

# PCGenesis Recent Enhancements & Changes

GASBO  
Augusta, GA  
November 9, 2016



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# PCGenesis

## Recent Enhancements & Changes

### PCGenesis Development Team

Steven Roache     Director, Applications Development  
Diane Ochala     PCGenesis Lead Analyst/Developer  
Angela Tennyson   PCGenesis Senior Developer



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- Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion.

# Agenda

- **Print & Export CPI Certificate Information**
- DE Form 0396-SFS (School Food Service)
- Affordable Care Act
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
  - 1094-C Transmittal Form
  - Producing the 1094-C and 1095-C's
  - Electronic Media Processing



2016 saw many new features and functions added to PCGenesis.

# Print Employee Certificate Information Export Option

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE CPICP007

Certified/Classified Personnel Information System

Reporting Menu

FKey

- 1 -- Print Certified Employee Biographical/Certificate Info
- 2 -- Print Non-Certified Employee Biographical Information
- 3 -- Print Employee Certificate Information & Create Export CSV File
- 5 -- Print Certified/Non-Certified Worksheet
- 6 -- Print Certified/Classified Employee Error List
- 7 -- Print Multiple Record Proofing Report
- 8 -- Print Employees With Questionable CPI Include Status
- 9 -- Print Certified Employees With Advance/Inhibit Flags A&E
- 10 -- Print Summary Proofing Report
- 11 -- Print Employees Certificate/Years Experience/Pay Step

15.03.00

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New features added to the *Print Employee Certificate Information* report.

## Print Employee Certificate Information Export Option

- The user can print ALL certificates and not just expired certificates
- Now, if the **Expire Year** field is left blank, all employee certificates will print
- The user can also create a .csv file export of the certificate data



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- This option now allows the user to print ALL certificates and not just expired certificates
- If the **Expire Year** field is left blank, all employee certificates will print
- The user can also create a .csv file export of the certificate data

## Print Employee Certificate Information Export Option

- Allows the option of producing a comma separated export file (.csv file) in addition to the printed report
- The export file contains the same information that prints on the report, but puts the data into a .csv file
- Allows users to perform data analysis on the employees' certificate data
- Producing the export file is optional, but the report will always be produced



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- Now you can produce a comma separated export file (.csv file) in addition to the printed report
- The export file contains the same information that prints on the report, but puts the data into a .csv file
- This allows users to perform data analysis on the employees' certificate data
- Producing the export file is optional, but the report will always be produced

# Print Employee Certificate Information Export Option

The screenshot shows a software window titled "PRINT CERTIFICATE INFORMATION" with the following content:

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV CADEVSY5 CASECOND WHITE

PRINT CERTIFICATE INFORMATION CPICM13

To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER.

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER, or select a single School/Location and press ENTER.

School/Location: [dropdown]

Expire Year: 2016

Pay Class Type: B C = Certified  
P = Paraprofessional  
B = Both

Create DPI Certificate List to Load in Excel?  
 No  
 Yes

Enter the export file path and name (e.g. C:\EXPORT\CPICrctCVMD.CSU )  
or F10 to Browse for File

C:\EXPORT\CPICrct20161027.CSU

NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 = Browse for File, F16 = Exit

15.03.01

A callout box on the left contains the text: "To print ALL certificates, leave the **Expire Year** blank."

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To print ALL certificates, leave the **Expire Year** blank.

# Print Employee Certificate Information Export Option

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV CADEVSY5 CASECOND WHITE

**PRINT CERTIFICATE INFORMATION** CPICM13

To select certificates with a specific expiration date, enter a valid year in the Expire Year field and press ENTER. To print ALL certificates, regardless of the expiration date, enter zeroes in the Expire Year field and press ENTER.

To print information for ALL schools/locations, leave zeros in the School/Location field and press ENTER, or select a single School/Location and press ENTER.

School/Location: \_\_\_\_\_

Expire Year: **2016**

Pay Class Type: **B** C = Certified  
P = Paraprofessional  
B = Both

**Create DPI Certificate List to Load in Excel?**

No  
 Yes

Enter the export file path and name (e.g. C:\EXPORT\CPICrtCVMD.CSV )  
or F10 to Browse for File

C:\EXPORT\CPICrt20161027.CSV

NOTE: DIRECTORY Must Already Exist

ENTER = Continue, F10 = Browse for File, F16 = ...

To create a csv export file with certificate data, select 'Yes'.

# Print Employee Certificate Information Export Option

A	B	C	D	E	F	G	H	I	J	K	L
EmpNo	EmpName	SSN	Class	LOC	Field Code	Field Desc	Cert Type	Para	Prof/Renew	Valid From	Valid To
2	89743 AV2LOS LE2ISHA	899-18-9743	1	100	808	EARLY CHILDHOOD EDUCATION (P-5)	SRT		Y	7/1/2014	2019
3	89479 BO2IE TE2PIE	899-18-9479	1	100	774	TEACHER LEADER ENDORSEMENT	SRL		Y	7/1/2014	2019
4	89479 BO2IE TE2PIE	899-18-9479	1	100	808	EARLY CHILDHOOD EDUCATION (P-5)	SRT		Y	7/1/2014	2019
5	88880 BO9ING BL9INE	899-18-8880	1	100	704	EDUCATIONAL LEADERSHIP (P-12)	SRL		Y	7/1/2014	2019
6	88880 BO9ING BL9INE	899-18-8880	1	100	808	EARLY CHILDHOOD EDUCATION (P-5)	SRT		Y	7/1/2014	2019
7	88880 BO9ING BL9INE	899-18-8880	1	100	851	CONCENTRATION-MATH	SRT		Y	2/14/2015	2019
8	88934 BR3OME JU3IOR	899-18-8934	1	100	808	EARLY CHILDHOOD EDUCATION (P-5)	SRT		Y	7/1/2015	2020
9	88934 BR3OME JU3IOR	899-18-8934	1	100	851	CONCENTRATION-MATH	SRT		Y	7/1/2015	2020
10	88934 BR3OME JU3IOR	899-18-8934	1	100	852	CONCENTRATION-SCIENCE	SRT		Y	7/1/2015	2020
11	88934 BR3OME JU3IOR	899-18-8934	1	100	853	CONCENTRATION-LANGUAGE ARTS	SRT		Y	7/1/2015	2020
12	88934 BR3OME JU3IOR	899-18-8934	1	100	854	CONCENTRATION-SOCIAL SCIENCE	SRT		Y	7/1/2015	2020
13	87481 BR8NER W18MER	899-18-7481	1	100	798	SPED GENERAL CURR P-12 CONSULT	SRT		Y	5/23/2011	2016
14	87354 BU7KHART JA7EL	899-18-7354	1	100	808	EARLY CHILDHOOD EDUCATION (P-5)	SRT		Y	7/1/2012	2017
15	87354 BU7KHART JA7EL	899-18-7354	1	100	881	GIFTED IN-FIELD	SRT		Y	7/1/2012	2017
16	87354 BU7KHART JA7EL	899-18-7354	1	100	980	COACHING ENDORSEMENT	SRT		Y	10/24/2014	2017



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This is an example of the certificate export file

Questions???

## Agenda

- Print & Export CPI Certificate Information
- **DE Form 0396-SFS (School Food Service)**
- Affordable Care Act
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
  - 1094-C Transmittal Form
  - Producing the 1094-C and 1095-C's
  - Electronic Media Processing



2016 saw many new features and functions added to PCGenesis.

## DE Form 0396-SFS (School Food Service) Report

- A new *DE Form 0396-SFS (School Food Service)* report has been added to the Financial Monthly Reports
- Summarizes information for School Food Service funds **600** through **689**
- The same format as the *DE Form 0396* for the General Fund
- Requested by Financial Review – helps identify deficits in SFS



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### DE Form 0396-SFS (School Food Service) Report

- A new *DE Form 0396-SFS (School Food Service)* report has been added to the Financial Monthly Reports
- This report summarizes information for School Food Service funds **600** through **689**
- The report is in the same format as the *DE Form 0396* for the General Fund
- This function was requested by Financial Review to help identify deficits in School Food Service

# DE Form 0396-SFS (School Food Service) Report

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE

Monthly Reports HNT0050

Enter Period Ending: 10 31 16 (MMDDYY)

Enter 'X' next to Reports to be Printed:

- HRPT0010 - Detail of Investments
- HRPT0010 - Combined Journal by Bank and Fund
- HRPT0020 - Summary of Balances by Bank and Fund
- HRPT0030 - Cash Journal by Bank and Date
- HRPT0010 - Revenue Journal Detail
- HRPT0020 - Revenue Journal Summary
- HRPT0010 - Expenditure Journal Detail
- HRPT0020 - Expenditure Journal Summary
- HRPT0030 - Expenditure Journal Summary by Function and Object
- HRPTJ010 - General Ledger
- HRPTJ020 - Combined Balance Sheet
- HRPTM010 - Revenue and Expenditure Comparison
- HRPT0320 - DE FORM 0396 (General Fund)
- X HRPT0325 - DE FORM 0396-SFS (School Food Service)**

NOTE: The Monthly Reports above have NO ROLL-UP CAPABILITIES

ENTER = Continue, F16 = Reenter/Exit

16.02.00



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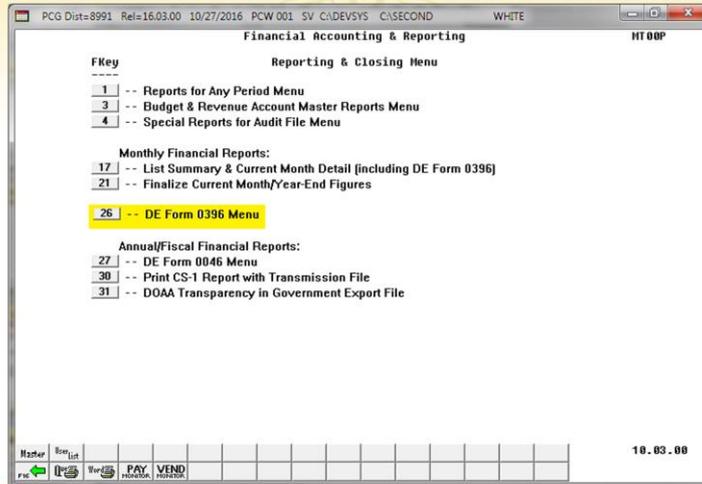
DE Form 0396-SFS (School Food Service) Report was added as the last option on the menu.

# DE Form 0396-SFS (School Food Service) Report

DESCRIPTION	ITEM NUMBER	09 MONTHS/FF 16 ACTUAL (GENERAL LEDGER)	16 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)
(1)	(2)	(3)	(4)	(5)
<b>REVENUES:</b>				
SCHOOL FOOD SERVICE				
LOCAL ADVALOENM TAXES	1110	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
OTHER TAXES	1111/1190	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
LOCAL TAXES	1220/1995	154,063.42	195,749.00	78.70%
SCHOOL FOOD SERVICE				
STATE AND LOCAL (GSE)	3120/3125	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
GSE CONTRA ACCOUNT	3140	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
STATE OTHER	3200/3995	26,644.00	35,000.00	76.13%
SCHOOL FOOD SERVICE				
FEDERAL DIRECT	4300/4399	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
GRANTS	4500/4515	1,013,838.02	1,428,566.00	70.97%
SCHOOL FOOD SERVICE				
FEDERAL GRANTS THRU GADOE	4520	4,445.04	0.00	0.00%
SCHOOL FOOD SERVICE				
OTHER FEDERAL GRANTS	4521	12,188.15	38,500.00	31.66%
SCHOOL FOOD SERVICE				
FEDERAL OTHER	4530	0.00	0.00	0.00%
SCHOOL FOOD SERVICE				
FEDERAL PI 51-574	4820	0.00	0.00	0.00%

Here is an example of the new report.

# DE Form 0396-SFS (School Food Service) Report



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Control records for the new School Food Service report are maintained on the DE Form 0396 Menu.



# DE Form 0396-SFS (School Food Service) Report

REPORT DATE	10/27/16	CTRL0396 - DE FORM 0396 CONTROL FILE			PAGE	6
FILE TYPE	RECTYPE	RANGE	DESCRIPTION	BEGFUNC	ENDFUNC	
SCH FOOD	B		CASH SCHOOL FOOD SERVICE	0101	0105	
SCH FOOD	B		SCHOOL FOOD SERVICE INVESTMENTS	0111	0111	
SCH FOOD	B		SCHOOL FOOD SERVICE RECEIVABLES	0114	0153	
SCH FOOD	B		SCHOOL FOOD SERVICE INVENTORIES	0171	0173	
SCH FOOD	B		SCHOOL FOOD SERVICE PREPAID EXPENDITURE/	0181	0185	
SCH FOOD	B		SCHOOL FOOD SERVICE OTHER CURRENT ASSETS	0199	0199	
SCH FOOD	B		SCHOOL FOOD SERVICE INTERFUND LOANS PAYABLE	0401	0401	



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The second half of the report for the 0396 Control records prints the **School Food Service** control records.

Questions???

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- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - **Print Balance Sheets**
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
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  - Producing the 1094-C and 1095-C's
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2016 saw many new features and functions added to PCGenesis.

## Affordable Care Act

- From January of 2015 through June of 2016 most PCG resources were devoted to supporting the Affordable Care Act
- Release 16.03.00 (Sept) had some minor ACA corrections and enhancements
- Our November and December 2016 releases will continue to update for ACA changes
- ACA is a time consuming effort!!!



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The PCG development team spent most of 2016 trying to become compliant with the Affordable Care Act legislative.

- From January of 2015 through June of 2016 most PCG resources were devoted to supporting the Affordable Care Act
- Release 16.03.00 (Sept) had some minor ACA corrections and enhancements
- Our November and December 2016 releases will continue to update for ACA changes
- ACA is a time consuming effort!!!

# Affordable Care Act

- Responsibility of the LUA officials:
  - Determine which individuals are considered full time employees, as defined by ACA legislation
    - Including any full-time employees who are **not offered coverage** through SHBP (Variable Rate Employees /Contracted Individuals)
  - Enter the correct ACA codes for **ALL** full time employees



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To repeat...

- It is the responsibility of the school district officials to determine which individuals are considered full time employees, as defined by the ACA legislation.
- School districts are responsible for tracking any full-time employees (by ACA standards) who are **not offered coverage** through SHBP.
- These employees would be your variable rate employees or contracted individuals who worked an average of 30 hours per week in the school districts during the look-back assessment period.
- School district officials will need to enter the correct ACA codes for **ALL** full-time employees!!

# Affordable Care Act

- IRS Instructions for 1094-C and 1095-C:

<https://www.irs.gov/pub/irs-pdf/i109495c.pdf>

- School district officials must be familiar with the IRS rules!!
- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**



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School district officials must be familiar with the IRS rules!!

- Understand the **Offer of Coverage Codes**
- Understand the **Safe Harbor Codes**

Go to the IRS website, shown above, and print and read the instructions for the 1094-C and the 1095-C.

# Affordable Care Act

- PCGenesis tools for ACA
  - Print Balance Sheets – export option
  - Affordable Healthcare Worksheet



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PCGenesis provides many tools for supporting ACA.

- Tomorrow, Gary Jenkins will be presenting sessions on how to use PCG to be successful with ACA reporting as well as other payroll topics.
- Gary will explain how to use PCG to comply with ACA legislative reporting requirements.
- I will cover a couple of tools here.

## Affordable Care Act Print Balance Sheets

- 3<sup>rd</sup> parties require “actual hours worked per week” for all employees including substitutes.
- Any employee who averages more than **30** hours per week is eligible for employer-covered healthcare.
- Currently, the **Days/Hours** fields are NOT available on the PCGenesis Earnings History records.



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- According to ACA legislation, any employee who averages more than 30 hours per week is eligible for employer-covered healthcare.
- However, currently the Days/Hours fields are NOT available on the PCGenesis Earnings History records.

## Affordable Care Act Print Balance Sheets

- Adding the **Hours** field to the Earnings History file is a massive change.
- Would also require changes to the *Gross Data* screen to track separate **Hours** and **Days** fields.
- Today, the *Gross Data* screen has ONE column labelled **Days/Hrs Regular**.
- We are reluctant to make any system changes at this time.



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- Adding the Hours field to the Earnings History file is a big, big change.
- Today, the **REG HRS** field on the Gross Data screen for **PROC TYPE = 'A'** might be entered as either days or hours.
- We are reluctant to make any system changes until we are confident that the ACA legislation will not change.

## Affordable Care Act Print Balance Sheets

- To address these issues, we have designed a work-around.
- An export option has been added to the *Print Balance Sheets (After Updates)* process.
- Obtain a spreadsheet of employee hours/days *during the current payroll run.*
- **Payroll Administrators must remember to produce this export file while running the payroll.**



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- To address these issues, we have designed a work-around.
- An export option has been added to the *Print Balance Sheets (After Updates)* process.
- This allows the payroll administrators to obtain a spreadsheet of employee hours/days **during the current payroll run.**
- Payroll Administrators must remember to produce this export file while running the payroll.





## Affordable Care Act Print Balance Sheets - Export Output

A	B	C	D	E	F	G	H	I	J	K	L	M	N
EmpNo	SSN	EmpName	Class	LOC	Hire/Rehire	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT
23232	345672323	HUDDLE DEBRA H.	1	1011	20120101	A	16100010111000100000000000000000	75.00	5	0	8.00	0	375.00
87332	899187332	FASST LUSIANO	15	201	20151201	A	16605099903100100000000000000000	7.50	40	0	6.50	0	300.00
87343	899187343	AVZLOS AZZLEE	15	195	20150801	D	16604099903100100000000000000000	65.00	10	0	7.00	0	650.00
87345	899187345	LO8D BESTRIS	11	108	20140701	H	16100099902600100000000000000000	7.50	50	0	8.00	0	375.00
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100010511000100000000000000000	0.00	0	0	8.00	0	3008.31
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	16100021111000100000000000000000	0.00	0	0	8.00	0	371.81

Social Security Number added to the export file

- The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts.
- The export will also include the **hours per day** worked by the employee (in case the gross data line represents a daily rate) and also a **dummy** column.
- With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes,

custodians, etc.

- The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day.

# Affordable Care Act Print Balance Sheets - Export Output

Could be days or hours

A	B	C	D	E	F	G	H	I	J	K	L	M	N
EmpNo	SSN	EmpName	Class	LOC	Hire/Rehire	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT
23232	345672323	HUDDLE DEBRA H.	1	1011	20120101	A	161000101110001000000000000000	75.00	5	0	8.00	0	375.00
87332	899187332	FASST LUSIANO	15	201	20151201	A	166050999031001000000000000000	7.50	40	0	6.50	0	300.00
87343	899187343	AVZLOS AZZLEE	15	195	20150801	D	166040999031001000000000000000	65.00	10	0	7.00	0	650.00
87345	899187345	LO8D BESTRIS	11	108	20140701	H	161000999026001000000000000000	7.50	50	0	8.00	0	375.00
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000105110001000000000000000	0.00	0	0	8.00	0	3008.31
87354	899187354	BU7KHART JA7EL	1	100	20070801	S	161000211110001000000000000000	0.00	0	0	8.00	0	371.81

G - Process Type

- S Reg Salary w/Pension and Taxes
- D Reg Daily w/Pension and Taxes
- H Reg Hourly w/Pension and Taxes
- A Daily/Hourly Adj No Pension**
- B Salary Adjustment No Pension
- X Daily/Hrly w/FICA, No Pens/Tax
- Y Salary w/ FICA, No Pens/Taxes
- Q Salary Adj w/Tax & Pension
- P Daily/Hourly Adj w/Tax & Pens
- Z Pension Adjustment Only

Done Cancel

If the PROC TYPE = 'A', the REG HRS field might be either days or hours.

DUMMY field is available if you need to multiple REG HRS (if it represents days) times HRS PER DAY to give actual hours worked.

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- Let's take a look at the spreadsheet
- If the **Process Type** code is an 'A', the **REG HRS** field might be either days or hours because 'A' represents a daily or hourly adjustment.
- The **DUMMY** field is available if you need to multiple **REG HRS** (if it represents days) times **HRS PER DAY** to give actual hours worked.

Questions????

## Agenda

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- **Affordable Care Act**
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  - Personnel Update Menu
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The Affordable Healthcare Worksheet is another ACA tool.

## Affordable Care Act Affordable Healthcare Worksheet

- A tool to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form
- PCG analyzes all payments made to all employees during the course of a calendar year
- Determines whether or not an SHBP deduction was present on the payments



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- The *Print Affordable Healthcare Act Worksheet* (F3, F6, F1) has been added to the *Personnel System Reports Menu*.
- The worksheet is a tool that districts can use to identify employees who may need to be manually coded for the Affordable Care Act IRS 1095-C form.
- The PCGenesis system will analyze all payments made to all employees during the course of a calendar year to determine whether or not an SHBP deduction was present on the payments.

## Affordable Care Act Affordable Healthcare Worksheet

- The Payroll Administrator uses this worksheet for entering the data into the *Update/Display ACA Employee Data* screen
- The *Affordable Healthcare Worksheet* is available on the *Personnel Reports Menu* (F3, F6, F1)



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- The Payroll Administrator can use this worksheet for entering the data into the *Update/Display ACA Employee Data* screen
- The *Affordable Healthcare Worksheet* is available on the ***Personnel Reports Menu***.

## Affordable Care Act Affordable Healthcare Worksheet

- Space available for coding:
  - **1095-C Eligibility** field
  - **Offer of Coverage Code**
  - **Lowest Premium Amount**
  - **Safe Harbor Code**



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- The employee will appear on the worksheet with spaces available for coding the **1095-C Eligibility** field, the **Offer of Coverage Code**, the **Lowest Premium** amount, and the **Safe Harbor Code**.

# Affordable Care Act Affordable Healthcare Worksheet

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV CADEVSY5 C\ASECOND WHITE

Print Affordable Healthcare Act Worksheet ACRXET

Enter W-2 year: 2016

Select extract option:  Print ALL employees eligible for 1095-C  
 Print only employees NOT set up for GIH ded

The first 22 SHBP system deductions are listed below:

Ded Code	Ded Desc	Emp1r	Ind	Emp1r Amt
8	NONCERTIFIED MERIT		N	
9	CERTIFIED MERIT		N	
42	BOARD MEMBER MERIT		N	

ENTER = Continue, F16 = Exit Program 16.01.00

Added option to print  
**ALL** employees with  
gross pay on worksheet



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In a recent release, we added option to print **ALL** employees with gross pay on worksheet

## Affordable Care Act Affordable Healthcare Worksheet

- For each month of the calendar year the worksheet shows whether or not:
  - SHBP deduction taken during the month
  - Coverage waived during the month
  - Employee not paid during the month
  - Gross data during the month, but no SHBP deduction



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For each month of the calendar year the worksheet shows whether or not:

- An SHBP deduction was taken during the month
- Coverage was waived during the month
- The employee was not paid during the month
- There was Gross Pay during the month, but no SHBP deduction

# Affordable Care Act Affordable Healthcare Worksheet

REPORT DATE: 06/10/2015  
REPORT TIME: 10:51

AFFORDABLE HEALTHCARE WORKSHEET  
SORTED BY Class, Employee Name  
CALENDAR YEAR - 2014

PAGE: 2  
PROGRAM: ACAFRT

EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIGIBLE FOR 1095-C?		
								OFFER CODE	LOWEST PREM	SAFE CODE
89754	999-08-9754	BURKHART, MAITINE	01	003	2/01/2008	8/01/2014	2/01/2014			
		TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO			
		JAN	1,222.00	820.61	235045					
		FEB	2,327.00	1,701.46	235421					
		MAR	400.00	366.57	47741					
		APR	EMPLOYEE NOT PAID							
		MAY	EMPLOYEE NOT PAID							
		JUN	150.00	138.52	236866					
		JUL	EMPLOYEE NOT PAID							
		AUG	3,097.78	2,270.58	237783					
		SEP	3,355.94	2,435.22	238149					
		OCT	3,505.93	2,542.24	238529					
		NOV	3,355.93	2,435.22	238909					
		DEC	3,355.93	2,435.22	239288					
89026	999-08-9026	BUTLERSON, RYLAND	01	003	5/01/2014					
		TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO			
		JAN	EMPLOYEE NOT PAID							
		FEB	EMPLOYEE NOT PAID							
		MAR	EMPLOYEE NOT PAID							
		APR	EMPLOYEE NOT PAID							
		MAY	EMPLOYEE NOT PAID							
		JUN	EMPLOYEE NOT PAID							
		JUL	EMPLOYEE NOT PAID							
		AUG	2,758.87	1,944.36	237995					
		SEP	SHBP DEDUCTION TAKEN							
		OCT	SHBP DEDUCTION TAKEN							
		NOV	SHBP DEDUCTION TAKEN							
		DEC	SHBP DEDUCTION TAKEN							

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This employee hired in August, no SHBP deduction taken. Why?

- The report displays the employee's hire date, rehire date, and termination date.
- If an employee did not receive a pay check in a particular month , the report will display **"EMPLOYEE NOT PAID"**, or
- If an employee did receive a pay check and the SHBP deduction was taken, the report will display **"SHBP DEDUCTION TAKEN"**.
- If an employee waived coverage, the report will display **"COVERAGE WAIVED"**.
- If a payment exists with no SHBP deduction, the month is highlighted, with spaces for the payroll administrator to enter the ACA codes.

# Affordable Care Act Affordable Healthcare Worksheet

REPORT DATE: 10/27/2016  
REPORT TIME: 12:16

AFFORDABLE HEALTHCARE WORKSHEET  
SORTED BY Class, Employee Name  
CALENDAR YEAR - 2015

PAGE: 1  
PROGRAM: ACAFRI

EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIGIBLE FOR 1095-C?
89623	899-18-9623	ALINZO, WA2D	01	004	4/01/2014		5/01/2015	---
	TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO	CKNO	OFFER LOWEST SAFE CODE PREM CODE
JAN		2,999.94	1,685.37	239776				---
FEB		2,999.94	1,685.37	240164				---
MAR		2,999.94	1,685.37	240552				---
APR		2,999.94	1,685.37	240926				---
MAY		2,999.94	1,685.37	241317				---
JUN		2,999.94	2,102.04	241825				---
JUL		EMPLOYEE WAIVED COVERAGE						---
AUG		EMPLOYEE WAIVED COVERAGE						---
SEP		EMPLOYEE NOT PAID						---
OCT		EMPLOYEE NOT PAID						---
NOV		EMPLOYEE NOT PAID						---
DEC		EMPLOYEE NOT PAID						---

EMPNO	SOCIAL SEC	NAME	CLASS	JOB	HIRE DT	REHIRE DT	TERM DT	ELIGIBLE FOR 1095-C?
87431	899-18-7431	AMEROSE, NU2	01	002	7/01/2014			---
	TOT HRS	TOT GR	TOT NET	CKNO	CKNO	CKNO	CKNO	OFFER LOWEST SAFE CODE PREM CODE
JAN		SHBP DEDUCTION TAKEN						---
FEB		SHBP DEDUCTION TAKEN						---
MAR		SHBP DEDUCTION TAKEN						---
APR		SHBP DEDUCTION TAKEN						---
MAY		SHBP DEDUCTION TAKEN						---
JUN		SHBP DEDUCTION TAKEN						---
JUL		SHBP DEDUCTION TAKEN						---
AUG		SHBP DEDUCTION TAKEN						---
SEP		SHBP DEDUCTION TAKEN						---
OCT		SHBP DEDUCTION TAKEN						---
NOV		SHBP DEDUCTION TAKEN						---
DEC		SHBP DEDUCTION TAKEN						---

Added option to print ALL employees with gross pay on worksheet

In a recent release, we added option to print **ALL** employees with gross pay on worksheet, whether or not the SHBP deduction was taken

Questions????

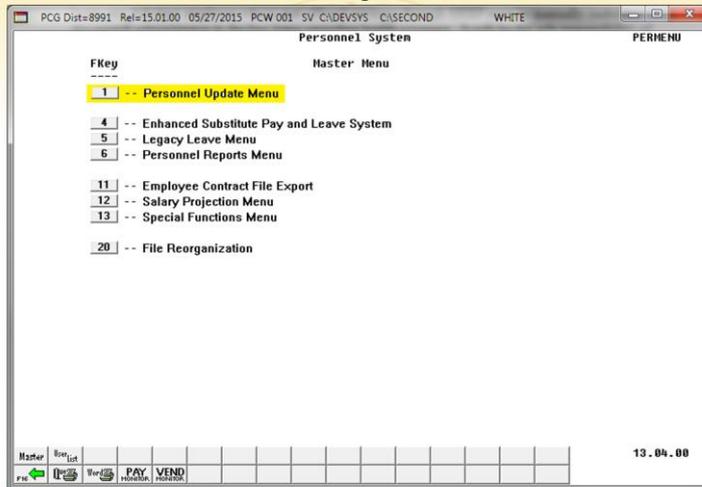
## Agenda

- Print & Export CPI Certificate Information
- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - **Personnel Update Menu**
  - 1095-C Statement Processing Checklist
  - 1094-C Transmittal Form
  - Producing the 1094-C and 1095-C's
  - Electronic Media Processing



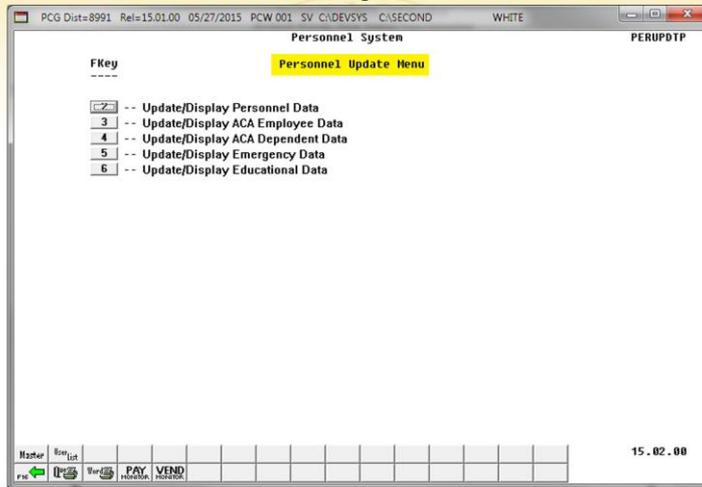
The ACA screens on the **Personnel Update Menu** were also updated.

# Affordable Care Act Personnel Update Menu



The 1095-C screens are available on the *Personnel Update Menu*.

# Affordable Care Act Personnel Update Menu



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The Personnel Update Menu includes

- Personnel Data,
- ACA Employee Data,
- ACA Dependent Data,
- Emergency Data, and
- Educational Data

# Affordable Care Act Update/Display Personnel Data

Update/Display Personnel Data

Status: Active    A19SWORTH, CO9NELL    Class: 10 HO. TEACHERS    Job: 13 CLASSROOM TEACHERS

Emp. no. 86424    Pay Loc: 110    Location: 000110    EEO-5 Job: 000    Ethnic: 2    WHITE

Sex Code: F    Work Loc: 5050    Location: 005050    EEO-5 Job: 000    Ethnic: 2    WHITE

Mar Stat: S    SSN: 999 00 6424

NAME First: CO9NELL    Middle:    Last: A19SWORTH    Suffix:    Prefix:    EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

Address: 4637 MAIN STREET    Certificate Type: B4    Race (Select all that apply): Yes No Indian Alaskan

City/State: SMITH, GA    Include on CPI?: Y    Yes No Black

Zip Code: 33333    County: 160    Sick Bank: ?    Yes No White

Phone: (999) 555-3683    Out of State:    Substitute rank:    Yes No Asian

Cell phone: ( ) 000-0000    Override accrue?    No    Yes No Hawaiian Pacific

Spouse SSN:    Lv Reason Max:    Hours Per Day: 8.000

Birth Date: 11/01/1988    GHI Eligible?: Y    TBS DOE Paid ERCON?:    Health Ins Flag: Y

Hire Date: 8/01/2015    GHI 1ST Day Wrk: 8/03/2015    Participate in GHI?: Y

Rehire Date:    GHI Eff Date: 10/01/2015    GHI Option: B3    BCS BRONZE

Background Chk:    GHI Final Ded Dt:    GHI Tier: 10    SINGLE

Date of Death:    GHI Change Code: NEHP    GHI Ded Cd: 0

Elig for Rehire: Y    New Employee hire

Term Date:    \*\*\*\*\* TAX DATA \*\*\*\*\*

Term Reason:    Federal: Mar Stat: S    Exempt: 0    Withholding Code: 0    Ant/%: .00

State: Mar Stat: A    Allowance Mar: 0    Dep: 0    Withholding Code: 0    Ant/%: .00

Tax Switches: Fed: Y    State: Y    FICA: H    Pension: Y    REIC: -

15.02.00

Menu: ACA    Deps    Emer    Edu    Help

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Quick navigation is available on the *Personnel Update Menu* functions, as shown on the screen.

# Affordable Care Act Update/Display ACA Employee Data

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV CADEVSY5 C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06  
EmpNo 87893 ABHEY, LEONARDO Class 9 CLERICAL  
SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SMS SUPERVISOR  
Calendar year: 2016

1095-C Eligible:  RECORD ON FILE (Eligible for 1095-C)

Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS	---	---
JAN	---	---
FEB	---	---
MAR	---	---
APR	---	---
MAY	---	---
JUN	---	---
JUL	---	---
AUG	---	---
SEP	---	---
OCT	---	---
NOV	---	---
DEC	---	---

Mode changed to update

16.03.00

Per ACA Deps Emer Edu Help

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The **Update/Display ACA Employee Data**. This screen matches the information in **Part II** of the **1095-C**.

# Affordable Care Act Update/Display ACA Employee Data

PCG Dist:8991 Rel:16.03.00 10/27/2016 PCW 001 SV CADEVSYS CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06  
 EmpNo 87893 ABAEY, LEONARDO Class 9 CLERICAL  
 SSN 899-18-7893 Loc 8010 Location 000010 Job cd 58 SNS SUPERVISOR  
 Calendar year: 2016

1095-C Eligible: Y RECORD ON FILE (Eligible for 1095-C)

Offer of coverage code EE Share of Lowest Cost Safe harbor code  
 PART II, LINE 14 Prem, Self-Only Coverage PART II, LINE 15 PART II, LINE 16

ALL 12 MOS			
JAN	---	---	---
FEB	---	---	---
MAR	---	---	---
APR	---	---	---
MAY	---	---	---
JUN	---	---	---
JUL	---	---	---
AUG	---	---	---
SEP	---	---	---
OCT	---	---	---
NOV	---	---	---
DEC	---	---	---

Mode changed to update

16.03.00

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How does PCGenesis know whether or not an employee is full-time based on the ACA legislation?

- If there is a 'Y' in the **1095-C Eligible** field, this employee was full-time for at least part of the year and will receive a 1095-C from the school district.
- Now, the screen clearly indicates whether or not the employee ACA record exists

# Affordable Care Act Update/Display ACA Employee Data

The screenshot shows a software window titled "Update/Display ACA Employee Data" with the following information:

- Status: Active
- EmpNo: 88464 AG9ILERA, JOYUE
- SSN: 899-18-8464
- Calendar year: 2016
- Class: 3 SUBSTITUTE TEACHERS
- Job cd: 16 SUBSTITUTE TEACHERS
- 1095-C Eligible: N RECORD ON FILE (Not eligible for 1095-C)
- Offer of coverage code: PART II, LINE 14
- EE Share of Lowest Cost: PART II, LINE 15
- Safe harbor code: PART II, LINE 16
- ALL 12 MOS: JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC

Callouts from the image:

- "Record is on file" points to the highlighted status.
- "If 1095-C Eligible is N, this employee is not full-time for ACA" points to the 'N' in the 1095-C Eligible field.
- "No ACA data will be present!" points to the 'N' in the 1095-C Eligible field.

At the bottom of the screenshot, the logo for the Georgia Department of Education (GaDOE) is visible, along with the text: "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'" and the date "11/16/2016".

How does PCGenesis know whether or not an employee is full-time based on the ACA legislation?

- If there is a 'N' in the **1095-C Eligible** field, this employee is NOT full-time for ACA.
- Now, the screen clearly indicates whether or not the employee ACA record exists
- **This record exists**, but no ACA data is present!

# Affordable Care Act Update/Display ACA Employee Data

The screenshot displays the 'Update/Display ACA Employee Data' window in PCGenesis. The window title is 'PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV C:\DEV\SVS CASECOND WHITE'. The employee information includes: Status Active, EmpNo 88175 AD20CK, AL20HZ0, Class 16 SUBSTITUTE LUNCHROOM, SSN 899-18-8175, Loc 6793 Location 006793, Job cd 35 LUNCHROOM WORKERS, and Calendar year 2016. A yellow highlight indicates '1095-C Eligible: ACA RECORD NOT ON FILE'. A blue callout box points to this message and contains the text 'Record is not on file'. Another blue callout box points to the 'Offer of coverage c' section and contains the text 'For this employee, no determination whether or not ACA eligible and there is no record on file'. The 'Offer of coverage c' section shows 'PART II, LINE 14' and 'ALL 12 MOS' with a list of months from JAN to DEC. The 'EE Share of Lowest Cost' section shows 'PART II, LINE 15' and 'Safe harbor code' section shows 'PART II, LINE 16'. The status bar at the bottom indicates 'Mode changed to display ACA 1095-C record does NOT exist for employee' and '16.03.00'. The bottom of the slide features the GaDOE logo, the text 'Richard Woods, Georgia's School Superintendent "Educating Georgia's Future"', and the date '11/16/2016' and page number '44'.

- How does PCGenesis know whether or not an employee is full-time based on the ACA legislation?
- For this employee, there has been no determination whether or not ACA eligible
  - Now, the screen clearly indicates whether or not the employee ACA record exists
  - In this example, **there is no record on file!**

# Affordable Care Act Update/Display ACA Employee Data

PCG Dist=8991 Rel=16.03.00 10/27/2016 PCW 001 SV CADEVSY5 CASECOND WHITE

Status Active Update/Display ACA Employee Data PER06  
 EmpNo 87893 ABAEV, LEONARDO Class 9 CLERICAL  
 SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR  
 Calendar year: 2016

1095-C Eligible:  RECORD ON FILE (Eligible for 1095-C)

OFFER OF PART I	PLAGE CODE PART I, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS			
JAN		53.02	2C
FEB		53.02	2C
MAR		53.02	2C
APR		53.02	2C
MAY		53.02	2C
JUN		53.02	2C
JUL		53.02	2C
		53.02	2C

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000 F1001 F1002 F1003 F1004 F1005 F1006 F1007 F1008 F1009 F1010 F1011 F1012 F1013 F1014 F1015 F1016 F1017 F1018 F1019 F1020 F1021 F1022 F1023 F1024 F1025 F1026 F1027 F1028 F1029 F1030 F1031 F1032 F1033 F1034 F1035 F1036 F1037 F1038 F1039 F1040 F1041 F1042 F1043 F1044 F1045 F1046 F1047 F1048 F1049 F1050 F1051 F1052 F1053 F1054 F1055 F1056 F1057 F1058 F1059 F1060 F1061 F1062 F1063 F1064 F1065 F1066 F1067 F1068 F1069 F1070 F1071 F1072 F1073 F1074 F1075 F1076 F1077 F1078 F1079 F1080 F1081 F1082 F1083 F1084 F1085 F1086 F1087 F1088 F1089 F1090 F1091 F1092 F1093 F1094 F1095 F1096 F1097 F1098 F1099 F1100 F1101 F1102 F1103 F1104 F1105 F1106 F1107 F1108 F1109 F1110 F1111 F1112 F1113 F1114 F1115 F1116 F1117 F1118 F1119 F1120 F1121 F1122 F1123 F1124 F1125 F1126 F1127 F1128 F1129 F1130 F1131 F1132 F1133 F1134 F1135 F1136 F1137 F1138 F1139 F1140 F1141 F1142 F1143 F1144 F1145 F1146 F1147 F1148 F1149 F1150 F1151 F1152 F1153 F1154 F1155 F1156 F1157 F1158 F1159 F1160 F1161 F1162 F1163 F1164 F1165 F1166 F1167 F1168 F1169 F1170 F1171 F1172 F1173 F1174 F1175 F1176 F1177 F1178 F1179 F1180 F1181 F1182 F1183 F1184 F1185 F1186 F1187 F1188 F1189 F1190 F1191 F1192 F1193 F1194 F1195 F1196 F1197 F1198 F1199 F1200 F1201 F1202 F1203 F1204 F1205 F1206 F1207 F1208 F1209 F1210 F1211 F1212 F1213 F1214 F1215 F1216 F1217 F1218 F1219 F1220 F1221 F1222 F1223 F1224 F1225 F1226 F1227 F1228 F1229 F1230 F1231 F1232 F1233 F1234 F1235 F1236 F1237 F1238 F1239 F1240 F1241 F1242 F1243 F1244 F1245 F1246 F1247 F1248 F1249 F1250 F1251 F1252 F1253 F1254 F1255 F1256 F1257 F1258 F1259 F1260 F1261 F1262 F1263 F1264 F1265 F1266 F1267 F1268 F1269 F1270 F1271 F1272 F1273 F1274 F1275 F1276 F1277 F1278 F1279 F1280 F1281 F1282 F1283 F1284 F1285 F1286 F1287 F1288 F1289 F1290 F1291 F1292 F1293 F1294 F1295 F1296 F1297 F1298 F1299 F1300 F1301 F1302 F1303 F1304 F1305 F1306 F1307 F1308 F1309 F1310 F1311 F1312 F1313 F1314 F1315 F1316 F1317 F1318 F1319 F1320 F1321 F1322 F1323 F1324 F1325 F1326 F1327 F1328 F1329 F1330 F1331 F1332 F1333 F1334 F1335 F1336 F1337 F1338 F1339 F1340 F1341 F1342 F1343 F1344 F1345 F1346 F1347 F1348 F1349 F1350 F1351 F1352 F1353 F1354 F1355 F1356 F1357 F1358 F1359 F1360 F1361 F1362 F1363 F1364 F1365 F1366 F1367 F1368 F1369 F1370 F1371 F1372 F1373 F1374 F1375 F1376 F1377 F1378 F1379 F1380 F1381 F1382 F1383 F1384 F1385 F1386 F1387 F1388 F1389 F1390 F1391 F1392 F1393 F1394 F1395 F1396 F1397 F1398 F1399 F1400 F1401 F1402 F1403 F1404 F1405 F1406 F1407 F1408 F1409 F1410 F1411 F1412 F1413 F1414 F1415 F1416 F1417 F1418 F1419 F1420 F1421 F1422 F1423 F1424 F1425 F1426 F1427 F1428 F1429 F1430 F1431 F1432 F1433 F1434 F1435 F1436 F1437 F1438 F1439 F1440 F1441 F1442 F1443 F1444 F1445 F1446 F1447 F1448 F1449 F1450 F1451 F1452 F1453 F1454 F1455 F1456 F1457 F1458 F1459 F1460 F1461 F1462 F1463 F1464 F1465 F1466 F1467 F1468 F1469 F1470 F1471 F1472 F1473 F1474 F1475 F1476 F1477 F1478 F1479 F1480 F1481 F1482 F1483 F1484 F1485 F1486 F1487 F1488 F1489 F1490 F1491 F1492 F1493 F1494 F1495 F1496 F1497 F1498 F1499 F1500 F1501 F1502 F1503 F1504 F1505 F1506 F1507 F1508 F1509 F1510 F1511 F1512 F1513 F1514 F1515 F1516 F1517 F1518 F1519 F1520 F1521 F1522 F1523 F1524 F1525 F1526 F1527 F1528 F1529 F1530 F1531 F1532 F1533 F1534 F1535 F1536 F1537 F1538 F1539 F1540 F1541 F1542 F1543 F1544 F1545 F1546 F1547 F1548 F1549 F1550 F1551 F1552 F1553 F1554 F1555 F1556 F1557 F1558 F1559 F1560 F1561 F1562 F1563 F1564 F1565 F1566 F1567 F1568 F1569 F1570 F1571 F1572 F1573 F1574 F1575 F1576 F1577 F1578 F1579 F1580 F1581 F1582 F1583 F1584 F1585 F1586 F1587 F1588 F1589 F1590 F1591 F1592 F1593 F1594 F1595 F1596 F1597 F1598 F1599 F1600 F1601 F1602 F1603 F1604 F1605 F1606 F1607 F1608 F1609 F1610 F1611 F1612 F1613 F1614 F1615 F1616 F1617 F1618 F1619 F1620 F1621 F1622 F1623 F1624 F1625 F1626 F1627 F1628 F1629 F1630 F1631 F1632 F1633 F1634 F1635 F1636 F1637 F1638 F1639 F1640 F1641 F1642 F1643 F1644 F1645 F1646 F1647 F1648 F1649 F1650 F1651 F1652 F1653 F1654 F1655 F1656 F1657 F1658 F1659 F1660 F1661 F1662 F1663 F1664 F1665 F1666 F1667 F1668 F1669 F1670 F1671 F1672 F1673 F1674 F1675 F1676 F1677 F1678 F1679 F1680 F1681 F1682 F1683 F1684 F1685 F1686 F1687 F1688 F1689 F1690 F1691 F1692 F1693 F1694 F1695 F1696 F1697 F1698 F1699 F1700 F1701 F1702 F1703 F1704 F1705 F1706 F1707 F1708 F1709 F1710 F1711 F1712 F1713 F1714 F1715 F1716 F1717 F1718 F1719 F1720 F1721 F1722 F1723 F1724 F1725 F1726 F1727 F1728 F1729 F1730 F1731 F1732 F1733 F1734 F1735 F1736 F1737 F1738 F1739 F1740 F1741 F1742 F1743 F1744 F1745 F1746 F1747 F1748 F1749 F1750 F1751 F1752 F1753 F1754 F1755 F1756 F1757 F1758 F1759 F1760 F1761 F1762 F1763 F1764 F1765 F1766 F1767 F1768 F1769 F1770 F1771 F1772 F1773 F1774 F1775 F1776 F1777 F1778 F1779 F1780 F1781 F1782 F1783 F1784 F1785 F1786 F1787 F1788 F1789 F1790 F1791 F1792 F1793 F1794 F1795 F1796 F1797 F1798 F1799 F1800 F1801 F1802 F1803 F1804 F1805 F1806 F1807 F1808 F1809 F1810 F1811 F1812 F1813 F1814 F1815 F1816 F1817 F1818 F1819 F1820 F1821 F1822 F1823 F1824 F1825 F1826 F1827 F1828 F1829 F1830 F1831 F1832 F1833 F1834 F1835 F1836 F1837 F1838 F1839 F1840 F1841 F1842 F1843 F1844 F1845 F1846 F1847 F1848 F1849 F1850 F1851 F1852 F1853 F1854 F1855 F1856 F1857 F1858 F1859 F1860 F1861 F1862 F1863 F1864 F1865 F1866 F1867 F1868 F1869 F1870 F1871 F1872 F1873 F1874 F1875 F1876 F1877 F1878 F1879 F1880 F1881 F1882 F1883 F1884 F1885 F1886 F1887 F1888 F1889 F1890 F1891 F1892 F1893 F1894 F1895 F1896 F1897 F1898 F1899 F1900 F1901 F1902 F1903 F1904 F1905 F1906 F1907 F1908 F1909 F1910 F1911 F1912 F1913 F1914 F1915 F1916 F1917 F1918 F1919 F1920 F1921 F1922 F1923 F1924 F1925 F1926 F1927 F1928 F1929 F1930 F1931 F1932 F1933 F1934 F1935 F1936 F1937 F1938 F1939 F1940 F1941 F1942 F1943 F1944 F1945 F1946 F1947 F1948 F1949 F1950 F1951 F1952 F1953 F1954 F1955 F1956 F1957 F1958 F1959 F1960 F1961 F1962 F1963 F1964 F1965 F1966 F1967 F1968 F1969 F1970 F1971 F1972 F1973 F1974 F1975 F1976 F1977 F1978 F1979 F1980 F1981 F1982 F1983 F1984 F1985 F1986 F1987 F1988 F1989 F1990 F1991 F1992 F1993 F1994 F1995 F1996 F1997 F1998 F1999 F2000 F2001 F2002 F2003 F2004 F2005 F2006 F2007 F2008 F2009 F2010 F2011 F2012 F2013 F2014 F2015 F2016 F2017 F2018 F2019 F2020 F2021 F2022 F2023 F2024 F2025 F2026 F2027 F2028 F2029 F2030 F2031 F2032 F2033 F2034 F2035 F2036 F2037 F2038 F2039 F2040 F2041 F2042 F2043 F2044 F2045 F2046 F2047 F2048 F2049 F2050 F2051 F2052 F2053 F2054 F2055 F2056 F2057 F2058 F2059 F2060 F2061 F2062 F2063 F2064 F2065 F2066 F2067 F2068 F2069 F2070 F2071 F2072 F2073 F2074 F2075 F2076 F2077 F2078 F2079 F2080 F2081 F2082 F2083 F2084 F2085 F2086 F2087 F2088 F2089 F2090 F2091 F2092 F2093 F2094 F2095 F2096 F2097 F2098 F2099 F2100 F2101 F2102 F2103 F2104 F2105 F2106 F2107 F2108 F2109 F2110 F2111 F2112 F2113 F2114 F2115 F2116 F2117 F2118 F2119 F2120 F2121 F2122 F2123 F2124 F2125 F2126 F2127 F2128 F2129 F2130 F2131 F2132 F2133 F2134 F2135 F2136 F2137 F2138 F2139 F2140 F2141 F2142 F2143 F2144 F2145 F2146 F2147 F2148 F2149 F2150 F2151 F2152 F2153 F2154 F2155 F2156 F2157 F2158 F2159 F2160 F2161 F2162 F2163 F2164 F2165 F2166 F2167 F2168 F2169 F2170 F2171 F2172 F2173 F2174 F2175 F2176 F2177 F2178 F2179 F2180 F2181 F2182 F2183 F2184 F2185 F2186 F2187 F2188 F2189 F2190 F2191 F2192 F2193 F2194 F2195 F2196 F2197 F2198 F2199 F2200 F2201 F2202 F2203 F2204 F2205 F2206 F2207 F2208 F2209 F2210 F2211 F2212 F2213 F2214 F2215 F2216 F2217 F2218 F2219 F2220 F2221 F2222 F2223 F2224 F2225 F2226 F2227 F2228 F2229 F2230 F2231 F2232 F2233 F2234 F2235 F2236 F2237 F2238 F2239 F2240 F2241 F2242 F2243 F2244 F2245 F2246 F2247 F2248 F2249 F2250 F2251 F2252 F2253 F2254 F2255 F2256 F2257 F2258 F2259 F2260 F2261 F2262 F2263 F2264 F2265 F2266 F2267 F2268 F2269 F2270 F2271 F2272 F2273 F2274 F2275 F2276 F2277 F2278 F2279 F2280 F2281 F2282 F2283 F2284 F2285 F2286 F2287 F2288 F2289 F2290 F2291 F2292 F2293 F2294 F2295 F2296 F2297 F2298 F2299 F2300 F2301 F2302 F2303 F2304 F2305 F2306 F2307 F2308 F2309 F2310 F2311 F2312 F2313 F2314 F2315 F2316 F2317 F2318 F2319 F2320 F2321 F2322 F2323 F2324 F2325 F2326 F2327 F2328 F2329 F2330 F2331 F2332 F2333 F2334 F2335 F2336 F2337 F2338 F2339 F2340 F2341 F2342 F2343 F2344 F2345 F2346 F2347 F2348 F2349 F2350 F2351 F2352 F2353 F2354 F2355 F2356 F2357 F2358 F2359 F2360 F2361 F2362 F2363 F2364 F2365 F2366 F2367 F2368 F2369 F2370 F2371 F2372 F2373 F2374 F2375 F2376 F2377 F2378 F2379 F2380 F2381 F2382 F2383 F2384 F2385 F2386 F2387 F2388 F2389 F2390 F2391 F2392 F2393 F2394 F2395 F2396 F2397 F2398 F2399 F2400 F2401 F2402 F2403 F2404 F2405 F2406 F2407 F2408 F2409 F2410 F2411 F2412 F2413 F2414 F2415 F2416 F2417 F2418 F2419 F2420 F2421 F2422 F2423 F2424 F2425 F2426 F2427 F2428 F2429 F2430 F2431 F2432 F2433 F2434 F2435 F2436 F2437 F2438 F2439 F2440 F2441 F2442 F2443 F2444 F2445 F2446 F2447 F2448 F2449 F2450 F2451 F2452 F2453 F2454 F2455 F2456 F2457 F2458 F2459 F2460 F2461 F2462 F2463 F2464 F2465 F2466 F2467 F2468 F2469 F2470 F2471 F2472 F2473 F2474 F2475 F2476 F2477 F2478 F2479 F2480 F2481 F2482 F2483 F2484 F2485 F2486 F2487 F2488 F2489 F2490 F2491 F2492 F2493 F2494 F2495 F2496 F2497 F2498 F2499 F2500 F2501 F2502 F2503 F2504 F2505 F2506 F250

# Affordable Care Act Update/Display ACA Employee Data

The screenshot shows a software window titled "Update/Display ACA Employee Data" for employee LEONARDO ABNEY. The window displays various fields including status, SSN, location, and job code. A table below shows the offer of coverage code, EE share of lowest cost, and safe harbor code for each month from JAN to DEC. A callout box points to the "ALL 12 MOS" field, which is currently set to "18".

Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS 18		20
JAN		
FEB		
MAR		
APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

New feature – Enter 'All 12 Mos' fields to populate Jan – Dec with the same value

A new feature has been added to the ACA Employee screen.

- Now, you can enter 'All 12 Mos' fields to populate Jan – Dec with the same value

# Affordable Care Act Update/Display ACA Employee Data

The screenshot shows a software window titled "Update/Display ACA Employee Data" for employee ABAEV, LEONARDO. The window displays a table with three columns: "Offer of coverage code PART II, LINE 14", "EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15", and "Safe harbor code PART II, LINE 16". The first column is populated with "1A" for all months from JAN to DEC. The second and third columns are empty. A blue callout box points to the first column with the text: "Select ENTER and Jan – Dec fields are automatically populated".

ALL 12 MOS	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
JAN	1A		2C
FEB	1A		2C
MAR	1A		2C
APR	1A		2C
MAY	1A		2C
JUN	1A		2C
JUL	1A		2C
AUG	1A		2C
SEP	1A		2C
OCT	1A		2C
NOV	1A		2C
DEC	1A		2C

A new feature has been added to the ACA Employee screen.

- Now, you can enter '**All 12 Mos**' fields to populate **Jan – Dec** with the same value
- When you **ENTER** , **Jan – Dec** fields are automatically populated

# Affordable Care Act Update/Display ACA Dependent Data

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE

Status Active Update/Display ACA Dependent Data PER07  
 EmpNo 87893 ABNEY, LEONARDO Class 9 CLERICAL  
 SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR

Calendar year: 2016

ID	SSN	SEX	BIRTH DATE	SPOUSE	RELATIONSHIP	MONTHS OF COVERAGE													
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
01	899 18 7893	E	6/21/1966	N	(L) ABNEY (F) LEONARDO (M) (R) SELF	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
02	848 10 0148	N	9/27/1966	Y	(L) ABNEY (F) HOFFORD (M) (R) SPOUSE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
03	848 10 0149	N	4/05/1929	N	(L) ABNEY (F) CR2MY (M) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
04	848 10 0150	E	1/19/1924	N	(L) ABNEY (F) SA3G (M) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
05	848 10 0151	N	7/19/1927	N	(L) ABNEY (F) BE4 (M) (R) CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Mode changed to update

Per ACA Disp Enter Edu Help

16.03.00

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The *Update/Display ACA Dependent Data* screen. This screen matches the information in **Part III** of the **1095-C**.

- The dependent must have either a **social security number** or **date of birth** entered.

# Affordable Care Act Update/Display ACA Dependent Data

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV CADEVSY5 C:\SECOND WHITE

Status Active Update/Display ACA Dependent Data Class 9 CLERICAL PER07  
 EmpNo 87893 ABNEY, LEONARDO Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR

Calendar year: 2016

SSN	DATE	SP	RE	NAME	RELATIONSHIP	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01 899 18 7893	6/21/1966			ABNEY	(L) LEONARDO	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
02 888 18 0188	9/27/1966			ABNEY	WIFE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
03 888 18 0188	4/05/1998			ABNEY	CHILD	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Node changed to update

Per ACA Deps Emer Edu Help

16.03.00

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The ACA Dependent screen will default to the current W-2 tax year. To view the previous or next tax years, use F11 and F12.

Questions????

## Agenda

- Print & Export CPI Certificate Information
- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - **1095-C Statement Processing Checklist**
  - 1094-C Transmittal Form
  - Producing the 1094-C and 1095-C's
  - Electronic Media Processing



Let's continue talking about the 1095-C Statement Processing Checklist

# Affordable Care Act Support

PCGenesis

Financial Accounting and Reporting System Operations Guide

**Payroll System Operations Guide**

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## Payroll System Operations Guide

- Payroll Processing Checklists
  - Direct Deposit Setup Checklist
  - New Pay Statement Setup Checklist
  - Calendar Year-End Closing Procedures Checklist
  - Fiscal Year-End Closing Procedures Checklist
  - Best Business Practices Checklist
- Section A: Payroll Setup
- Section D: Monthly/Quarterly/Annual/Fiscal Report Processing
  - Topic 1: Processing Monthly Reports
  - Topic 2: Processing Quarterly Reports
  - Topic 3: Processing Annual Reports - W-2 Statement Processing
  - **Topic 4: Processing Annual Reports - 1095-C Statement Processing**
    - Submitting ACA Test Files to the IRS
    - SHBP Technical Guidance for ACA Files (FAQs)
    - PCGenesis ACA Import.xlsx Template
  - Topic 5: Processing Fiscal Reports
  - Topic 6: Processing EEO-5 Reports and Transmission File

**Topic 4** contains a **1095-C Statement Processing Checklist** which outlines all the steps

- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains a **1095-C Statement Processing Checklist** which outlines all the steps

# Affordable Care Act Support

PCGenesis Payroll System Operations Guide

## 1095-C Statement Processing Checklist

Follow these steps in the order presented.

✓	Step	Action
	1	Obtain a TCC ID for the IRS ACA Information Returns (AIR) System for electronic filing of IRS forms 1094-C and 1095-C.
	2	It is highly recommended that school district officials go to the IRS website and print and read the instructions for the 1094-C and the 1095-C. School district officials must be familiar with the IRS rules. <ul style="list-style-type: none"> <li>• School district officials must understand the <b>Offer of Coverage Codes</b>.</li> <li>• School district officials must understand the <b>Safe Harbor Codes</b>.</li> </ul>
	3	Order pre-printed 1095-C forms, non-self-seal, and portrait format.
	4	Mass load <u>dependent</u> ACA data by importing dependent names, date of births and Social Security Numbers from ADP file(s) posted to the SHBP web portal. Use the <i>Import ADP Dependent Names, DOBSs and SSNs</i> procedure.
	5	Export ACA <u>employee</u> data using the <i>Export ACA Employee Data and Create .CSV Template</i> procedure.
	6	Mass load <u>employee</u> ACA data by importing ACA employee data using the <i>Import ACA Employee &amp; Dependent Data from PCG Template</i> procedure.
	7	Export ACA <u>dependent</u> data using the <i>Export ACA Dependent Data and Create .CSV Template</i> procedure.
	8	Mass load <u>dependent</u> ACA data by importing ACA dependent data using the <i>Import ACA Employee &amp; Dependent Data from PCG Template</i> procedure.
	9	Correct individual employee and dependent ACA data as needed using the <i>Update/Display ACA Employee Data</i> screen and the <i>Update/Display ACA Dependent Data</i> screen. For additional information about the ACA data entry screens, refer to the <i>Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data and/or Procedure D: ACA Dependent Data</i> .
	10	Print the <i>Employer Copy</i> of the 1094-C and 1095-C's and verify that the ACA data is correct.



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- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains a **1095-C Statement Processing Checklist** which outlines all the steps
- Here is what the checklist looks like!
- We will start with Step 10 since we have already talked about Steps 1 through 9 in the previous session

## Affordable Care Act Support Checklist **Step 10** – Print Employer Copy

- Recommend printing a “draft” copy of the 1095-C statements to distribute to employees
- Use the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure
- Use the option ‘**Print One Employee Per Page**’
- Allows each individual employee to review their ACA data before final 1095-C's are generated



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### **Step 10** – Print Employer Copy of the 1095-C's and the 1094 transmission form

- We highly recommend printing a “draft” copy of the 1095-C statements to distribute to employees
- Use the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure
- Use the option ‘**Print One Employee Per Page**’
- This allows each individual employee to review their ACA data before final 1095-C's are generated

## Affordable Care Act Support Checklist **Step 11** – Print Employee *Copy*

- Print the employee copy of the 1095-C's
- Create the electronic-media transmission files
- Use the *Print 1094-C & Employee 1095-C's & Create File* procedure



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### Step 11 – Print the Employee Copy of the 1095-C's

- Print the employee copy of the 1095-C's and create the electronic-media transmission files
- Use the *Print 1094-C & Employee 1095-C's & Create File* procedure

## Affordable Care Act Support Checklist **Step 12** – Reprint if Necessary

- Reprint 1095-C's if needed
- Recreate the electronic-media transmission file as needed



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### **Step 12** – Reprint the Employee Copy of the 1095-C's, if necessary

- Reprint 1095-C's if needed
- Recreate the electronic-media transmission file as needed

## Affordable Care Act Support Checklist **Step 13** – Upload files to IRS

- **Web submission:**

- Via the Web, upload the ACA information to the IRS AIR System
- Electronic filing of IRS forms 1094-C and 1095-C

## Agenda

- Print & Export CPI Certificate Information
- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
  - **1094-C Transmittal Form**
  - Producing the 1094-C and 1095-C's
  - Electronic Media Processing



Let's talk about the 1094-C Transmittal Form

# Affordable Care Act Support Annual Reports Menu

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 003 SV C:\DEV\SVS C:\SECOND WHITE

Payroll System PAYH0004

FKey Annual Reports Menu

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1094-C & 1095-C Options:

1 -- Import ADP Dependent Names, DOBs and SSNs

2 -- Export ACA Employee Data and Create .CSV Template

3 -- Export ACA Dependent Data and Create .CSV Template

4 -- Import ACA Employee & Dependent Data from PCG Template

5 -- Print EMPLOYER Copy of 1094-C & 1095-C's

6 -- Print 1094-C & Employee 1095-C's & Create File

7 -- Maintain IRS ACA Receipts

W-2 Options:

10 -- Print Employee W-2's & Create File

11 -- Print Blank W-2 Form

12 -- Print Employer's Copy of W-2's

Other Options:

15 -- Flexible Benefits Transmission File

Master Form Text PAY VEND  
16.01.00



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The *Annual Reports Menu* will contain most of the options required for ACA reporting.

- F5 handles the Employer Copy
- F6 handles the Employee Copy and creates the Transmission Files

## Affordable Care Act Employer Copy of 1094-C & 1095-C's

- Calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**
- Print a condensed employer copy of the employees' **1095-C's**



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- The purpose of the *Employer Copy of the 1094-C and 1095-C's* is to calculate the employment totals to print on the **Form 1094-C**.
- **Form 1094-C** is the Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns
- The report prints a condensed employer copy of the employee's 1095-C's.



by and/or on behalf of the ALE Member

- Line 21 – Is ALE Member a member of an Aggregated ALE Group.
- Line 22 – Certifications of Eligibility
- Signature of school board official!!!

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120216 Page 2

		(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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
28	May	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
29	June	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
30	July	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

Form 1094-C (2015) 61

This is the second page of the 1094-C. We will go over this in more detail shortly.

## Part III – ALE Member Information

- Column (a) – was MEC (minimum essential coverage) offer made each month of the calendar year?
- Column (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year
- Column (c) – The Total Employee Count for each month of the calendar year
- Column (d) – Aggregated Group Indicator. PCG does NOT support this option

- Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120315  
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 (2015)

This is the third page of the 1094-C. PCG does not support reporting for ALE Members of Aggregated ALE Groups.

## Affordable Care Act 1094-C Transmittal Form

- **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**
  - Report the **Section 4980H Full Time Employee Count** according to the ACA full time employee rules (which are different from normal payroll full time employee rules)
  - Report the **Total Employee Count**



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- The 1094-C reports the **Full-Time Employee Count** according to the ACA full time employee rules.
- The 1094-C also reports the **Total Employee Count**.
- These totals are printed for each month of the calendar year.

## Affordable Care Act 1094-C Transmittal Form

- Did employer meet Penalty A threshold?
  - Penalty A – Failure to offer substantially all full-time employees MEC (Minimum Essential Coverage)
- Also documents employer eligibility for certain transition relief



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- The 1094-C answers the question, did the employer meet the Penalty A threshold?
- The 1094-C also documents employer eligibility for certain transition relief.

## Affordable Care Act 1094-C Transmittal Form

- PCG tallies the number of total employees who work each month of the calendar year.
- Calculates the **Total Employee Count** based upon active and terminated employees' **Hire Dates**, **Termination Dates**, and **Rehire Dates**.
- Inactive employees are not considered in this tally because
  - Many districts inactivate employees instead of terminating which causes inaccurate employee counts.



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- PCG tallies the number of total employees who work each month of the calendar year.
- The **Total Employee Count** is based upon active and terminated employees' **Hire Dates**, **Termination Dates**, and **Rehire Dates**.
- Inactive employees are not considered in this tally because
- Many districts inactivate employees instead of terminating the employees. This causes inaccurate employee counts.

## Affordable Care Act 1094-C Transmittal Form

- Employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen



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- Employees who are considered full time according to the ACA legislation are those employees with the **1095-C Eligible** field set to 'Y' on the *Update/Display ACA Employee Data* screen

# Affordable Care Act 1094-C Transmittal Form

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display ACA Employee Data PER06  
 EmpNo 87893 ABAEV, LEONARDO Class 9 CLERICAL  
 SSN 899-18-7893 Loc 8010 Location 008010 Job cd 58 SNS SUPERVISOR  
 Calendar year: 2016

1095-C Eligible: **Y** RECORD ON FILE (Eligible for 1095-C)

Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Pren, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS	---	---
JAN	1A	2C
FEB	1A	2C
MAR	1A	2C
APR	1A	2C
MAY	1A	2C
JUN	1A	2C
JUL	1A	2C
AUG	1A	2C
SEP	1A	2C
OCT	1A	2C
NOV	1A	2C
DEC	1A	2C

Mode changed to update

16.03.00

Per ACA Deps Emer Edu Help

If 1095-C Eligible is Y, this employee is full-time for ACA

- How does PCGenesis know whether or not an employee is full-time based on the ACA legislation?
- If there is a 'Y' in the **1095-C Eligible** field, this employee was full-time for at least part of the year and will receive a 1095-C from the school district.

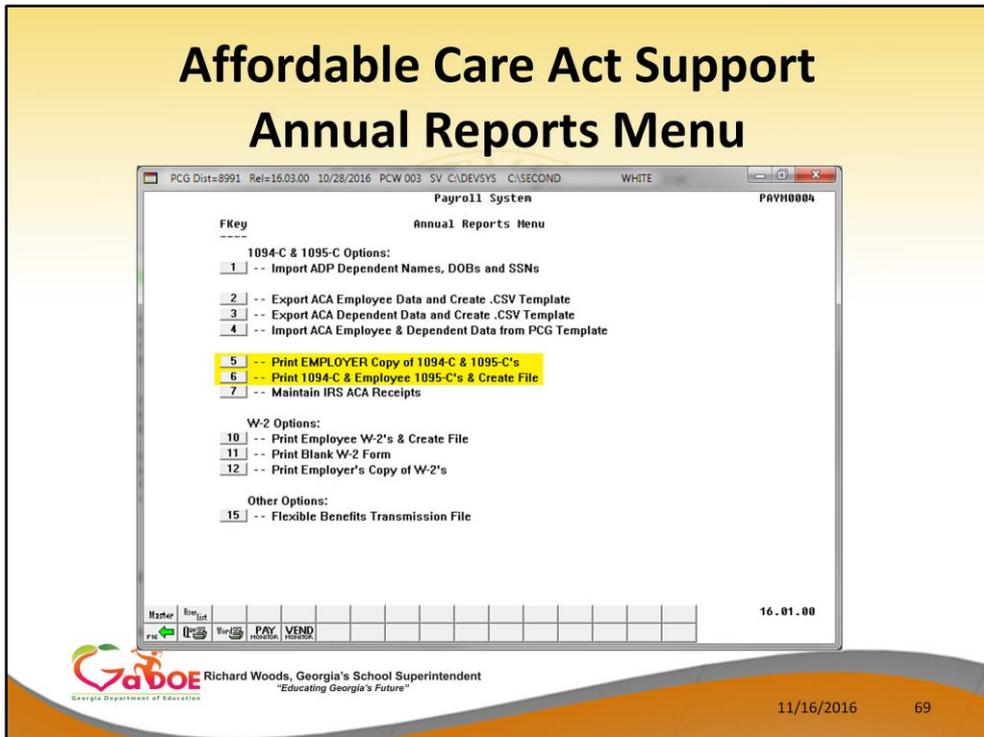
# Agenda

- Print & Export CPI Certificate Information
- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
  - 1094-C Transmittal Form
  - **Producing the 1094-C and 1095-C's**
  - Electronic Media Processing



2015 saw many new features and functions added to PCGenesis.

# Affordable Care Act Support Annual Reports Menu



The *Annual Reports Menu* will contain most of the options required for ACA reporting.

- F5 handles the Employer Copy
- F6 handles the Employee Copy and creates the Transmission Files

## Affordable Care Act Producing 1094-C & 1095-C's

- Whether running employer copies or employee copies
  - After the first input screen, the interface is the same



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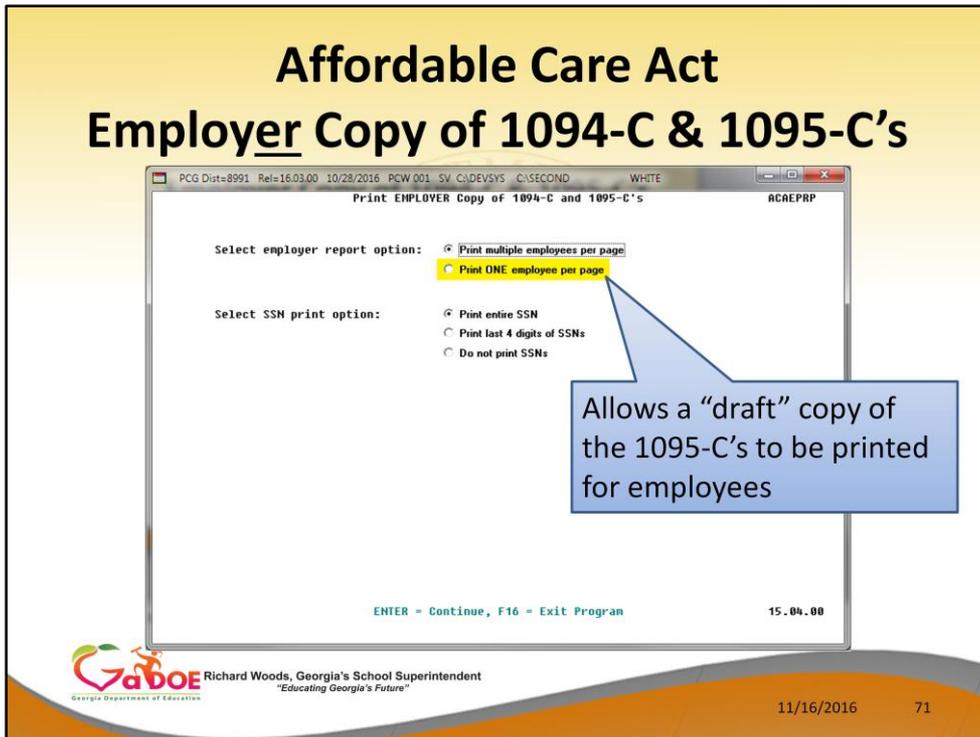
11/16/2016

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Whether running employer copies or employee copies

- After the first input screen, the interface is the same

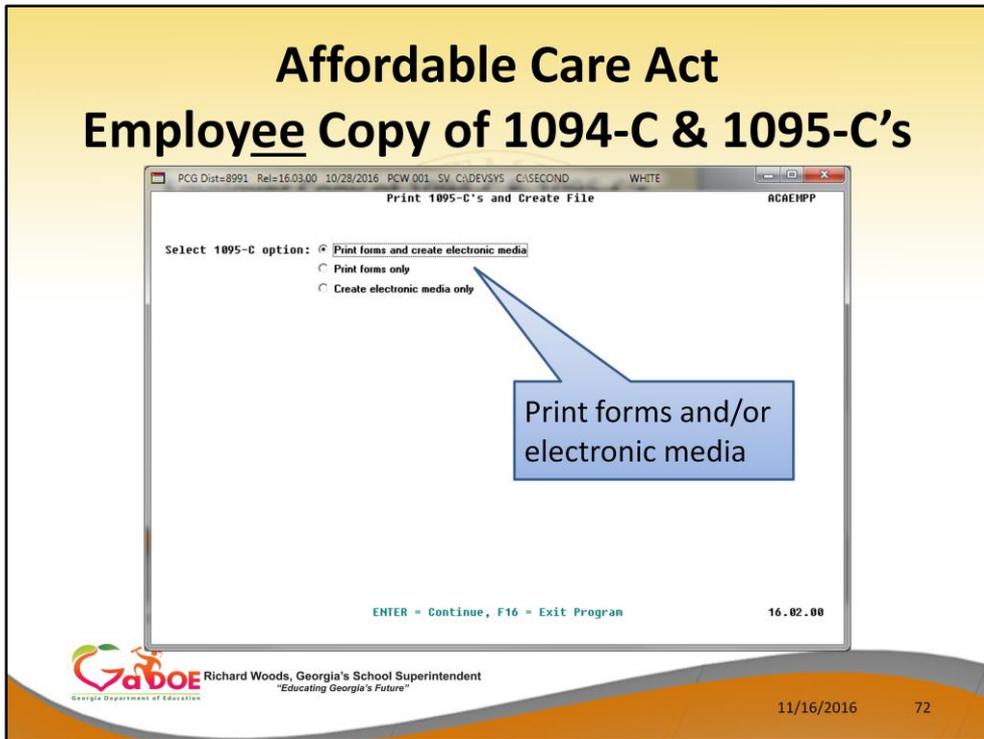
# Affordable Care Act Employer Copy of 1094-C & 1095-C's



This is the first screen when running the **Employer Copy** of the 1095-C's

- A new option allows a "draft" copy of the 1095-C's to be printed for employees.
- One employee per page can be printed.

# Affordable Care Act Employee Copy of 1094-C & 1095-C's



This is the first screen when running the **Employee Copy** of the 1095-C's

- The user can select whether to print either forms, electronic media, or both

# Affordable Care Act Producing 1094-C & 1095-C's

The screenshot shows a software window with the following content:

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 001 SV C:\DEV\SVS CASECOND WHITE  
PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

Enter W-2 year to be selected: 2016

Type of File Submission: Electronic

Please enter the name and phone number of the person the IRS would need to contact regarding problems with the processing of these 1094-C and 1095-C'S.  
Contact Name W2\_CONTACT\_NAME

Contact Telephone  
Area Code 999 Exchange 555 Phone Number 1234 Extension 56789

Contact EMAIL W2clerk@district.k12.ga.us (Required Field)

Location address 1 (Required Field)  
Enter the submitter's location. For example, Attention, Suite, Room Number, etc.

Enter IRS AIR System TCC ID: ABCDE

16.02.00

A blue callout box with a white border points to the input fields and contains the text: "Enter the W-2 year, employer contact information, and IRS AIR TCC ID".



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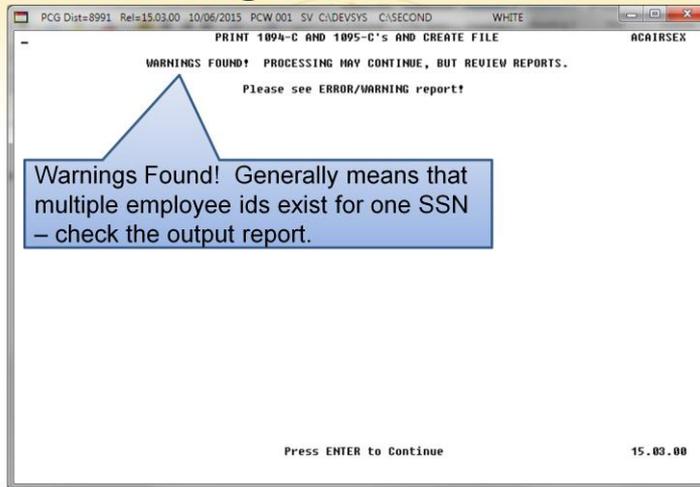
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This screen displays for both Employer and Employee copies:

- The user enters the W-2 year, employer contact information, and IRS AIR TCC ID

# Affordable Care Act Producing 1094-C & 1095-C's



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- In some cases, a WARNING screen will be displayed.
- Generally, this means that multiple employee IDs exist for one Social Security Number.
- The output reports should be reviewed carefully to ensure that the system calculates the months that the employee was employed correctly.

# Affordable Care Act Producing 1094-C & 1095-C's

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV CADEVSY5 CASECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

U-2 YEAR: 2015

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S		1094-C, PART III, COL C TOTAL EMP COUNT		1094-C, PART III, COL E SECTION 4980H INDICATOR
		CALCED	OVERRIDE	CALCED	OVERRIDE	
JAN	Y	2	2	427	427	--
FEB	Y	2	2	430	430	--
MAR	Y	2	2	430	430	--
APR	Y	2	2	430	430	--
MAY	Y	2	2	430	430	--
JUN	Y	2	2	430	430	--
JUL	Y	2	2	430	430	--
AUG	Y	3	3	431	431	--
SEP	Y	3	3	431	431	--
OCT	Y	3	3	432	432	--
NOV	Y	3	3	432	432	--
DEC	Y	3	3	432	432	--
TOTAL 1095-C FORMS PRINTED:		3				
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:		3				

1094-C, PART II, LINE 22  
 N A. QUALIFYING OFFER METHOD  
 N B. QUALIFYING OFFER METHOD TRANSITION RELIEF  
 N C. SECTION 4980H TRANSITION RELIEF  
 N D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

Override Totals will print on the final IRS forms

- This screen will be displayed during processing.
- This screen shows the grand totals calculated by PCG for the:
  - Total number of **Section 4980H** full time employees, per month
  - Total number of employees, per month
- NOTE: The protected numbers on the screen are calculated by the PCGenesis system. The payroll administrator may enter **Override Totals**.
- For example, PCGenesis may not be aware of some district employees, and payroll administrators may

- have a more accurate count.
- In this case, the payroll administrator may key in accurate numbers.
  - The **Override Totals** will print on the final IRS 1094-C form.

# Affordable Care Act 1094-C Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage

Department of the Treasury Internal Revenue Service

OMB No. 1545-2051

U-2 YEAR: 2015

PRINT 1094-C AND 1095-C's AND CREATE FILE

1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER

1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCD. OVERRIDE

1094-C, PART III, COL C TOTAL EMP COUNT CALCD. OVERRIDE

1094-C, PART III, COL E SECTION 4980H INDICATOR

	Y	2	2	427	427	-
JAN	Y					
FEB	Y					
MAR	Y			438	438	
APR	Y					
MAY	Y					
JUN	Y					
JUL	Y					
AUG	Y					
SEP	Y					
OCT	Y					
NOV	Y			432	432	
DEC	Y			432	432	

TOTAL 1095-C FORMS PRINTED: 3

TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22

A. QUALIFYING OFFER METHOD

B. QUALIFYING OFFER METHOD TRANSITION RELIEF

C. SECTION 4980H TRANSITION RELIEF

D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calcd Totals to Override Totals, F16 = Exit Program

15.03.00

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

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

21 Is ALE Member a member of an Aggregated ALE Group? 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 (2015)

We will illustrate how the entries on this screen are used on the 1094-C Form.

- The screen displays the **'Total 1095-C forms printed'**.
- This field will populate Line 18 - **Total number of Forms 1095-C submitted with this transmittal**
- This number can NOT be overridden by the payroll administrator.
- This number is determined by the **1095-C Eligible** field on the *ACA Employee Data* screen
- If there is a 'Y' in this field, the employee was full-time for at least part of the year and will receive a 1095-C from the school district.

# Affordable Care Act 1094-C Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage  CORRECTED OMB No. 1545-2251 120116

Department of the Treasury Internal Revenue Service

PCG Dtot=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACRIRSEX

1094-C, PART III, COL A 1094-C, PART III, COL B 1094-C, PART III, COL C 1094-C, PART III, COL E  
MINIMUM ESSENTIAL OFFER TOTAL FULL-TIME EMP'S TOTAL EMP COUNT SECTION 4980H INDICATOR  
CALCED OVERRIDE CALCED OVERRIDE

Month	Y	N	432	432
JAN	Y			
FEB	Y			
MAR	Y			
APR	Y			
MAY	Y			
JUN	Y			
JUL	Y			
AUG	Y			
SEP	Y			
OCT	Y			
NOV	Y			
DEC	Y			

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART III, LINE 22  
A. QUALIFYING OFFER METHOD  
B. QUALIFYING OFFER METHOD TRANSITION RELIEF  
C. SECTION 4980H TRANSITION RELIEF  
D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member: 3

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

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 (2015) 16 77

1094-C, Line 20 – Total number of Forms 1095-C filed by and/or on behalf of ALE Member. **Input by the payroll administrator.**

We will illustrate how the entries on this screen are used on the 1094-C Form.

- The screen displays the ‘**Total 1095-C Forms Filed on Behalf of Employer**’.
- This field is **input** by the payroll administrator.
- This field will populate Line **20 – Total number of Forms 1095-C filed by and/or on behalf of the ALE Member**

# Affordable Care Act 1094-C Transmittal Form

Form **1094-C** Transmittal of Employer-Provided Health Insurance Offer and Coverage  CORRECTED OMB No. 1545-2051 120116

Department of the Treasury Internal Revenue Service

Information about Form 1094-C and Coverage

**Part I Applicable Large Employer Member (ALE Member)**

1 Name of ALE Member (Employer)

3 Street address (including room or suite no.)

4 City or town

7 Name of person to contact

9 Name of Designated Government Entity (only if applicable)

11 Street address (including room or suite no.)

12 City or town

15 Name of person to contact

17 Reserved

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

19 Is this the authoritative transmittal for this ALE Member? If "Yes,"

**Part II ALE Member Information**

20 Total number of Forms 1095-C filed by and/or on behalf of ALE M

21 Is ALE Member a member of an Aggregated ALE Group? 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 (2015) 16 78

PCG Ddt=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACRIRSEX

U-2 YEAR: 2015

1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y 2 2	427 427	-
FEB	Y 2 2	430 430	-
MAR	Y 2 2	430 430	-
APR	Y 2 2	430 430	-
MAY	Y 2 2	430 430	-
JUN	Y 2 2	430 430	-
JUL	Y		
AUG	Y		
SEP	Y		
OCT	Y		
NOV	Y		
DEC	Y		

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22  
A. QUALIFYING OFFER METHOD  
B. QUALIFYING OFFER METHOD TRANSITION RELIEF  
C. SECTION 4980H TRANSITION RELIEF  
D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

1094-C, Line 22 – Certifications of Eligibility (select all that apply).  
Input by payroll administrator.

- We will illustrate how the entries on this screen are used on the 1094-C Form.
- Line 22 – **Certifications of Eligibility** (select all that apply). These designations are **input** by payroll administrator.
  - The payroll administrator can enter 'Y' next to any options that apply.

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120216 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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>				
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>				
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>				
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>				
28	May	<input type="checkbox"/>	<input type="checkbox"/>				
29	June	<input type="checkbox"/>	<input type="checkbox"/>				
30	July	<input type="checkbox"/>	<input type="checkbox"/>				
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>				
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>				
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>				
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>				
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>				

U-2 YEAR: 2015  
PRINT 1094-C AND 1095-C'S AND CREATE FILE

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	2 2	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF

1094-C, PART II, LINE 22  
N A. QUALIFYING OFFER METHOD  
N B. QUALIFYING OFFER METHOD TRANSITION  
N C. SECTION 4980H TRANSITION RELIEF  
N D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

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Form 1094-C (2015)

## Part III – ALE Member Information

- Column (a) – Was MEC (minimum essential coverage) offer made each month of the calendar year? Yes or No indicator.
- The Payroll Administrator can indicate whether or not the school district offered minimum essential coverage for each month of the calendar year.

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120216 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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>				
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>				
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>				
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>				
28	May	<input type="checkbox"/>	<input type="checkbox"/>				
29	June	<input type="checkbox"/>	<input type="checkbox"/>				
30	July	<input type="checkbox"/>	<input type="checkbox"/>				
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>				
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>				
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>				
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>				
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>				

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C\DEVSY5 C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C's AND CREATE FILE ACIRSEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2	2	427
FEB	Y	2	2	430
MAR	Y	2	2	430
APR	Y	2	2	430
MAY	Y	2	2	430
JUN	Y	2	2	430
JUL	Y	2	2	430
AUG	Y	3	3	431
SEP	Y	3	3	431
OCT	Y	3	3	432
NOV	Y	3	3	432
DEC	Y	3	3	432

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF: 3

1094-C, PART II, LINE 22  
N A. QUALIFYING OFFER METHOD  
N B. QUALIFYING OFFER METHOD TRANSITION  
N C. SECTION 4980H TRANSITION RELIEF  
N D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

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Form 1094-C (2015)

## Part III – ALE Member Information Column (b) – The Section 4980H Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year

- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
- To calculate the **Full Time Employee Count** by month, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
  - **2A** – Employee not employed during the month
  - **2B** – Employee was employed, but not full-

time during the month

- **2D** – Employee was in a limited non-assessment period (measurement period) during the month

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120216 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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>				
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>				
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>				
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>				
28	May	<input type="checkbox"/>	<input type="checkbox"/>				
29	June	<input type="checkbox"/>	<input type="checkbox"/>				
30	July	<input type="checkbox"/>	<input type="checkbox"/>				
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>				
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>				
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>				
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>				
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>				

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

U-2 YEAR: 2015 PRINT 1094-C AND 1095-C'S AND CREATE FILE ACIRSEX

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	3 3	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF:

1094-C, PART II, LINE 22  
N A. QUALIFYING OFFER METHOD  
N B. QUALIFYING OFFER METHOD TRANSITION  
N C. SECTION 4980H TRANSITION RELIEF  
N D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program 15.03.00

Form 1094-C (2015) 16/2016 81

## Part III – ALE Member Information

- **Column (c) – The Total Employee Count for each month of the calendar year**
- This screen shows the grand totals calculated by PCG for the: Total number of employees, per month
- **NOTE:** The protected numbers on the screen are calculated by the PCGenesis system. The payroll administrator may enter **Override Totals**.

# Affordable Care Act 1094-C Transmittal Form

Form 1094-C (2015) 120216 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	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
24	Jan	<input type="checkbox"/>	<input type="checkbox"/>				
25	Feb	<input type="checkbox"/>	<input type="checkbox"/>				
26	Mar	<input type="checkbox"/>	<input type="checkbox"/>				
27	Apr	<input type="checkbox"/>	<input type="checkbox"/>				
28	May	<input type="checkbox"/>	<input type="checkbox"/>				
29	June	<input type="checkbox"/>	<input type="checkbox"/>				
30	July	<input type="checkbox"/>	<input type="checkbox"/>				
31	Aug	<input type="checkbox"/>	<input type="checkbox"/>				
32	Sept	<input type="checkbox"/>	<input type="checkbox"/>				
33	Oct	<input type="checkbox"/>	<input type="checkbox"/>				
34	Nov	<input type="checkbox"/>	<input type="checkbox"/>				
35	Dec	<input type="checkbox"/>	<input type="checkbox"/>				

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV C\DEVSY5 C:\SECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE

U-2 YEAR: 2015

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S CALCED OVERRIDE	1094-C, PART III, COL C TOTAL EMP COUNT CALCED OVERRIDE	1094-C, PART III, COL E SECTION 4980H INDICATOR
JAN	Y	2 2	427 427	--
FEB	Y	2 2	430 430	--
MAR	Y	2 2	430 430	--
APR	Y	2 2	430 430	--
MAY	Y	2 2	430 430	--
JUN	Y	2 2	430 430	--
JUL	Y	2 2	430 430	--
AUG	Y	3 3	431 431	--
SEP	Y	3 3	431 431	--
OCT	Y	3 3	432 432	--
NOV	Y	3 3	432 432	--
DEC	Y	3 3	432 432	--

TOTAL 1095-C FORMS PRINTED: 3  
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: 3

1094-C, PART II, LINE 22  
N A. QUALIFYING OFFER METHOD  
N B. QUALIFYING OFFER METHOD TRANSI  
N C. SECTION 4980H TRANSITION RELIEF  
N D. 98% OFFER METHOD

\*\*\*\* The Override total

ENTER = Continue, F17 = Copy Calc

- 1094-C, Part III, Col E – Section 4980H Transition Relief Indicator
- Used if the employer certifies by selecting box C on line 22

## Part III – ALE Member Information Column (e) – Section 4980H Transition Relief Indicator – entered by the payroll administrator

If any transition relief indicators apply, the user can type in the correct transition relief code as defined by the IRS Instructions.

# Affordable Care Act Producing 1094-C & 1095-C's

PCG Dist=8991 Rel=15.03.00 10/06/2015 PCW 001 SV CADEVSY5 CASECOND WHITE

PRINT 1094-C AND 1095-C's AND CREATE FILE ACAIRSEX

U-2 YEAR: 2015

	1094-C, PART III, COL A MINIMUM ESSENTIAL OFFER	1094-C, PART III, COL B TOTAL FULL-TIME EMP'S		1094-C, PART III, COL C TOTAL EMP COUNT		1094-C, PART III, COL E SECTION 4980H INDICATOR
		CALCED	VERRIDE	CALCED	VERRIDE	
JAN	Y	2	2	427	427	--
FEB	Y	2	2	430	430	--
MAR	Y	2	2	430	430	--
APR	Y	2	2	430	430	--
MAY	Y	2	2	430	430	--
JUN	Y	2	2	430	430	--
JUL	Y	2	2	430	430	--
AUG	Y	3	3	431	431	--
SEP	Y	3	3	431	431	--
OCT	Y	3	3	432	432	--
NOV	Y	3	3	432	432	--
DEC	Y	3	3	432	432	--
TOTAL 1095-C FORMS PRINTED:		3				
TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:		3				

1094-C, PART II, LINE 22  
 N A. QUALIFYING OFFER METHOD  
 N B. QUALIFYING OFFER METHOD TRANSITION RELIEF  
 N C. SECTION 4980H TRANSITION RELIEF  
 N D. 98% OFFER METHOD

\*\*\*\* The Override Totals will be printed on the Final IRS forms \*\*\*\*

ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program

15.03.00

The payroll administrator is allowed to override system calculated totals

- This screen shows the grand totals calculated by PCG for the:
  - Total Section 4980H full time employees
  - Total number of employees, per month
- NOTE: The payroll administrator may enter **Override Totals**.
- For example, PCGenesis may not be aware of some district employees, and payroll administrators may have a more accurate count.
- In this case, the payroll administrator may key in accurate numbers.
- The **Override Totals** will print on the final IRS 1094-C form.

## Affordable Care Act Producing 1094-C & 1095-C's

- PCG calculates the Total Full-Time Employees and Total Employee Count – **makes a best guess**
- Payroll administrator can override the system calculated totals
- The administrator override values will be saved and will display the next time the process is run
- **F17 – Copy Data** is available to refresh the override values back to the system calculated values



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- PCG calculates the Total Full-Time Employees and Total Employee Count – **makes a best guess**
- Payroll administrator can override the system calculated totals
  - The **Override Totals** will print on the final IRS 1094-C form.
- The administrator override values will be saved and will display the next time the process is run
- **F17 – Copy Data** is available to refresh the override values back to the system calculated values

## Affordable Care Act Producing 1094-C & 1095-C's

- Three reports created:
  - Error Report
  - Employee Counts for 1094-C Report
  - Employer Copy of 1094-C and 1095-C's



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Three reports created:

- Error Report
- Employee Counts for 1094-C Report
- Employer Copy of 1094-C and 1095-C's

# Affordable Care Act Producing 1094-C & 1095-C's Error Report

REPORT ID: ACAIRSEK-ER      EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT      PAGE: 1  
REPORT DATE: 10/06/2015      REPORTING YEAR: 2015

EMPLOYEES ARE MERGED:      11111    OTHER =      087420      WARNING, RECORDS MERGED

Warnings Found! Generally means that multiple employee ids exist for one SSN – check the output report.



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- Error Report
  - In some cases, a WARNING screen will be displayed.
  - Generally, this means that multiple employee IDs exist for one Social Security Number.
  - The output reports should be reviewed carefully to ensure that the system calculates the months that the employee was employed correctly.

# Affordable Care Act Producing 1094-C & 1095-C's

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C										PAGE: 29		
REPORT DATE: 10/06/2015 15:39		BASED ON FIRST DAY OF THE MONTH										REPORTING YEAR: 2014		
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	SEP	OCT	NOV	DEC		
STAT CLASS	HIRE DATE	TERM DATE	REHIRE DT											
89984	999-08-9994	MATOS, ALTERIA		Y	Y	Y	Y							
T 05	9/01/2013	6/01/2014												
89960	999-08-9960	JAROBSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 01	8/01/2007													
89964	999-08-9964	OLSARY, DOSTY		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 07	8/01/2007													
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y	Y						FULL		
T 15	8/01/2011	4/01/2014	1/01/2012											
89967	999-08-9967	SAETER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y PART		
A 18	7/01/2012													
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y	Y	Y	Y	Y	Y PART		
T 03	8/01/1979	12/01/2102	3/01/1995											
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 01	8/01/2010													
89985	999-08-9985	MUSSON, RESNLDLO		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL		
A 02	8/01/1991	1/01/1993	8/01/2004											
89990	999-08-9990	WHSTEN, IZ3TTA		Y	Y	Y	Y	Y	Y	Y	Y	Y FULL 1095		
A 01	8/01/2008													
GRAND TOTALS			296	296	295	296	277	273	279	312	312	315	315 FULL CLASS	
			88	87	89	92	72	73	72	79	87	89	100 PART CLASS	
1094-C, PART III, COL C TOTAL EMP COUNT			384	383	384	388	349	346	351	391	399	404	414	415 TOTAL EMP
TOTAL 1095-C FORMS			4											
TOTAL SAFE HARBOR 2A, 2B, 2D			1	1	1	1	1	1	1	0	0	0	0	0
1094-C, PART III, COL B FULL-TIME EMP COUNT			3	3	3	3	3	3	3	4	4	4	4	4

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

Employee Counts for 1094-C Report

## Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data

## Affordable Care Act Producing 1094-C & 1095-C's

- **Employee Counts for 1094-C Report**
  - Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
  - Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
  - If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data.



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### Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data

## Affordable Care Act Producing 1094-C & 1095-C's

- **Employee Counts for 1094-C Report**

- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
- To calculate the **Full Time Employee Count by month**, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
  - **2A** – Employee not employed during the month
  - **2B** – Employee was employed, but not full-time during the month
  - **2D** – Employee was in a limited non-assessment period (measurement period) during the month



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### Part III – ALE Member Information. Col (b) – The Full-Time Employee Count (as determined by ACA full-time rules) for each month of the calendar year

- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
- To calculate the **Full Time Employee Count by month**, PCG subtracts **ACA Safe Harbor Code** values per IRS regulations:
  - **2A** – Employee not employed during the month
  - **2B** – Employee was employed, but not full-time during the month

- **2D** – Employee was in a limited non-assessment period (measurement period) during the month

# Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX		EMPLOYEE COUNTS FOR 1094-C										PAGE: 29			
REPORT DATE: 10/06/2015 15:39		BASED ON FIRST DAY OF THE MONTH										REPORTING YEAR: 2014			
EMP NO	SSN	NAME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
89954	999-08-9954	MATOS, ALTERIA	Y	Y	Y	Y	Y								FULL
T 05	9/01/2013	6/01/2014													
89960	999-08-9960	JAROBSEN, MISES		Y	Y	Y	Y			Y	Y	Y	Y	Y	FULL
A 01	8/01/2007														
89964	999-08-9964	OLSARY, DOSTY		Y	Y										FULL
A 07	8/01/2007														
89965	999-08-9965	HEADLETON, LAQNT		Y	Y										FULL
T 15	8/01/2011	4/01/2014	1/01/2012												
89967	999-08-9967	SAETER, VIZENTE		Y	Y										PART
A 18	7/01/2012														
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
T 03	8/01/1979	12/01/2102	3/01/1995												
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2010														
89985	999-08-9985	MUSSON, RESNLDLO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 02	8/01/1991	1/01/1993	8/01/2004												
89990	999-08-9990	WHSTEN, IZ3TTA		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
A 01	8/01/2008														
GRAND TOTALS			296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS
			88	87	89	92	72	73	72	79	87	89	99	100	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT			384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP
TOTAL 1095-C FORMS			4												
TOTAL SAFE HARBOR 2A, 2B, 2D			1 1 1												
1094-C, PART III, COL B FULL-TIME EMP COUNT			3 3 3												

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

## Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- Shows how the **Hire Date**, **Termination Date**, and **Rehire Date** determine which months of the year the employee was employed.

# Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX REPORT DATE: 10/06/2015 15:39				EMPLOYEE COUNTS FOR 1094-C BASED ON FIRST DAY OF THE MONTH												PAGE: 29
				REPORTING YEAR: 2014												
EMP NO	SSN	NAME	REHIRE DT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
STAT CLASS	HIRE DATE	TERM DATE	REHIRE DT													
89984	999-08-9984	MATOS, ALBERTA		Y	Y	Y	Y	Y								FULL
T 05	9/01/2013	6/01/2014														
89960	999-08-9960	JAROBSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL
A 01	8/01/2007															
89964	999-08-9964	OLSARY, DOSTY		Y	Y											FULL
A 07	8/01/2007															
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y											FULL
T 15	8/01/2011	4/01/2014	1/01/2012													
89967	999-08-9967	SAETER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
A 18	7/01/2012															
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
T 03	8/01/1979	12/01/2102	3/01/1995													
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
A 01	8/01/2010															
89985	999-08-9985	MUSSON, RESNLD0		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
A 02	8/01/1991	1/01/1993	8/01/2004													
89990	999-08-9990	WHISTEN, IZ3TTA		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
A 01	8/01/2008															
GRAND TOTALS				296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS
				88	87	89	92	72	73	72	79	87	89	99	100	PART CLASS
1094-C, PART III, COL C TOTAL EMP COUNT				384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP
TOTAL 1095-C FORMS				4												
TOTAL SAME NUMBER EM, ED, EB				1	1	1	1	1	1	1	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT				3	3	3	3	3	3	3	4	4	4	4	4	

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

## Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data
- Literal '**1095**' is added into **Total 1095-C forms**.

The 'FULL' and 'PART' designations indicates full-time or part-time based upon the Payroll Class Code

settings. This really doesn't have anything to do with 'full-time' based upon ACA regulations.

# Affordable Care Act Employee Counts for 1094-C Report

REPORT ID: ACAIRSEX REPORT DATE: 10/06/2015 15:39				EMPLOYEE COUNTS FOR 1094-C BASED ON FIRST DAY OF THE MONTH												PAGE: 29 REPORTING YEAR: 2014	
EMP NO	SSN	NAME	REHIRE DT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
89954	999-08-9954	MATOS, ALBERTA		Y	Y	Y	Y	Y								FULL	
T 05	9/01/2013	6/01/2014															
89960	999-08-9960	JAROSSEN, MISES		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 01	8/01/2007																
89964	999-08-9964	OLSARY, DOSTY		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 07	8/01/2007																
89965	999-08-9965	HEADLETON, LAAGNT		Y	Y	Y										FULL	
T 15	8/01/2011	4/01/2014	1/01/2012														
89967	999-08-9967	SAZTER, VIZENTE		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART	
A 18	7/01/2012																
89982	999-08-9982	KISBLE, HASOLD		Y	Y	Y	Y										
T 03	8/01/1979	12/01/2102	3/01/1995														
89983	999-08-9983	LOZNEY, BR2T		Y	Y	Y	Y										
A 01	8/01/2010																
89985	999-08-9985	MUSSON, RESNOLDO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL	
A 02	8/01/1991	1/01/1993	8/01/2004													1095	
				296	296	295	296	277	273	279	312	312	315	315	315	FULL CLASS	
				88	87	89	92	72	73	72	79	87	89	99	100	PART CLASS	
1094-C, PART III, COL C TOTAL EMP				384	383	384	388	349	346	351	391	399	404	414	415	TOTAL EMP	
TOTAL 1095-C FORMS				1													
TOTAL SAFE HARBOR 2A, 2B, 2D				1	1	1	1	1	1	1	0	0	0	0	0	0	
1094-C, PART III, COL B FULL-TIME EMP COUNT				3	3	3	3	3	3	3	4	4	4	4	4		

NOTE: The totals shown above do NOT reflect any override values entered during program execution. Instead, the EMPLOYER copy of the 1094-C will reflect any overrides entered by the payroll administrator during processing. This report reflects totals CALCULATED by the system based upon employee hire, rehire, and termination dates, and the employee 1095-C data available in PCG.

ACA 1095-C data record exists – adds to Full-Time Count

Safe Harbor Codes '2A', '2B', '2D' for each month

## Employee Counts for 1094-C Report

- Documents how PCG calculates the **Total Employee Count** and the **Full Time Employee Count** totals **before overrides applied**.
- If an *ACA Employee Data* record exists for the employee with the **1095-C Eligible** field set to 'Y', the literal '**1095**' prints next to the employee data
- The **Full Time Employee Count** adds up the number of employees with the **1095-C Eligible** field set to 'Y'.
- To calculate the **Full Time Employee Count by month**, PCG subtracts ACA Safe Harbor Code values per IRS regulations:
  - **2A** – Employee not employed during the month
  - **2B** – Employee was employed, but not full-time during the month
  - **2D** – Employee was in a limited non-assessment period (measurement period) during the month



time during the month

- **2D** – Employee was in a limited non-assessment period (measurement period) during the month

## Affordable Care Act

### Employer Copy of 1094-C & 1095-C's

- Prints the data **sent to the IRS for the 1094-C** and 1095-C's
- The actual 1094-C data will be the values **after overrides applied**
- Page 1 – prints 1094-C data
- Rest of report – prints employer copy of 1095-C data



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Employer Copy of 1094-C & 1095-C's – the last and third report from this process.

- Prints the data sent to the IRS for the 1094-C and 1095-C's
- The actual 1094-C data will be the values **after overrides applied**
- Page 1 – prints 1094-C data
- Rest of report – prints employer copy of 1095-C data



# Affordable Care Act Employer Copy of 1094-C & 1095-C's

REPORT ID: ACA1095R	EMPLOYER 1094-C AND 1095-C'S	PAGE: 2	
REPORT DATE: 10/06/2015 15:39		REPORTING YEAR: 2014	
EMPNO: 87742 SSN: 999-08-7742 NAME: ABSEU, MOSTY ADDR: 3292 MAIN STREET SMITH GA 33333			
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	
15 EE SHARE OF LOWEST PREM	1E	1H 1H 1H 1H 1H 1H 1H 1E 1E 1E 1E 1E	
16 SEC 4980H SAFE HARBOR	2A	2A 2A 2A 2A 2A 2A 2A 2C 53.02 53.02 53.02 53.02 53.02	
EMPNO: 88120 SSN: 999-08-8120 NAME: ACSEH, NUSIA ADDR: 2906 MAIN STREET SMITH GA 33333			
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	
15 EE SHARE OF LOWEST PREM	1E		
16 SEC 4980H SAFE HARBOR			
EMPNO: 88942 SSN: 999-08-5555 NAME: ABSEU, ET3AN ADDR: 2067 MAIN STREET SMITH GA 33333			
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	
15 EE SHARE OF LOWEST PREM	53.02		
16 SEC 4980H SAFE HARBOR	2C		
PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC			
ABSEU, ET3AN	999-08-8942	01/01/2001 Y	
ABSEU, GERALD	999-89-8989	01/01/1960 Y	
ABSEU, VERNON	123-12-3123	01/01/1961 Y	
EMPNO: 89990 SSN: 999-08-9990 NAME: WHITEN, IZ3ITA ADDR: 1010 MAIN STREET SMITH GA 33333			
14 OFFER OF COVERAGE	ALL 12 MO	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC	
15 EE SHARE OF LOWEST PREM	52.03		
16 SEC 4980H SAFE HARBOR			
PART III COVERED INDIVIDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC			
WHITEN, IZ3ITA	999-18-1818	01/01/1989 Y	
WHITEN, JANE	999-28-2828	10/05/1989 Y	

1095-C data – employee and dependent data

Employer Copy of 1094-C & 1095-C's – the last and third report from this process.

- Prints the data sent to the IRS for the 1094-C and 1095-C's
- **Rest of report – prints employer copy of 1095-C data** in a condensed format
- If the same codes/premium amounts apply to all 12 months, the data will print under the column heading 'All 12 mo'.

## Affordable Care Act 1095-C Printed Forms

- Per IRS regulations, paper 1095-C forms are due to individuals by **January 31, 2017**
- PCG supports the **portrait** 1095-C form, same as last year
- Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms



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### 1095-C Printed Forms

- Per IRS regulations, paper 1095-C forms are due to individuals by **January 31, 2017**
- PCG supports the **portrait** 1095-C form, same as last year
- Unlike the W-2 process, PCGenesis will require pre-printed 1095-C forms
- School districts should contact their forms vendor and purchase pre-printed 1095-C forms
- Check with the PCGenesis Help Desk to ensure the proper forms are purchased

# Affordable Care Act Employee Copy of 1094-C & 1095-C's

The image shows a screenshot of the 2015 Form 1095-C, 'Employee Copy of 1094-C & 1095-C's'. The form is titled '2015 Form 1095-C' and includes the following sections:

- Part I: APPLICABLE LARGE EMPLOYER'S INFORMATION** (Employer name, EIN, address, etc.)
- Part II: EMPLOYER'S INFORMATION** (Employer's name, EIN, address, etc.)
- Part III: EMPLOYEES OTHER AND COVERAGE** (Table with columns for Name, SSN, Coverage, etc.)
- Part IV: COVERED INDIVIDUALS** (Table with columns for Name, SSN, Coverage, etc.)

A blue callout box with white text is overlaid on the form, stating: "PCGenesis supports this portrait 1095-C form".

In the bottom left corner, there is a logo for "GaDOE Richa" (Georgia Department of Education). In the bottom right corner, the date "11/16/2016" and the number "98" are displayed.

This is what the portrait 1095-C form looks like

## Agenda

- Print & Export CPI Certificate Information
- DE Form 0396-SFS (School Food Service)
- **Affordable Care Act**
  - Print Balance Sheets
  - Affordable Healthcare Worksheet
  - Personnel Update Menu
  - 1095-C Statement Processing Checklist
  - 1094-C Transmittal Form
  - Producing the 1094-C and 1095-C's
  - **Electronic Media Processing**



## ACA Electronic Media Processing

# Affordable Care Act Employee Copy of 1094-C & 1095-C's

```
PCG Dist=8991  Rel=16.03.00  10/28/2016  PCW 001  SV  C:\DEVSVS  C:\SECOND  WHITE  ACA1095H

*** IRS 1094/1095-C XML Electronic File ***
----- Successful Completion -----

These files must now be uploaded to the IRS AIR website.
Transmit the file created per instructions.

----- Files Created -----
C:\SECOND\PAYACA\1094C_Request_ABCDE_20161028T1353423102.xml
C:\SECOND\PAYACA\MANIFEST_1094C_Request_ABCDE_20161028T1353423102.xml

----- ACA 1095-C File Totals -----
Total Number OF 1095-C records =      373

ENTER or F16 to Exit
```

- Two** electronic-media transmission files created:
1. The manifest file with 1094-C information
  2. The file with all employee 1095-C information

- Two electronic-media transmission files created:
1. The manifest file with 1094-C information
  2. The file with all employee 1095-C information

## Affordable Care Act Electronic Media Processing

- The Manifest and Form files are generated:  
MANIFEST\_1094C\_Request\_XXXX\_ccyymmddT010101101Z.xml  
1094C\_Request\_XXXX\_ccyymmddT010101101Z.xml
- Must upload to IRS website



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Once the Manifest and Forms files are generated, you can upload both files to the IRS website.

## Affordable Care Act Electronic Media Processing

- PCG requires electronic filing
- IRS requires files are in **XML format**
- **Do not edit transmission files!!!**
- If filing electronically, file by **March 31, 2017**



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PCG will support creating the IRS transmission file

- PCGenesis REQUIRES electronic filing
- IRS requires files to be in **XML format**
- **Do not edit the transmission files!!!**
- This year, per IRS regulations, **electronic filing is due by March 31<sup>st</sup> 2017**

# Affordable Care Act Electronic Media Processing

## IRS XML File Format

```

- <ContactNameGrp>
  <irs:PersonFirstNm>String</irs:PersonFirstNm>
  <irs:PersonMiddleNm>String</irs:PersonMiddleNm>
  <irs:PersonLastNm>String</irs:PersonLastNm>
  <irs:SuffixNm>String</irs:SuffixNm>
</ContactNameGrp>
  <ContactPhoneNum>0000000000</ContactPhoneNum>
</GovtEntityEmployerInfoGrp>
<Form1095CAAttachedCnt>0</Form1095CAAttachedCnt>
<AuthoritativeTransmittalInd>1</AuthoritativeTransmittalInd>
<TotalForm1095CALEMemberCnt>2</TotalForm1095CALEMemberCnt>
<AggregatedGroupMemberCd>0</AggregatedGroupMemberCd>
<QualifyingOfferMethodInd>0</QualifyingOfferMethodInd>
<QlfyOfferMethodTrnstReliefInd>1</QlfyOfferMethodTrnstReliefInd>
<Section4980HReliefInd>0</Section4980HReliefInd>
<NinetyEightPctOfferMethodInd>1</NinetyEightPctOfferMethodInd>
<JuratSignaturePIN>0</JuratSignaturePIN>
<irs:PersonTitleTxt>String</irs:PersonTitleTxt>
<irs:SignatureDt>1957-08-13</irs:SignatureDt>
- <ALEMemberInformationGrp>
  - <YearlyALEMemberDetail>
    <MinEssentialCvrOffrCd>1</MinEssentialCvrOffrCd>
    <ALEMemberFTECnt>0</ALEMemberFTECnt>
    <TotalEmployeeCnt>0</TotalEmployeeCnt>
    <AggregatedGroupInd>0</AggregatedGroupInd>
    <ALEsect4980HTrnstReliefCd>a</ALEsect4980HTrnstReliefCd>
  </YearlyALEMemberDetail>
  - <JanALEMonthlyInfoGrp>

```

Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**



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PCG will support creating the IRS transmission file  
2016 is the second reporting year. For **2016**, we have  
a proven methodology.

- Each individual data item sent in the transmission file is surrounded by an opening tag and an ending tag resulting in **BIG FILES**

# Affordable Care Act Electronic Media Processing

PCGenesis

Financial Accounting and Reporting System Operations Guide

**Payroll System Operations Guide**

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## Payroll System Operations Guide

- Payroll Processing Checklists
  - Direct Deposit Setup Checklist
  - New Pay Statement Setup Checklist
  - Calendar Year-End Closing Procedures Checklist
  - Fiscal Year-End Closing Procedures Checklist
  - Best Business Practices Checklist
- Section A: Payroll Setup
- Section D: Monthly/Quarterly/Annual/Fiscal Report Processing
  - Topic 1: Processing Monthly Reports
  - Topic 2: Processing Quarterly Reports
  - Topic 3: Processing Annual Reports - W-2 Statement Processing
  - **Topic 4: Processing Annual Reports - 1095-C Statement Processing**
    - Submitting ACA Test Files to the IRS
    - SHBP Technical Guidance for ACA Files (FAQs)
    - PCGenesis ACA Import.xlsx Template
  - Topic 5: Processing Fiscal Reports
  - Topic 6: Processing EEO-5 Reports and Transmission File

**Topic 4** contains **Procedure H: Electronic Media Processing** which explains how to upload files to IRS

- Use the documentation on the PCGenesis documentation website for detailed ACA instructions.
- **Topic 4** contains **H: Electronic Media Processing** which explains how to upload files to the IRS

# Affordable Care Act Electronic Media Processing

The screenshot shows the IRS 'Transmission Confirmation' page. At the top left is the IRS logo. On the right, there are links for 'Print', 'Contact Us', 'Home', and 'Logout'. The main heading is 'Transmission Confirmation'. Below this, a message states: 'Your uploaded file has been transmitted. Please see details of this transmission below. It is highly recommended to print this page to keep for your records. Remember to check the status of this transmission by using the Receipt ID provided below to ensure your file is accepted.' The 'Receipt ID' is 1095C-16-00034716 and the 'Date and Time' is 04/18/2016 02:12:18 PM UTC. A red link labeled 'Your Transmitted Form File' is present. Below is a table with two columns: 'File Name' and 'File Size'. The table contains one entry: '1094C\_Request\_BB1LX\_20160305T010101101Z.xml' with a size of '10.06 KB'. A 'PRINT' button is located at the bottom left of the table area. A blue callout box on the right side of the page contains the text: 'Transmission Confirmation. Record the Receipt ID!!!!' with a line pointing to the Receipt ID.

IRS

[Print](#) | [Contact Us](#) | [Home](#) | [Logout](#)

### Transmission Confirmation

Your uploaded file has been transmitted. Please see details of this transmission below. It is highly recommended to print this page to keep for your records. Remember to check the status of this transmission by using the Receipt ID provided below to ensure your file is accepted.

**Receipt ID:** 1095C-16-00034716  
**Date and Time:** 04/18/2016 02:12:18 PM UTC

**Your Transmitted Form File**

File Name	File Size
 1094C_Request_BB1LX_20160305T010101101Z.xml	10.06 KB

[PRINT](#)

Transmission Confirmation.  
Record the **Receipt ID!!!!**

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Record the **Receipt ID!!!!**

## Affordable Care Act Electronic Media Processing

- Screen-print the *Transmission Confirmation* page
- Record the **Receipt ID**.
- **The Receipt ID is required to view the *Transmission Status*.**
- When submissions are received by IRS and pass the initial validations at the portal, a **Receipt ID** is issued. This generally occurs within minutes of receipt.
- During peak processing periods, the *Acknowledgement* may not be ready for several hours, or even days, after the **Receipt ID** is received.



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- Screen-print the *Transmission Confirmation* page
- Record the **Receipt ID**.
- **The Receipt ID is required to view the *Transmission Status*.**
- When submissions are received by IRS and pass the initial validations at the portal, a **Receipt ID** is issued. This generally occurs within minutes of receipt.
- During peak processing periods, the *Acknowledgement* may not be ready for several hours, or even days, after the **Receipt ID** is received.

# Affordable Care Act Maintain IRS ACA Receipts

PCG Dist=8991 Rel=16.03.00 10/28/2016 PCW 003 SV C:\DEV\SVS CASECOND WHITE PAYH0004

Payroll System

Annual Reports Menu

FKey

1094-C & 1095-C Options:

- 1 -- Import ADP Dependent Names, DOBs and SSNs
- 2 -- Export ACA Employee Data and Create .CSV Template
- 3 -- Export ACA Dependent Data and Create .CSV Template
- 4 -- Import ACA Employee & Dependent Data from PCG Template
- 5 -- Print EMPLOYER Copy of 1094-C & 1095-C's
- 6 -- Print 1094-C & Employee 1095-C's & Create File
- 7 -- **Maintain IRS ACA Receipts**

W-2 Options:

- 10 -- Print Employee W-2's & Create File
- 11 -- Print Blank W-2 Form
- 12 -- Print Employer's Copy of W-2's

Other Options:

- 15 -- Flexible Benefits Transmission File

16.01.00

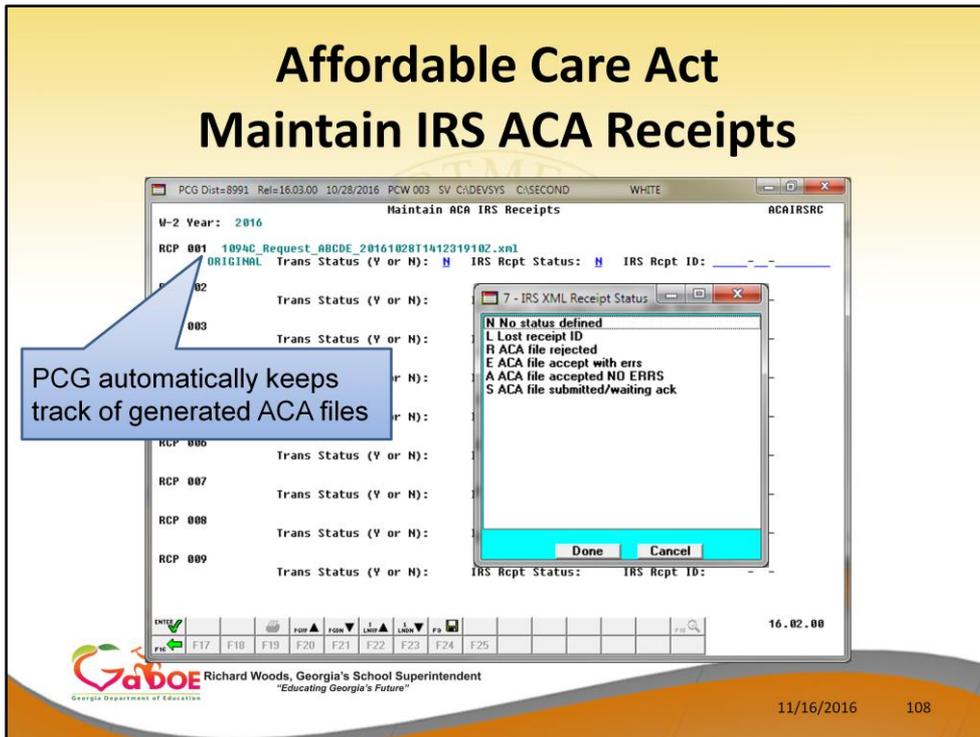
Master Emp\_Lst  
PAY VEND  
10/28/2016

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PCG provides a process to track the ACA Receipt IDs

# Affordable Care Act Maintain IRS ACA Receipts



PCG automatically keeps track of generated ACA files

The user is responsible for tracking the status of the Receipt ID and updating this screen:

- N** = No status defined
- L** = Lost receipt ID
- R** = ACA file rejected
- E** = ACA file accepted with errors
- A** = ACA file accepted with NO errors
- S** = ACA file submitted/waiting acknowledgement

## Affordable Care Act Checking IRS Transmission Status

- Once you receive a **Receipt ID**, the next step is to check your **Transmission Status**
- Follow instructions in the PCGenesis documentation
- Checking the Transmission Status requires:
  - **TCC ID**
  - **Receipt ID**



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- Once you receive a **Receipt ID**, the next step is to check your **Transmission Status**
- Follow instructions in the PCGenesis documentation
- Checking the Transmission Status requires:  
**TCC ID**  
**Receipt ID**

## Affordable Care Act Checking IRS Transmission Status

- Valid transmission file statuses are:
  - *Processing*
  - *Accepted*
  - *Accepted with errors*
  - *Rejected*



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Valid transmission file statuses are:

*Processing*

*Accepted*

*Accepted with errors* – this status causes us the most trouble because it requires sending **CORRECTIONS** to the IRS

*Rejected*

## Checking IRS Transmission Status

### Accepted

- **If the Transmission Status is Accepted:**
  - The process is complete.
  - Update the status of the **IRS Receipt ID** to *ACA File Accepted No Errors ('A')* in the *Maintain IRS ACA Receipts* module.
  - No further action is required.
  - **An Accepted file is RARE!!!**



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### **If the Transmission Status is Accepted:**

The process is complete.

Update the status of the **IRS Receipt ID** to *ACA File Accepted No Errors ('A')* in the *Maintain IRS ACA Receipts* module.

No further action is required.

**An Accepted file is RARE!!!**

## Checking IRS Transmission Status Rejected

- If the Transmission Status is *Rejected*:
  - **Keep track of the Receipt ID!!!!**
  - *If a file has been rejected by the IRS, it must be replaced*
  - Any attempt to edit the *ACA Transmission Files* will cause the files to become corrupted and rejected by the IRS
  - **Do not edit ACA transmission files!!!!**



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### If the Transmission Status is *Rejected*:

- **Keep track of the Receipt ID of the rejected file!!**
- *If a file has been rejected by the IRS, it must be replaced*
- Any attempt to edit the *ACA Transmission Files* will cause the files to become corrupted and rejected by the IRS
- **Do not edit ACA transmission files!!!!**
- Follow the processes in the PCG documentation to send a REPLACEMENT file to the IRS

## Checking IRS Transmission Status Rejected

- Take the following steps for a rejected file:
- Update the status of the **IRS Receipt ID** to *ACA File Rejected ('R')* in the *Maintain IRS ACA Receipts* module.
- Determine the reason that the *ACA Transmission File* was rejected.
- Create a **Replacement ACA Transmission File**.
- Select the radio button for the *Create electronic media only*, and then select the radio button for the *Replacement file* option.



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### If the Transmission Status is *Rejected*:

- Update the status of the **IRS Receipt ID** to *ACA File Rejected ('R')* in the *Maintain IRS ACA Receipts* module.
- Determine the reason that the *ACA Transmission File* was rejected.
- Create a **Replacement ACA Transmission File** by rerunning the **Employee 1095-C's**
- Select the radio button for the *Create electronic media only*, and then select the radio button for the *Replacement file* option.

## Checking IRS Transmission Status

### Accepted with Errors

- If the Transmission Status is *Accepted with Errors*:
  - *1095-C paper correction forms must be mailed to the IRS to fix the data*
  - In this case, the majority of the ACA Transmission File records have been accepted by the IRS with no errors
  - Errors exist on a subset of the records submitted to the IRS



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### If the Transmission Status is *Accepted with Errors*:

- This is the most common outcome, usually because dependent Social Security Numbers are incorrect
- *1095-C paper correction forms must be mailed to the IRS to fix the data*
- In this case, the majority of the ACA Transmission File records have been accepted by the IRS with no errors
- Errors exist on a subset of the records submitted to the IRS

## Checking IRS Transmission Status Accepted with Errors

- The IRS provides an ***Acknowledge Error File***
  - Contains a list of the Transmission File **record numbers**
  - Contains the corresponding **error messages** associated with each record number



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### **If the Transmission Status is *Accepted with Errors*:**

- The IRS provides an ***Acknowledge Error File***
- The ***Acknowledge Error File*** contains a list of the Transmission File **record numbers**
- The ***Acknowledge Error File*** contains the corresponding **error messages** associated with each record number

## Checking IRS Transmission Status Accepted with Errors

- **If the Transmission Status is *Accepted with Errors*:**
- Update the status of the **IRS Receipt ID** to *ACA file accepted with errors ('E')* in the *Maintain IRS ACA Receipts* module
- Read the *Acknowledge Error File* and print the report from *Microsoft® WORD*.
- Cross-reference the **IRS Record Numbers** in the *Acknowledge Error File* to PCGenesis **Employee ID Numbers**.

### **If the Transmission Status is *Accepted with Errors*:**

- Update the status of the **IRS Receipt ID** to *ACA file accepted with errors ('E')* in the *Maintain IRS ACA Receipts* module
- Read the *Acknowledge Error File* and print the report from *Microsoft® WORD*.
- Cross-reference the **IRS Record Numbers** in the *Acknowledge Error File* to PCGenesis **Employee ID Numbers**.

## Checking IRS Transmission Status Accepted with Errors

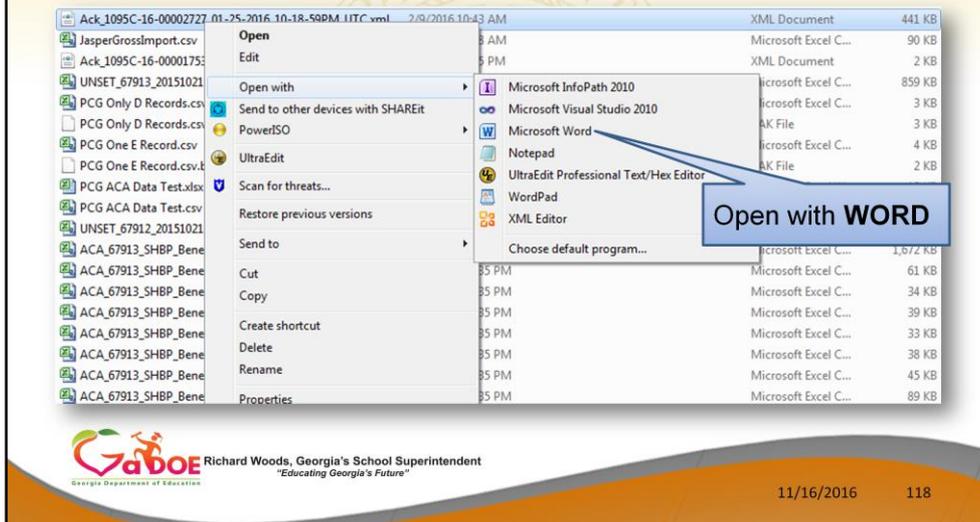
- **If the Transmission Status is *Accepted with Errors*:**
- With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, make any necessary corrections to the data
- Create and mail the 1095-C paper correction forms to the IRS along with a 1094-C transmission form

### **If the Transmission Status is *Accepted with Errors*:**

- With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, make any necessary corrections to the data
- Then, create and mail the 1095-C paper correction forms to the IRS along with a 1094-C transmission form

# Checking IRS Transmission Status Accepted with Errors

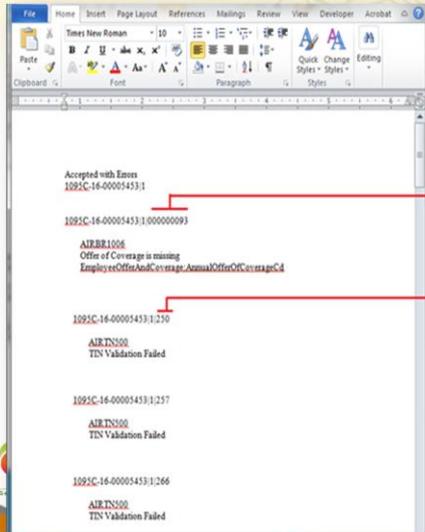
## Acknowledgement Error File:



### If the Transmission Status is *Accepted with Errors*:

- Read the *Acknowledge Error File* and print the report from *Microsoft® WORD*.
- This is an xml file, so don't try to read it in NotePad – the contents won't make any sense!
- If you open the file in WORD, you will see a formatted version of the error messages
- Follow the instructions in the PCGenesis documentation!

## Checking IRS Transmission Status Accepted with Errors Acknowledgement Error File:



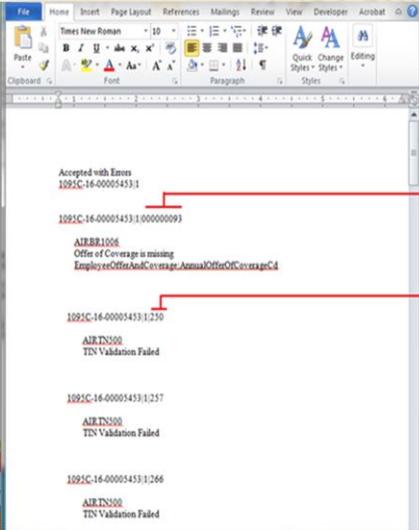
- The first line shows the **status** of the **IRS Receipt ID**
- The second line shows the **IRS Receipt ID** of the *ACA Transmission File*.

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### If the Transmission Status is *Accepted with Errors*:

- The top two lines of the report:
  - The first line shows the **status** of the **IRS Receipt ID** – “Accepted with Errors”
  - The second line shows the **IRS Receipt ID** of the *ACA Transmission File*.

## Checking IRS Transmission Status Accepted with Errors Acknowledgement Error File:



Accepted with Errors  
1095C-16-00005453:1

1095C-16-00005453:1:00000093  
AIRERR1006  
Offer of Coverage is missing  
EmployeeOfferAnnulCoverage.AnnualOfferOfCoverageCd

1095C-16-00005453:1:250  
AIRERR500  
TIN Validation Failed

1095C-16-00005453:1:257  
AIRERR500  
TIN Validation Failed

1095C-16-00005453:1:266  
AIRERR500  
TIN Validation Failed

- Next is the identifying information of the records in the *ACA Transmission File* which contain errors
- The last field is the **IRS Record Number**, in this case **000000093**
- *The report gives the error message for each record*

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### If the Transmission Status is **Accepted with Errors**:

- The remaining lines of the report:
  - Next is the identifying information of the records in the *ACA Transmission File* which contain errors
  - The last field is the **IRS Record Number**, in this case **000000093**
  - *The report gives the error message for each record*

## Checking IRS Transmission Status Accepted with Errors

Once update is saved, a PF key option becomes available

Enter Status as 'E' – 'Accepted with Errors' and the IRS Receipt ID

PCG Dist=8991 Rel=16.03.00 10/31/2016 PCW 001 SV CADEVSY5 C:\SECOND WHITE  
Maintain ACA IRS Receipts ACAIRSRC  
U-2 Year: 2016  
RCP 001 109AC\_Request\_ABCDE\_20161028T1412319102.xml  
ORIGINAL Trans Status (Y or N): Y IRS Rept Status: E IRS Rept ID: 1095G-16-00254583  
RCP 002 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 003 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 004 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 005 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 006 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 007 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 008 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
RCP 009 Trans Status (Y or N): IRS Rept Status: IRS Rept ID: - -  
Data saved.  
16.02.00  
PF F17 F18 F19 F20 F21 F22 F23 F24 F25

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### If the Transmission Status is *Accepted with Errors*:

- Enter **Status** as 'E' – 'Accepted with Errors' and the **IRS Receipt ID**
- Once the status is changed and the update is saved, a **PF key** option becomes available

## Checking IRS Transmission Status Accepted with Errors

PCG Dist=8991 Rel=16.03.00 10/31/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Maintain ACA IRS Receipts ACAIRSRC

M-2 Year: 2016

XML Filename: 1094C\_Request\_ABCDE\_20161028T141231910Z.xml  
Trans Status: V IRS Rpt Status: E IRS Rpt ID:1095C-16-00254583 XML File Type: ORIGINAL

Enter IRS Record Number: \_\_\_\_\_ Employee SSN: 000 00 0000 Employee Nun: 000000

Data saved.  
Enter IRS Record Number

F17 F18 F19 F20 F21 F22 F23 F24 F25

16.02.00

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### If the Transmission Status is *Accepted with Errors*:

- Cross-reference the **IRS Record Numbers** in the *Acknowledge Error File* to PCGenesis **Employee ID Numbers**.
- Enter the **IRS Record Number** to obtain the PCG **Employee ID**

# Checking IRS Transmission Status Accepted with Errors

PCG Dist=8991 Rel=16.03.00 10/31/2016 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE ACAIRSRC

Maintain ACA IRS Receipts

M-2 Year: 2015

XML Filename: 1094C\_Request\_ABCDE\_20161028T1353423102.xml  
Trans Status: Y IRS Rept Status: E IRS Rept ID: 1095C-16-02565753 XML File Type: ORIGINAL

Enter IRS Record Number: 93 Employee SSN: 899 18 7960 Employee Nun: 087960

Enter the IRS Record Number to obtain the PCG Employee ID

Enter IRS Record Number

16.02.00

## If the Transmission Status is *Accepted with Errors*:

- Cross-reference the **IRS Record Numbers** in the *Acknowledge Error File* to PCGenesis **Employee ID Numbers**.
- The system displays the PCG **Employee ID**
- With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, make any necessary corrections to the data
- Then, create and mail the 1095-C paper correction forms to the IRS along with a 1094-C transmission form

## Checking IRS Transmission Status Accepted with Errors

- **If the Transmission Status is *Accepted with Errors*:**
- With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, make any necessary corrections to the data
- Create and mail the 1095-C paper correction forms to the IRS along with a 1094-C transmission form

### **If the Transmission Status is *Accepted with Errors*:**

- With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, make any necessary corrections to the data
- Then, create and mail the 1095-C paper correction forms to the IRS along with a 1094-C transmission form

## Checking IRS Transmission Status Accepted with Errors

- If the Transmission Status is *Accepted with Errors*:
- Go to the IRS website and manually fill in the **landscape** 1095-C pdf form for those employees with errors
- Forms mailed to the IRS must be **landscape** 1095-C forms!!!



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### If the Transmission Status is *Accepted with Errors*:

- Go to the IRS website and manually fill in the **landscape** 1095-C pdf form for those employees with errors
- Forms mailed to the IRS must be **landscape** 1095-C forms!!!

## Checking IRS Transmission Status Accepted with Errors

- **PCGenesis does NOT support paper filing to the IRS**
  - The IRS requires a **landscape** 1095-C form when filing paper
  - According to our forms provider, the landscape form does not fit into a standard sized long envelope
  - The landscape form has room for 6 dependents and then requires a continuation form – too difficult to program



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## **PCGenesis does NOT support paper filing to the IRS**

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- According to our forms provider, the landscape form does not fit into a standard sized long envelope
- The landscape form has room for 6 dependents and then requires a continuation form – too difficult to program

Questions????

## Affordable Care Act Support

- For **2016**, we have a proven methodology
- **GASBO Thursday sessions** by Gary Jenkins:
  - PCGenesis Payroll Training – Compiling ACA Data I
  - PCGenesis Payroll Training - Compiling ACA Data II
  - Gary will explain how to use PCG to comply with ACA legislative reporting requirements



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- For **2016**, we have a proven methodology
- **Thursday sessions** by Gary Jenkins.
- Gary will focus on how to use PCG to be successful with ACA reporting as well as other payroll topics.
  - PCGenesis Payroll Training – Compiling ACA Data I
  - PCGenesis Payroll Training - Compiling ACA Data II
  - Gary will explain how to use PCG to comply with ACA legislative reporting requirements

# PCGenesis Documentation



<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>



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# PCGenesis Documentation

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## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
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- [Technical System Operations Guide](#)
- [Release Information](#)



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# Questions?



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# Thank you for attending!

