Getting Started,

Summary of 2015 1095-C steps:

If you are unsure if you must report for the year see Chapter 02 for completing the Larger Employer Test

Ensure you have details regarding the insurance policy you offered in 2015 including what criteria was used to determine who was offered coverage and what the costs and cost limits were for the plans offered. See Chapter 03 for some specific questions

Define your Policy rules for 2015 in Ultra32. See Chapter 04 for instruction.

Ensure that all employees that worked in 2015 are assigned a Group Policy Id and an initial ACA hire status. See Chapters 05 and 06 for instruction.

Run the initial paid time slip history analysis to establish all employees 2015 stability periods and monthly 1095-C records. See Chapter 07 for instruction

For all employees offered insurance batch or manually update their 2015 stability period record to mark whether they enrolled or waived insurance coverage. See Chapter 08 for instruction.

Print all employee 1095-C forms for employee distribution by March 31, 2016. See Chapter 09 for instruction.

Prepare the 1095-C / 1094-C filing for submittal to the IRS. See Chapter 10 for instruction.

ACA Tracking going forward in 2016

At time of new hires.
As employees are hired, rehired, or return to work after a layoff which restarts their ACA status verify their ACA Status is defined in their Employee ACA record. If their Group Policy Id is different than the default set it.

Administrative tasks at monthly or other periodic cycles
The tasks below should be run on a regular basis as employees come and go throughout the year to keep up with new employees who should be offered coverage and ensure coverage is ended for separated employees.

It is important that administrative action for a measurement period is not started until after all time slips processed for a calendar month based on ACA Record month rules are processed. Depending on your
ACA Record Month rules set in the Group Policy this may not be until the first or second week of the following month (especially when the Record Date is set to the First Day of a Pay Period). The ACA processing of paid time slips can be run on demand from the ACA Data Utility Menu run the option to Post Employee Stability and 1095-C Information thru the end of that calendar month.

**New offers of coverage enrollment**
Under the ACA Reports run the Employee Coverage Status Report with an Administrative Period that begin the 1st and last day of the prior month to see what employees have become eligible to be offered for insurance for an upcoming stability period. Under the ACA Exports consider using the Employee Export with Coverage Status Information or under the ACA Mail Merge Utility Menu using the Employee Mail Merge with Coverage Status Information to aid in the enrollment notification process.

**Track elections to enroll or waive coverage**
As employees enroll or waive coverage for an upcoming stability period. Open each Employee ACA Data Entry record. Find the upcoming Stability Record. Open it and change their Enrollment Status to reflect whether they enrolled or waived coverage.

**Pro-active early end of coverage**
As employees enrolled in coverage quit or are terminated or have insurance canceled for any reason. Open the Employee ACA Data Entry record. Find the currently active Stability Record. In the stability record set the Enrollment early end date to the last date of coverage.

**Search of idle employee still with coverage.**
Employees with coverage may drift away without any formal separation. To find these situations open the Employee Coverage Status Report. And run the report for 1) The Stability Period for the prior full month 2) Insurance Status Offer = Enrolled, 3) Additional Data Filter like Last Check Before 1st day of last month, or Layoff Early Period End before today’s date.

If it is determined that these employees are separated and coverage will be canceled then Open the Employee ACA Data Entry record. Find the currently active Stability Record. In the stability record set the Enrollment early end date to the last date of coverage.