   5271.00 08-1-1 0.0000 00.00 000.00 00.00 0000    0.00
         06-02 Totals                                                                                                             0.00
03/31/06 06-03 000038 NML  EM12   12 TFP       5271.00 L    1.00    5271.00   5271.00 08-1-1 0.0000 00.00 000.00 00.00 0000    0.00
         06-03 Totals                                                                                                             0.00
```

Sample Report from Stephanie

Date Paid	ACA Yr Mo	Positn Number	Pay Type	Pay Sched	PD MO	SDP	Pay Rate	T	Units	Adjusted Gross	Ret. Base	AC-P-C	e-fte	mo/yr	da/yr	hr/dy	wc	ACA Mo Hours	O T
000114	Employee Name						HIRE:07/20/2009 BU:00 ET:RG PC:02 RS:02 PL:0021 ACA CLASS:9650 0000 0000												
01/31/14	14-01	130124	NML	EM12J	12	TFP	1483.13	L	1.00	1483.13	2373.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
01/31/14	14-01	130124	ADJ	EM12J	12	TFP	-13.69	H	-5.00	-68.45	2373.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-5.00	
02/07/14	14-01	130124	PRFG	SUPOT	12	XFP	135.00	L	1.00	135.00	135.00	08-9-6	0.6250	10.00	211.00	05.00	2009	108.33	
	14-01	Totals																211.66*	
02/28/14	14-02	130124	NML	EM12J	12	TFP	1483.13	L	1.00	1483.13	2373.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
03/17/14	14-02	000000	RETA	SUP2OT	12	XFP	9.24	L	1.00	9.24	2320.00	08-1-5						0.00	
03/17/14	14-02	000000	RET	SUP2OT	12	XFP	156.87	L	1.00	156.87	2624.00	08-1-5						0.00	
03/17/14	14-02	000000	RET	SUP2OT	12	XFP	472.32	L	1.00	472.32	2498.00	08-1-5						0.00	
	14-02	Totals																108.33	
03/31/14	14-03	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
03/31/14	14-03	130124	ADJ	EM12J	12	TFP	-15.14	H	-10.00	-151.40	2624.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-10.00	
	14-03	Totals																98.33	
04/30/14	14-04	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
	14-04	Totals																108.33	
05/30/14	14-05	130124	NML	EM12J	12	TFP	1640.00	L	1.00	1640.00	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
05/30/14	14-05	130124	ADJ	EM12J	12	TFP	-15.14	H	-27.69	-419.23	2624.00	08-1-3	0.6250	10.00	211.00	05.00	2009	-27.69	
	14-05	Totals																80.64	
06/01/14	14-06	130124	NML	EM12J	12	TFP	156.13	L	1.00	156.13	2624.00	08-1-1	0.6250	10.00	211.00	05.00	2009	108.33	
	14-06	Totals																108.33	
08/08/14	14-07	000000	NML	SUPOT	12	TFP	14.80	H	15.00	222.00	2566.00	08-1-3						15.00	
	14-07	Totals																15.00	
08/29/14	14-08	150124	NML	EM10A	10	TFP	916.45	L	1.00	916.45	2566.00	08-1-1	0.5000	10.00	192.00	04.00	1014	86.66	
	14-08	Totals																86.66	

CSV is Found in PDL…



File Name	Name	Description	Records	Owner	Category	Access
ACA100	ACA100	Sample Download	3	DEADAP	PAY	Owner
DAPAB1	DAPABT	ABSENCE DOWNLOAD	49	DEADAP	ABT	District
DAPABC	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPD00	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPD01	TEST	Testing	3	DEADAP	TEST016	District
DAPDEF	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPDT1	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPDT2	DAP001	DAPS FIRST DL	10	DEADAP	PERSONEL	District
DAPDTZ	DAP001	DAPS FIRST DL	26	DEADAP	PERSONEL	District
DAPDXX	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPPX1	DAPPY1	DAP'S Payroll number 1	2	DEADAP	PAYROLL	District
DAPYYY	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPZ99	DAPDLZ	DAP'S DLZ	17	DEADAP	PERSNL@	District
DAPZZZ	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DPCRDA	DPCRED	DAP CRED SUBJECT DATA	12	DEADAP	PERSONEL	District
DPCRDB	DPCRED	DAP CRED SUBJECT DATA	5	DEADAP	PERSONEL	District
DPCRDC	DPCRED	DAP CRED SUBJECT DATA	4	DEADAP	PERSONEL	District
DPCRDD	DPCRED	DAP CRED SUBJECT DATA	50	DEADAP	PERSNL@	District
DPCRDE	DPCRED	DAP CRED SUBJECT DATA	10	DEADAP	PERSONEL	District
DPD000	DAP001	DAPS FIRST DL	0	DEADAP	PERSONEL	District
DPDAPX	DAP001	DAPS FIRST DL	13	DEADAP	PERSONEL	District
DPDLZ1	DAPDLZ	DAP'S DLZ	28	DEADAP	PERSONEL	District
DPDLZ2	DAP001	DAPS FIRST DL	28	DEADAP	PERSONEL	District
DPDLZ3	DAPDLZ	DAP'S DLZ	3	DEADAP	PERSONEL	District

CSV Has 40 Columns

OFACA100.PPDNLD39

Options

	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13
▶	"REFERENCE"	"NAME"	"DATE START"	"DATE END"	"HIRE DT"	"BU NO"	"EMP TY"	"PAY CODE"	"RET SYS"	"PAY LOC"	"ACA CLASS CUR"	"ACA CLASS PRV"	"ACA CLASS MOD
	"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1998"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"
	"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1998"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"

	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	Field 26	Field 27	Field 28	Field 29
▶	"TERM DATE"	"DATE PAID"	"PER END DATE"	"ACA YEAR"	"ACA MONTH"	"POSITION NO"	"PAY TYPE"	"PAY SCHED"	"NO PAID"	"STA DED PROF"	"RATE TYPE"	"LUMP RATE"	"DAILY RATE"	"HOURLY RATE"	"UNITS"	"ADJ GROSS"
	"00/00/0000"	"02/28/06"	"02/28/2006"	"06"	"02"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"
	"00/00/0000"	"03/31/06"	"03/31/2006"	"06"	"03"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"

	Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36	Field 37	Field 38	Field 39	Field 40
▶	"RET BASE"	"RET CODES"	"E FTE"	"MO YR"	"DA YR"	"HR DA"	"WCAL"	"ACA HOURS"	"PPO WC"	"PPO WC DAYS"	"PPO WC HRS DAY"
	" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"
	" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"

Thank You Stephanie…

DATA FILE ELEMENTS:

Column	Contents	Data Location
A*	External Reference #	
B*	Employee Name	(MA screen)
C	Payline Start Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
D	Pay Line End Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
E*	Hire Date	(MA screen)
F*	Bargaining Unit Code	(MA screen)
G*	Employee Type Code	(MA screen)
H*	Pay Code	(W4 screen)
I*	Retirement System Code	(W4 screen)
J*	Pay Location	(Pay Check Sort, W4 screen)
K*	Current ACA Class	(W4 screen)
L*	Previous ACA Class	(W4 screen)
M*	Model ACA Class	(W4 screen)
N	Termination Date	(TE screen)
O*	Date Paid	(Pay History)
P	Period End Date	(Pay History)
Q*	ACA Year (used for subtotaling the 'report' generated) – derived from the Period End Date	
R*	ACA Month (used for subtotaling the 'report' generated) – derived from the Period End Date	
S*	Position Control District Authorized Position Number	(Pay Line Detail of Pay History)
T*	Pay Type	(Pay Line Detail of Pay History)
U*	Pay Schedule	(Pay Line Detail of Pay History)
V*	No Months Paid (derived from the Pay Schedule)	
W*	Statutory Deduction Profile (Stat-Ded)	(Pay Line Detail of Pay History)
X*	Pay Rate Type	(Pay Line Detail of Pay History)
Y*	Lump Rate ($)	(Pay Line Detail of Pay History)
Z*	Daily Rate ($)	(Pay Line Detail of Pay History)
AA*	Hourly Rate ($$)	(Pay Line Detail of Pay History)
AB*	Units	(Pay Line Detail of Pay History)
AC*	Adjusted Gross ($)	(Pay Line Detail of Pay History)
AD*	Retirement Base Rate ($)	(Pay Line Detail of Pay History)
AE*	Retirement Codes (AC-P-C)	(Pay Line Detail of Pay History)

More Thanking…

AF*	Employee FTE (derived from Position Control District Authorized Position) (PO screen)
AG*	Position Months per Year (if no position = 0 in data file, blank on ACA100 report)
AH*	Position Days per Year (if no position = 0 data file, blank on ACA100 report)
AI*	Position Hours per Day (if no position = 0 data file, blank on ACA100 report)
AJ*	Work Calendar # (if no position = 0 data file, blank on ACA100 report) (PO screen)
AK*	ACA Hours (calculated – Hourly x # of units, Lump Rate * E-FTE, Daily – converted to hours based upon Class)
AL	Enhanced Payroll Work Calendar #
AM	Enhanced Payroll Work Calendar Days
AN	Enhanced Payroll Work Calendar Hours/Day

*Included in the ACA100 report that is generated and sent to Print Manager.

ALL of the data elements are included in the CSV file that can be created and sent to the Personnel Downloader module, data tab.

1095-C Reporting (2014)

Form **1095-C**
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

► Information about Form 1095-C and its separate instructions is at *www.irs.gov/f1095c.*

☐ VOID
☐ CORRECTED

600115
OMB No. 1545-2251
2014

Part I Employee

1 Name of employee	2 Social security number (SSN)
3 Street address (including apartment no.)	
4 City or town	5 State or province / 6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer	8 Employer identification number (EIN)
9 Street address (including room or suite no.)	10 Contact telephone number
11 City or town	12 State or province / 13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14 Offer of Coverage (enter required code)													
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage	$	$	$	$	$	$	$	$	$	$	$	$	$
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)													

Part III Covered Individuals

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

	(a) Name of covered individual(s)	(b) SSN	(c) DOB (If SSN 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				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
18				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
19				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
20				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
21				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
22				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M Form **1095-C** (2014)

1094-C Summary of 1095-C 1 of 3

120115

Form **1094-C**

Department of the Treasury
Internal Revenue Service

Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns

▶ Information about Form 1094-C and its separate instructions is at *www.irs.gov/f1094c.*

☐ CORRECTED

OMB No. 1545-2251

2014

Part I Applicable Large Employer Member (ALE Member)

1 Name of ALE Member (Employer)		2 Employer identification number (EIN)
3 Street address (including room or suite no.)		
4 City or town	5 State or province	6 Country and ZIP or foreign postal code
7 Name of person to contact		8 Contact telephone number
9 Name of Designated Government Entity (only if applicable)		10 Employer identification number (EIN)
11 Street address (including room or suite no.)		
12 City or town	13 State or province	14 Country and ZIP or foreign postal code
15 Name of person to contact		16 Contact telephone number

For Official Use Only

17 Reserved . . . . . ☐

18 Total number of Forms 1095-C submitted with this transmittal . . . . . ▶

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 Total number of Forms 1095-C filed by and/or on behalf of ALE Member . . . . . ▶

21 Is ALE Member a member of an Aggregated ALE Group? . . . . . ☐ Yes ☐ No

If "No," do not complete Part IV.

22 **Certifications of Eligibility (select all that apply):**

☐ **A.** Qualifying Offer Method ☐ **B.** Qualifying Offer Method Transition Relief ☐ **C.** Section 4980H Transition Relief ☐ **D.** 98% Offer Method

Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.

▶ Signature ▶ Title ▶ Date

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2014)

1094-C Summary of 1095-C 2 of 3

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Form 1094-C (2014) Page 2

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
		Yes	No				
23	All 12 Months	☐	☐			☐	
24	Jan	☐	☐			☐	
25	Feb	☐	☐			☐	
26	Mar	☐	☐			☐	
27	Apr	☐	☐			☐	
28	May	☐	☐			☐	
29	June	☐	☐			☐	
30	July	☐	☐			☐	
31	Aug	☐	☐			☐	
32	Sept	☐	☐			☐	
33	Oct	☐	☐			☐	
34	Nov	☐	☐			☐	
35	Dec	☐	☐			☐	

Form **1094-C** (2014)

1094-C Summary of 1095-C 3 of 3

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Form 1094-C (2014) Page 3

Part IV Other ALE Members of Aggregated ALE Group

Enter the names and EINs of Other ALE Members of the Aggregated ALE Group (who were members at any time during the calendar year).

	Name	EIN		Name	EIN
36			51		
37			52		
38			53		
39			54		
40			55		
41			56		
42			57		
43			58		
44			59		
45			60		
46			61		
47			62		
48			63		
49			64		
50			65		

Form **1094-C** (2014)