PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018	Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing

[Topic 4: Processing Annual Reports –

1095-C Statement Processing, V1.5]

Revision History

Date	Version	Description	Author
12/21/2018	1.5	18.04.00 – Update ACA manifest information.	D. Ochala
02/01/2018	1.4	18.01.00 – Add warning about Windows Server 2003 operating system.	D. Ochala
04/03/2017	1.3	17.01.00 – Add information about ACA error message.	D. Ochala
12/23/2016	1.2	16.04.00 – Add detail for *Compare ACA Dependents for Two Years*. Update the menu screenshots.	D. Ochala
05/13/2016	1.1	16.01.00 – Update detail information for the 1094-C **Total Employee Count** fields. Update the menu screenshots.	D. Ochala
01/15/2016	1.0	15.04.00 – Create new document.	D. Ochala

Table of Contents

Overview

On March 23, 2010, President Obama signed comprehensive health reform, the Patient Protection and Affordable Care Act (ACA), into law. Provisions included in the ACA legislation are intended to expand access to insurance, increase consumer protections, emphasize prevention and wellness, improve quality and system performance, expand the health workforce, and curb rising healthcare costs.

The overall approach of the ACA law was to expand access to healthcare coverage by requiring most U.S. citizens and legal residents to have health insurance. It created state-based Health Benefit Exchanges through which individuals can purchase coverage, with premium and cost-sharing credits available to individuals/families with income between 133-400% of the federal poverty level and create separate Exchanges through which small businesses can purchase coverage. **The ACA law requires employers to pay penalties for employees who receive tax credits for health insurance through an Exchange**, with exceptions for small employers. The ACA law imposes new regulations on health plans in the Exchanges and in the individual and small group markets.

The ACA aims to extend health insurance coverage to about 32 million uninsured Americans by expanding both private and public insurance. Key provisions do the following:

- Require employers to cover their workers, or pay penalties, with exceptions for small employers.

- Provide tax credits to certain small businesses that cover specified costs of health insurance for their employees, beginning in tax year 2010.

- Require individuals to have insurance, with some exceptions, such as financial hardship or religious belief.

- Require creation of state-based (or multi-state) insurance exchanges to help individuals and small businesses purchase insurance. Federal subsidies will limit premium costs to between 2 percent of income for those with incomes at 133 percent of federal poverty guidelines, rising to 9.5 percent of income for those who earn between 300 percent and 400 percent of the poverty guidelines.

The "Individual Mandate" requires U.S. citizens and legal residents to have qualifying health coverage. Those without coverage pay a tax penalty. Exemptions are granted for financial hardship, religious objections, American Indians, those without coverage for less than three months, undocumented immigrants, incarcerated individuals, those for whom the lowest cost plan option exceeds 8% of an individual's income, and those with incomes below the tax filing threshold.

In order to meet the employer reporting requirements of the ACA legislation, PCGenesis supports the preparation and creation of the IRS 1094-C transmission form and the IRS 1095-C employee form, as well as the corresponding IRS AIR transmission file(s).

Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees. Form 1094-C must be used to report to the IRS summary information for each employer and to transmit Forms 1095-C to the IRS. Form 1095-C is used to report information about each employee. In addition, Forms 1094-C and 1095-C are used in determining whether an employer owes a payment under the employer shared responsibility provisions under section 4980H. Form 1095-C is also used in determining the eligibility of employees for the premium tax credit.

Employers that offer employer-sponsored self-insured coverage also use Form 1095-C to report information to the IRS and to employees about individuals who have minimum essential coverage under the employer plan and therefore are not liable for the individual shared responsibility payment for the months that they are covered under the plan.

Together with the ACA data entry screens, most functions for ACA reporting are available on the *Annual Reports Menu*, as shown below.
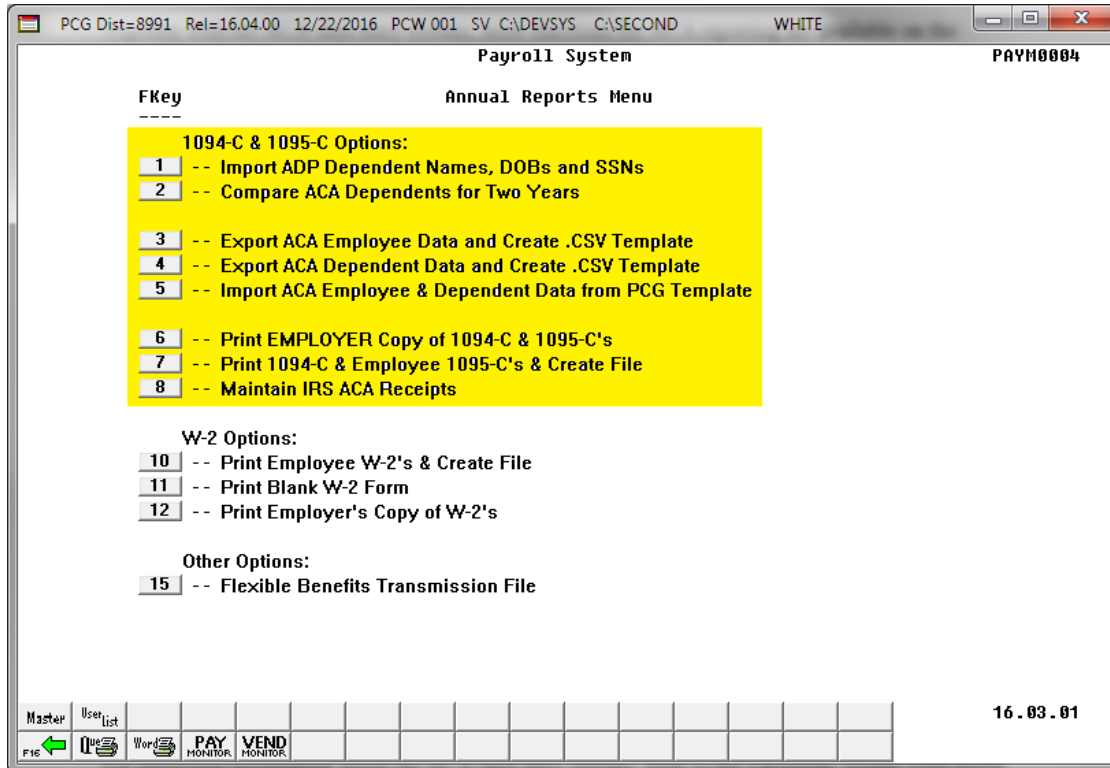
Payroll System – Annual Reports Menu

Payroll administrators have the ability to enter ACA data using the PCGenesis *Update/Display ACA Employee Data Screen* and the *Update/Display ACA Dependent Data Screen*, or have the ability to mass load the ACA data by importing from a spreadsheet. School district officials will need to enter the correct ACA codes for **ALL** full-time employees as defined by the ACA legislation.

For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data* and/or *Procedure D: ACA Dependent Data*.

Import ACA data from ADP files: The option to *Import ADP Dependent Names, DOBs and SSNs* imports the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the *Update/Display ACA Dependent Data* screen. The import process reads the **ADP file** and loads dependent names, SSN's, and DOB's but not months of coverage. PCG will NOT read the **ADP file** to load **Offer of Coverage Codes**, **Safe Harbor Codes**, or months of coverage for employees or dependents.

Export ACA data from ACA screens and create PCG .csv template: The option to *Export ACA Employee Data and Create .CSV Template* reads data from the payroll file and from the ***Update/Display ACA Employee Data*** screen and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator, and then mass-loaded into the ***Update/Display ACA Employee Data*** screen.

The option to *Export ACA Dependent Data and Create .CSV Template* reads data from the payroll file and from the ***Update/Display ACA Dependent Data*** screen and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator, and then mass-loaded into the ***Update/Display ACA Dependent Data*** screen.

Import ACA data to ACA screens from PCG .csv template: The option to *Import ACA Employee & Dependent Data from PCG Template* allows the payroll administrator to mass load the ACA data by importing from a spreadsheet. The import process reads data from a .csv import file and loads the ACA data to the ***Update/Display ACA Employee Data*** screen and/or ***Update/Display ACA Dependent Data*** screen.

Print Employer Copy of 1094-C & 1095-C's: PCGenesis processes the *Employer Copy* of the 1094-C and 1095-C statements via the *Uqueue Print Manager.* The payroll administrator can print the *Employer Copy* of the 1094-C and 1095-C statements and verify that the ACA data is correct. The payroll administrator should print the *Employer Copy* of the 1095-C's at least once on plain paper <u>before</u> printing the actual 1095-C statements. The payroll administrator also has the ability to generate a "draft" copy of the 1095-C statements to distribute to employees using the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure, thereby allowing each individual employee to review their ACA data.

PCGenesis 1095-C Printing/Electronic Media File Processing: In addition to the 1095-C *Employer Copy,* PCGenesis allows 1095-C processing and printing for all employees, and for an individual employee. Optional procedures include restarting 1095-C printing from the last Social Security Number (SSN) printed correctly, and reprinting up to fourteen 1095-C statements at a time by Social Security Number. Where appropriate, the print procedure merges duplicate employee information and generates the *Employee Counts for 1094-C – Error Report* for review. Per IRS regulations, paper 1095-C forms are due to individuals by February 1st of the reporting year.

When printing the employee 1095-C statements, PCGenesis automatically creates the ACA transmission data file. The payroll administrator uses this data file for electronic media submission and for file upload via the Web. IRS instructions indicate the ACA transmission file to the IRS is to be populated in XML format for submission to the IRS by March 31st of the reporting year. Filers of 250 or more of ACA 1095-C forms <u>must</u> file with the IRS electronically.

<div align="center">

NOTE: PCGenesis <u>REQUIRES</u> electronic filing to the IRS!!

</div>

PCGenesis does not support filing paper forms to the IRS even though the IRS allows filing <u>paper</u> forms instead of an electronic media file (only for employers with fewer than 250 employees). Unfortunately, for paper filing to the tax agency, the IRS requires <u>landscape</u> 1095-C forms which PCGenesis does not support. Since PCGenesis does not support landscape forms, PCG will only do electronic filing to the IRS. Mailing portrait 1095-C forms to individuals however, is acceptable.

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.

- School district officials must understand the **Offer of Coverage Codes.**
- School district officials must understand the **Safe Harbor Codes.**

Please be aware that the PCGenesis help desk personnel cannot assist or advise as to ACA laws. The help desk can't help determine if employees are full-time based on ACA definitions. The help desk can't help determine the correct ACA codes to use for employees. The PCGenesis team does not have the IRS/tax expertise necessary for answering ACA legal questions.

Screen Print: The screen print feature allows the user to obtain a screen print of selected screens. The screen print feature is available on display/inquiry screens which have the [F3] button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the Drop-down selection icon [▼], [F15] (F15 – Code Lookup) or [Help] (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Problem with ACA Transmission Files for Districts Running Windows Server 2003

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS. The upload file requires a security code called a 'checksum' to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

For reporting year 2017, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

For reporting year 2017, the solution is to have the Windows Server 2003 districts generate the two ACA files and send the PCGenesis development team the two files via the Help Desk. The PCGenesis development team can generate and enter the correct *SHA-256* checksum, and send the files back to the affected districts. However, after June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system, and this workaround will not be available for reporting year 2018.

This issue only affects districts running on servers earlier than Windows Server 2008.

1095-C Statement Processing Checklist

✓	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. • School district officials must understand the **Offer of Coverage Codes.** • School district officials must understand the **Safe Harbor Codes.**
	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 *Import ADP Dependent Names, DOBSs and SSNs* procedure.
	5	Export ACA <u>employee</u> data using the *Export ACA Employee Data and Create .CSV Template* procedure.
	6	Mass load <u>employee</u> ACA data by importing ACA employee data using the *Import ACA Employee & Dependent Data from PCG Template* procedure.
	7	Export ACA <u>dependent</u> data using the *Export ACA Dependent Data and Create .CSV Template* procedure.
	8	Mass load <u>dependent</u> ACA data by importing ACA dependent data using the *Import ACA Employee & Dependent Data from PCG Template* procedure.
	9	Correct individual employee and dependent ACA data as needed using the *Update/Display ACA Employee Data* screen and the *Update/Display ACA Dependent Data* screen. For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data* and/or *Procedure D: ACA Dependent Data*.
	10	Print the *Employer Copy* of the 1094-C and 1095-C's and verify that the ACA data is correct. As a precaution, the payroll administrator may generate a "draft" copy of the 1095-C statements to distribute to employees using the *Print EMPLOYER Copy of the 1094-C & 1095-C's* procedure, thereby allowing each individual employee to review their ACA data.

Follow these steps in the order presented.

✔	Step	Action
		Follow these steps in the order presented.
	11	Print the employee copy of the 1095-C's and create the electronic-media transmission file using the *Print 1094-C & Employee 1095-C's & Create File* procedure. **NOTE: PCGenesis <u>REQUIRES</u> electronic filing to the IRS!!**
	12	Reprint 1095-C's and recreate the electronic-media transmission file as needed.
	13	**<u>Web submission:</u>** Via the Web, upload the ACA information to the IRS AIR System for electronic filing of IRS forms 1094-C and 1095-C. _____ IRS AIR System

Procedure A: Import ADP Dependent Names, Date of Births, and Social Security Numbers

The option to *Import ADP Dependent Names, DOBs and SSNs* <u>imports</u> the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the ***Update/Display ACA Dependent Data*** screen.

The ADP file is a very complicated file, and the legalities involved with interpreting IRS ACA legislation are beyond the scope of the PCGenesis software. Therefore, PCGenesis reads the ADP file and loads <u>dependent</u> names, SSN's and DOB's but <u>NOT</u> the months of coverage. PCGenesis will <u>NOT</u> read the ADP file to load **Offer of Coverage Codes**, **Safe Harbor Codes**, or months of coverage for employees or dependents.
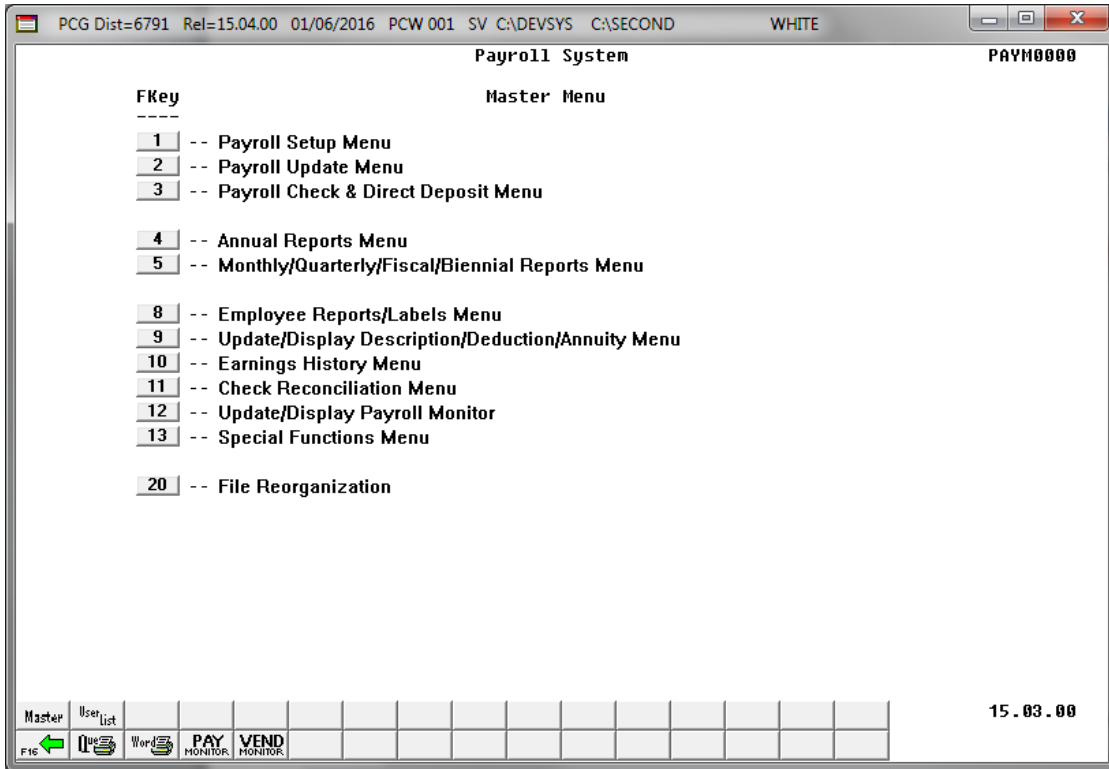
In order to load dependent names, SSN's and DOB's, the import process reads the records in the ADP .csv file which contain the key-word '**DEPENDENT**' in Column 'A'. In order to load the dependent data for the <u>covered employee himself</u>, the import process reads the records which contain the key-word '**SELECTED**' in Column 'A' of the .csv file, but bypasses any employee who has waived coverage. (Dependent data is only required for <u>covered</u> employees.)

NOTE: When dependents are detected in the ADP .csv file for an employee, PCGenesis automatically sets the **1095-C Eligible Flag** on the *Update/Display ACA Employee Data* screen to '**Y**' for the employee. A **1095-C Eligible Flag** of '**Y**' indicates to the system that the employee will receive an IRS form 1095-C.

For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data* and/or *Procedure D: ACA Dependent Data*.
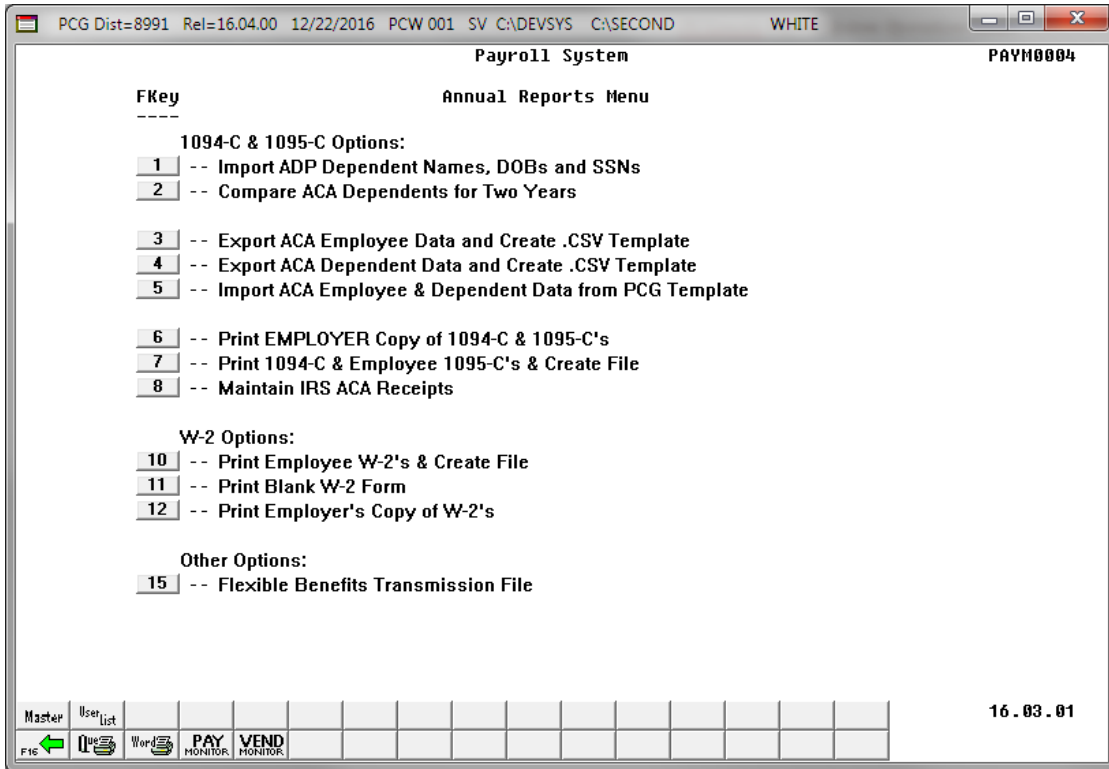
Step	Action
1	From the *Business Applications Master Menu*, select ⬛ **2** ⬛ (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select **4** (**F4** – Annual Reports Menu).

The following screen displays:

Step	Action
3	Select [1] (**F1** – Import ADP Dependent Names, DOBs and SSNs).

The following screen displays:

```
 PCG Dist=6791  Rel=15.04.00  01/06/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE          _ □ ✕

                              Import ADP Dependent Information                            ACAADPI

                                 Identify Import File from Excel




         Enter the Import file Path and Name (e.g. C:\IMPORT\PAYIMPCCYYMMDD.CSV)
            or F10 to Browse for File

 C:\IMPORT\PAYIMP20160106.CSV_____









     Enter=Continue, F16=Exit
    ENTER ✓                                                  F10                           15.04.00
    F16 ←
```
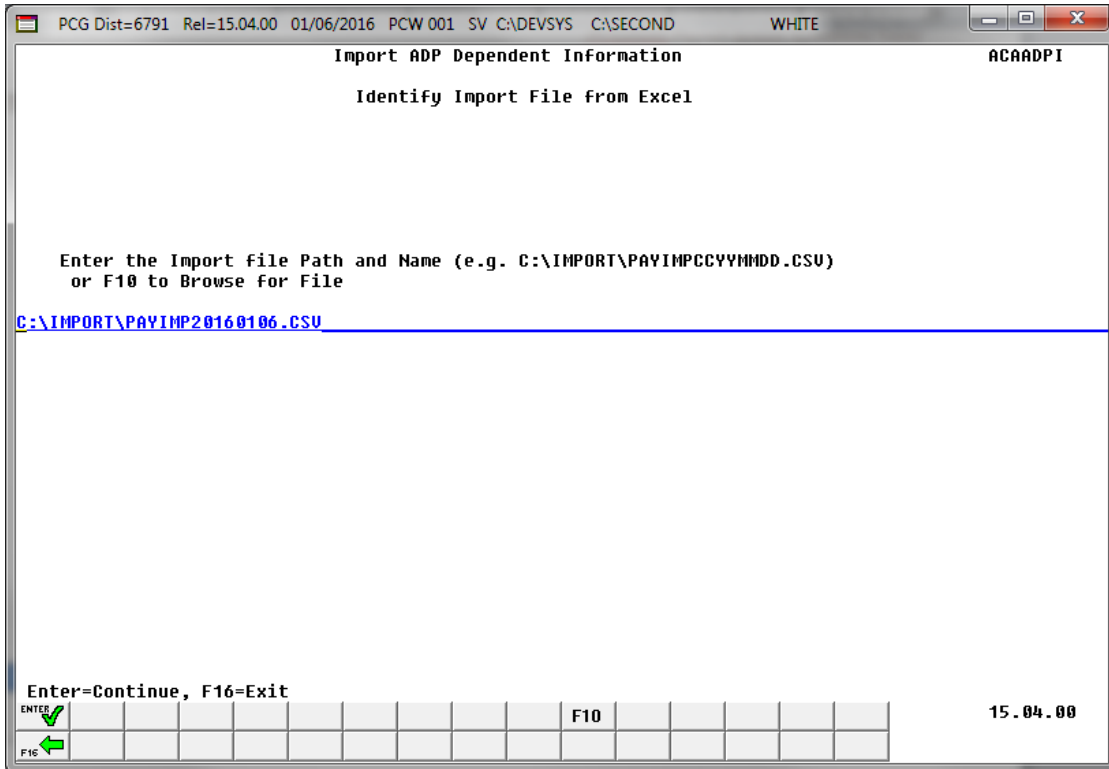
Step	Action
4	Verify the location of the ADP import file, or select `F10` (**F10**) to browse for file. Select ![ENTER] (**Enter**) to continue.

The following screen displays:
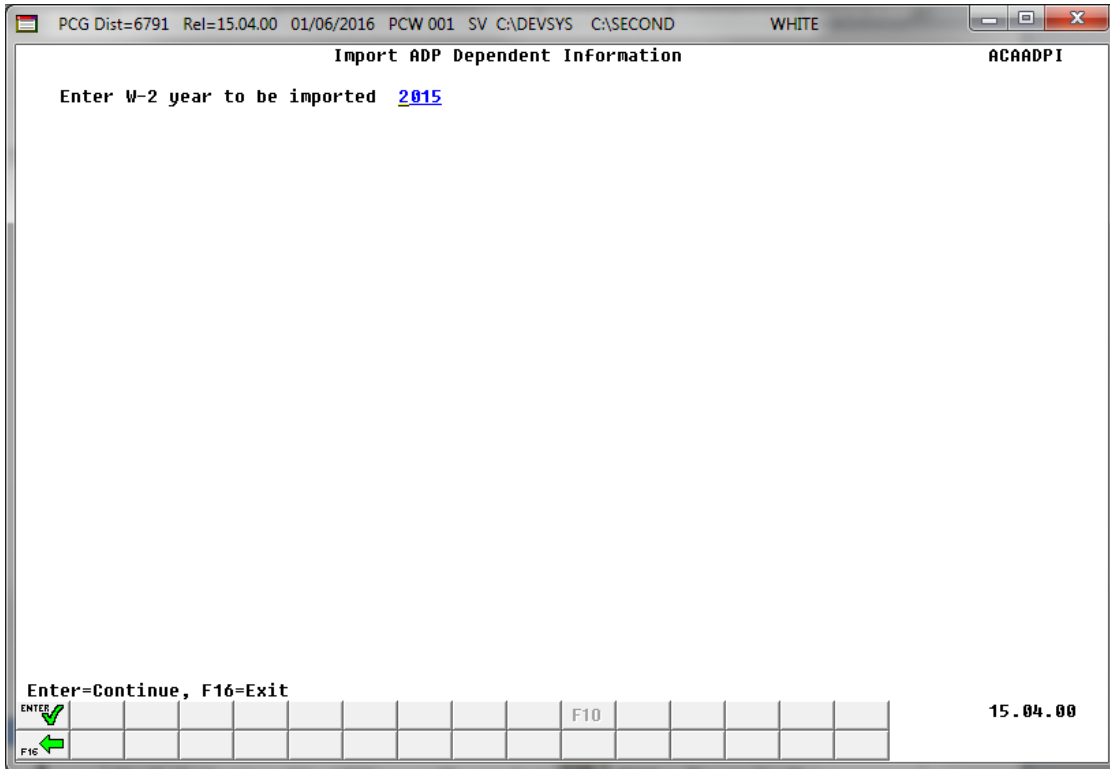
Step	Action
5	Enter or verify the year (CCYY) in the **Enter W-2 year to be imported** field. *Based on the field's entry, PCGenesis will create the dependent data for the calendar year entered.*
6	Select (**ENTER** – to continue).

If **import file errors** exist, the following error screen displays:

For **successful file imports**, the following screen displays:

Step	Action
7	**For import file errors**: Go to the PCGenesis print queue and locate the error report. Using the report, make the appropriate corrections to the *.csv* file, and repeat this procedure beginning at *Step 2*. **For successful file imports**: Select (**Enter** - continue) to load the import file. *"Processing – Please Wait" briefly displays.*

The following screen displays:

Step	Action
8	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
9	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure B: Compare ACA Dependents for Two Years

The option to *Compare ACA Dependents for Two Years* is available on the *Payroll Annual Reports Menu*. This option allows the user to enter the current W-2 year and a previous reporting year so that the ACA dependent information can be compared between the two years. The report can be used to help verify the current dependent data loaded from the ADP website so that inconsistencies can be investigated, if necessary. The list below identifies some of the messages that may be produced on the report.

```
1095 RECORD EXISTS FOR 2015 BUT NOT 2016
EMP ELIG FOR 1095 IN 2016 BUT NOT 2015
DEPENDENT FOUND IN 2016 BUT NOT 2015
DEPENDENT FOUND IN 2015 BUT NOT 2016
DEPENDENT LAST NAME DOES NOT MATCH
DEPENDENT MIDDLE NAME DOES NOT MATCH
DEPENDENT FIRST NAME DOES NOT MATCH
```

Step	Action
1	From the *Business Applications Master Menu*, select ⬚2⬚ (**F2** - Payroll System).

The following screen displays:
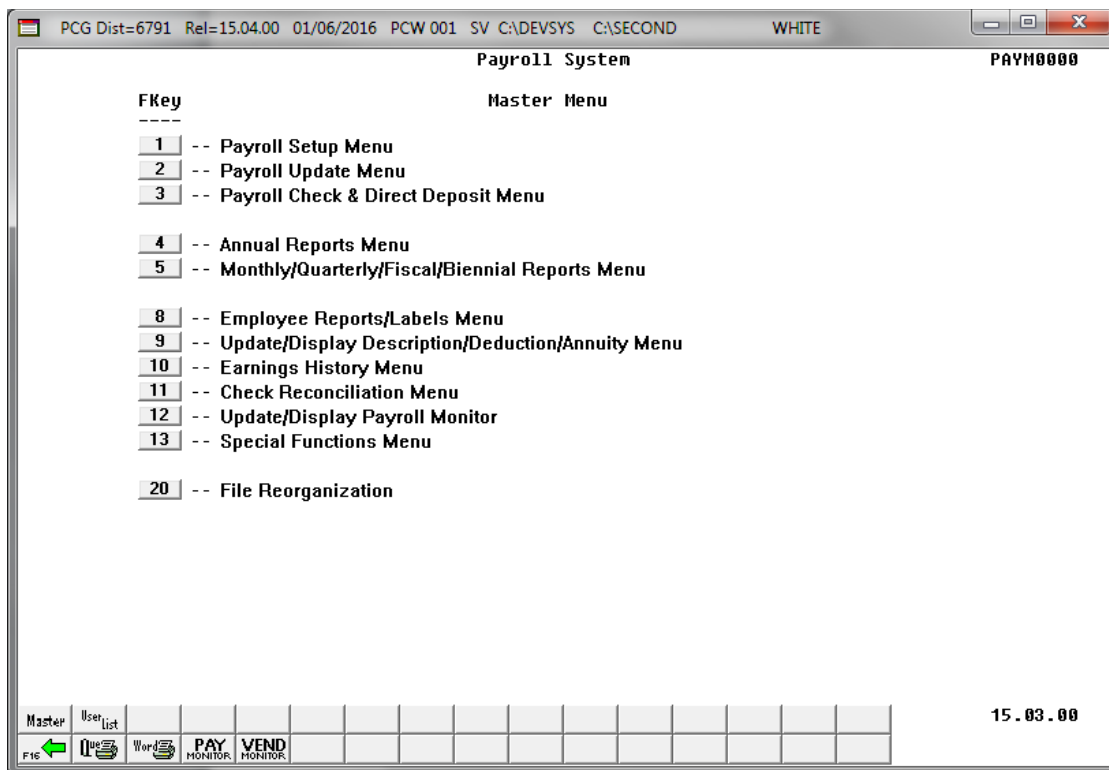
Step	Action
2	Select ___4___ (**F4** – Annual Reports Menu).

The following screen displays:
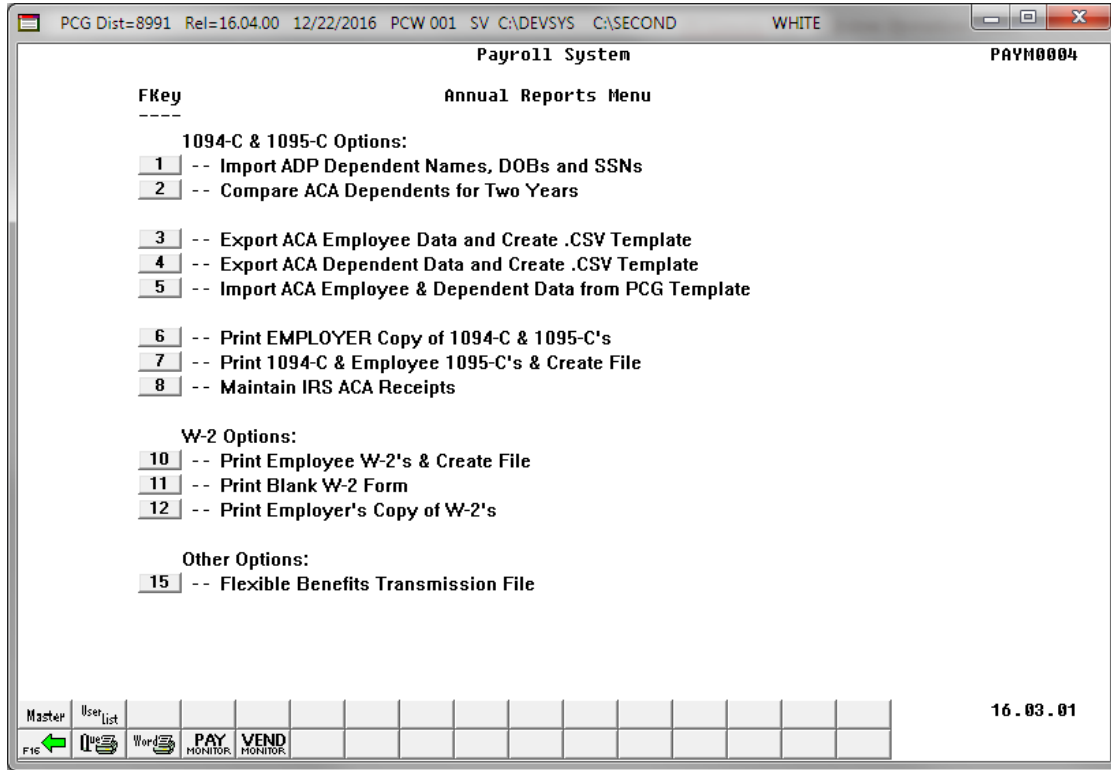
Step	Action
3	Select ___2___ (**F2** – Compare ACA Dependents for Two Years).

The following screen displays:
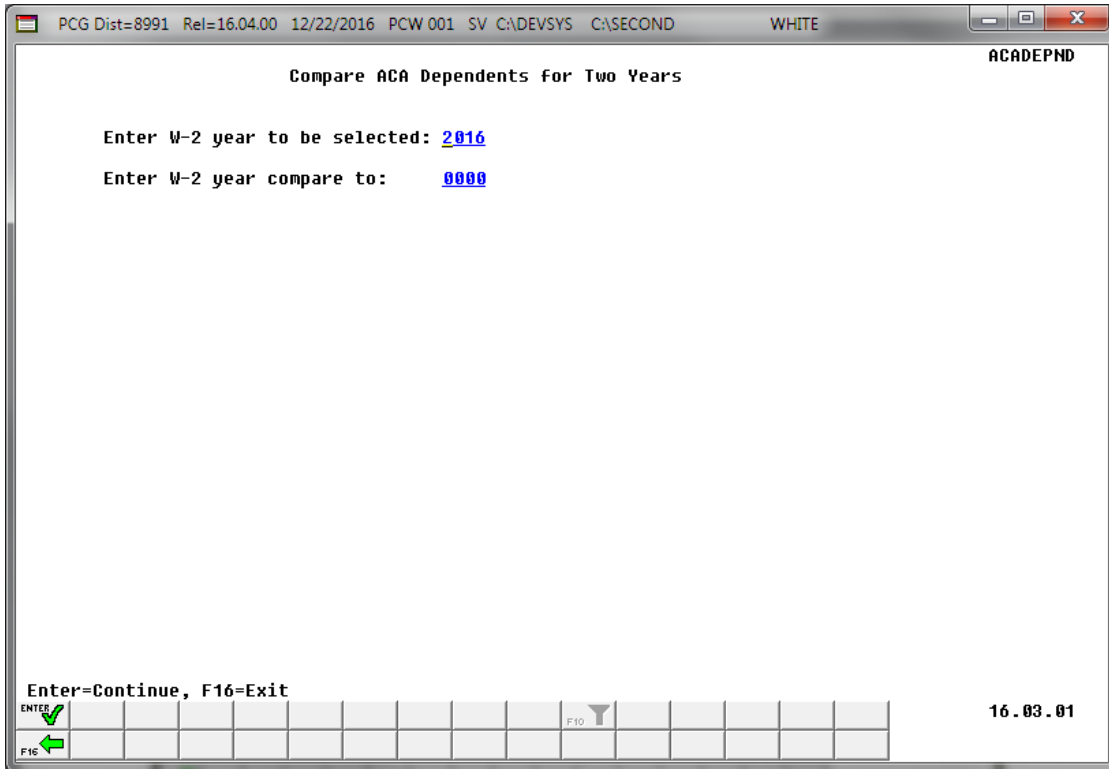
Step	Action
4	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field.
5	Enter or verify the year (CCYY) in the **Enter W-2 year to compare to** field.

The following screen displays briefly:

```
 PCG Dist=8991  Rel=16.04.00  12/22/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND      WHITE                          _ □ ✕

                                                                                               ACADEPND




                                      *** ACA EXTRACT File in Progress ***


                                                        60

















                                                                                               16.03.01
```

The following screen displays:

```
 PCG Dist=8991  Rel=16.01.00  04/01/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND      WHITE                          _ □ ✕
                                              Payroll System                                    PAYM0004
                FKey                       Annual Reports Menu
                ────
                      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  User list                                                                             15.04.00
 F16 ←   Que🖨  Word🖨  PAY     VEND
                       MONITOR MONITOR
```

Step	Action
6	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
7	Select (**F16** - Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

B1. ACA Dependent Comparison Report – Sample

```
   REPORT ID:  ACADEPND                    ACA DEPENDENT COMPARISON OF 2016 AND 2015                    PAGE:     1
   REPORT DATE:  12/22/2016                                                                      REPORT TIME:  13:30

EMP ID   SOC SEC NUM  EMPLOYEE NAME        HIRE DATE   TERM DATE   REHIRE DTE
         DEPEND SSN   DEPEND NAME          DEP BIRTH                          ERROR MESSAGE

087246  999-08-7246  AP8LEGATE, SH8QUANA   2014/12/01  2016/05/24  2015/12/07  1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087253  999-08-7253  IS3AEL, SH3ROLYN      2015/08/28  2016/08/31              1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087257  999-08-7257  MC7ENRY, FE7ERICO     2015/07/01  2016/07/19  2016/05/30  1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087258  999-08-7258  RE6TER, SE6ASTIAN     2015/07/01  2016/03/31              1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087262  999-08-7262  VA2ADEZ, TI2ANY       2014/09/23  2015/11/25              1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087264  999-08-7264  FR8E, TO8HIA          2015/09/14  2016/06/30              1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087267  999-08-7267  SH5CKELFORD, UL5IKE   2013/08/05              2015/08/10  1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087275  999-08-7275  KO5B, RI5EY           2015/01/05                          1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087277  999-08-7277  MA3CH, AD3NA          2015/10/27  2016/05/24              1095 RECORD EXISTS FOR 2015 BUT NOT 2016

087282  999-08-7282  FI6K, MA6RICIO        2007/08/01  2016/05/24
                      FI6K, TR6NTON         1984/01/10                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      FI6K, TR6NTON         1984/01/10                          DEPENDENT FIRST NAME DOES NOT MATCH
                      FI6K, CL7UDE          2005/01/25                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      FI6K, CL7UDE          2005/01/25                          DEPENDENT FIRST NAME DOES NOT MATCH
                      FI6K, KU8TIS          2012/03/27                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      FI6K, KU8TIS          2012/03/27                          DEPENDENT FIRST NAME DOES NOT MATCH
                      FI6K, HU9TER          2014/11/24                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      FI6K, HU9TER          2014/11/24                          DEPENDENT FIRST NAME DOES NOT MATCH
                      FI6K, CL2RISA         2013/11/06                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      FI6K, CL2RISA         2013/11/06                          DEPENDENT FIRST NAME DOES NOT MATCH
         940-00-0110  FI6K, CH8RLESETTA     2016/04/13                          DEPENDENT FOUND IN 2016 BUT NOT 2015

087290  999-08-7290  BU7NO, CH7RLYN        2015/08/10
                      KA2G, AH2ED           2009/07/29                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      KA2G, AH2ED           2009/07/29                          DEPENDENT LAST NAME DOES NOT MATCH
                      KA2G, AH2ED           2009/07/29                          DEPENDENT FIRST NAME DOES NOT MATCH
                      BU7NO, YU3IKO         1979/04/19                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      BU7NO, YU3IKO         1979/04/19                          DEPENDENT FIRST NAME DOES NOT MATCH
                      BU7NO, JO4IE          2013/06/04                          DEPENDENT BIRTH DATE DOES NOT MATCH
                      BU7NO, JO4IE          2013/06/04                          DEPENDENT FIRST NAME DOES NOT MATCH
```

Procedure C: Export ACA Employee Data and Create .CSV Template

The option to *Export ACA Employee Data and Create .CSV Template* reads data from the payroll file and from the *Update/Display ACA Employee Data* screen and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the *Update/Display ACA Employee Data* screen.

When the employee ACA data is exported, the records are created with the designation '**E**' for employee in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template*, the '**E**' in column '**A**' of the .csv export file indicates that data is being loaded to the *Update/Display ACA Employee Data* screen.

For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide*, Section F: Personnel Update Processing, Procedure C: ACA Employee Data and/or *Procedure D: ACA Dependent Data*.
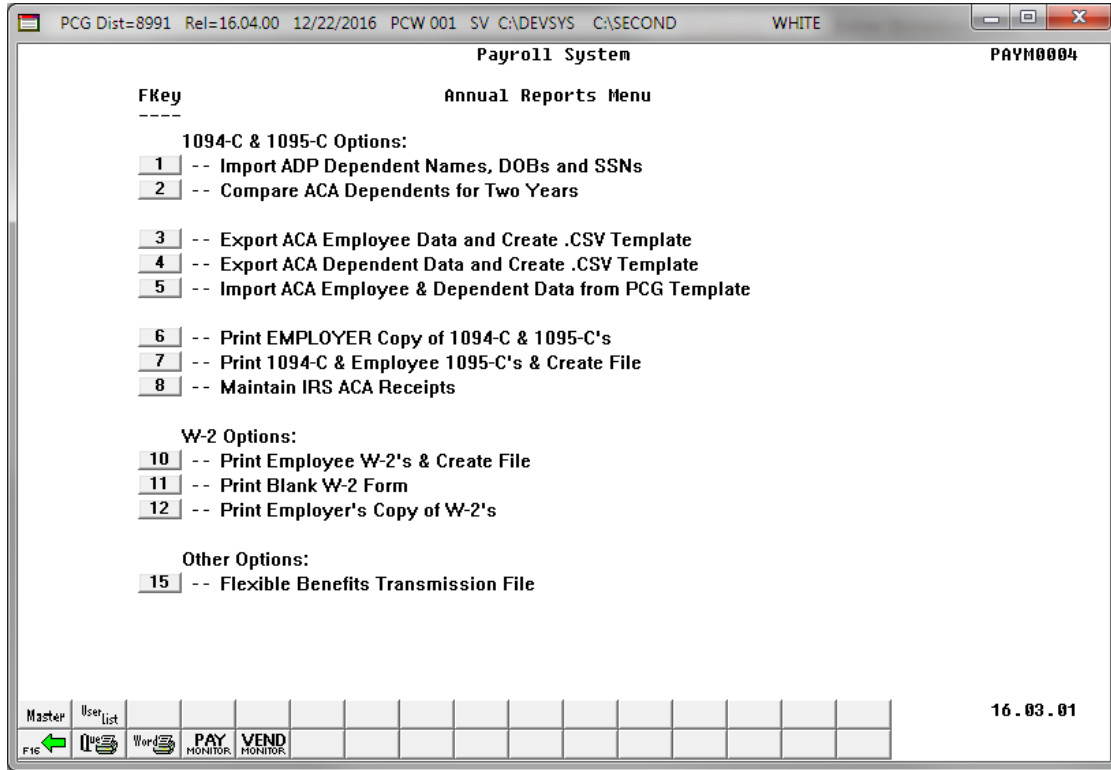
C1. Export ACA Employee Data Processing

Step	Action
1	From the *Business Applications Master Menu*, select ⬛ **2** (**F2 -** Payroll System).

The following screen displays:
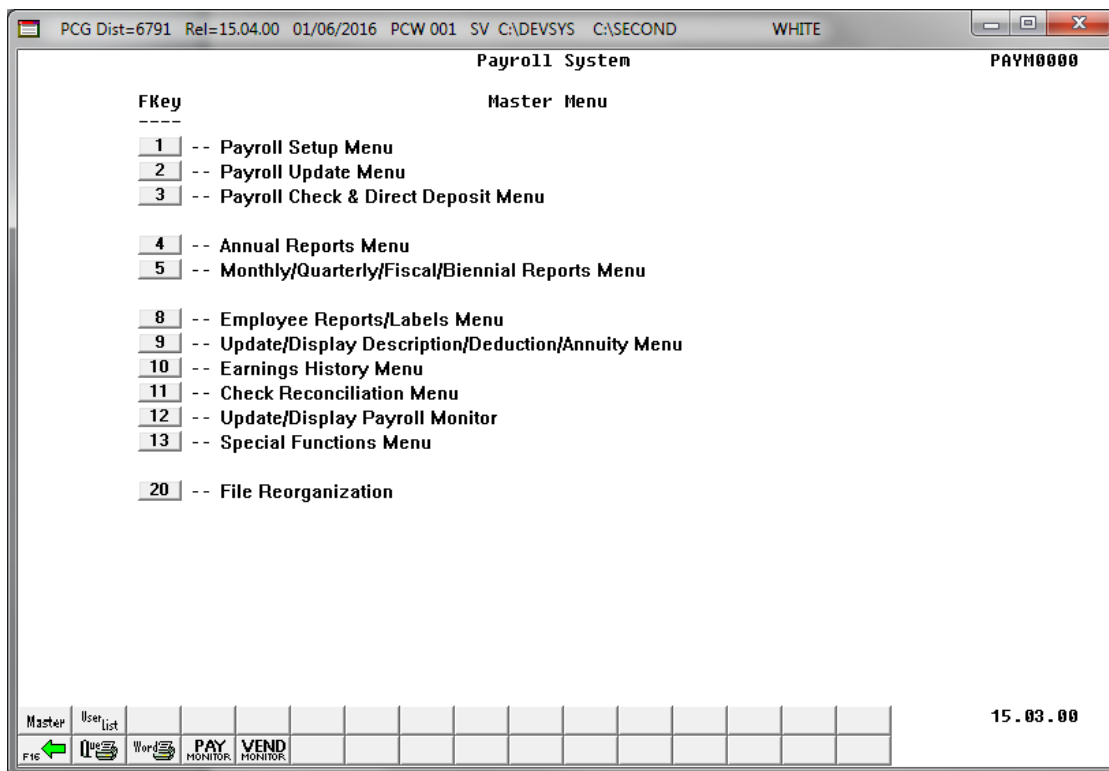
Step	Action
2	Select [4] (**F4** – Annual Reports Menu).

The following screen displays:

Step	Action
3	Select [3] (**F3** – Export ACA Employee Data and Create .CSV Template).
4	On the **C:** drive, create a folder entitled **EXPORT**, or verify the folder exists.

The following screen displays:

Step	Action
5	Verify **C:\EXPORT\ACAEMPCCYYMMDD.CSV**, where *CCYYMMDD* identifies the calendar year, month and date, defaults in the **Enter the Export file path and name** field.
	PCGenesis allows entries other than C:\EXPORT\ACAEMPCCYYMMDD.CSV as long as the directory structure entered exists.
	In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected payroll and ACA information results.
6	Select (**Enter**) to continue.

The following screen displays:

Step	Action
7	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will create the ACA employee data for the calendar year entered.*
8	**Define the selection option:** Select the ⊙ (**Radio button**) to the left of the desired **Selection Option** field. Four options are available for exporting the ACA employee data: - Export only those employees with the **1095-C Eligible** flag equal to '**Y**' on the *Update/Display ACA Employee Data* screen. - Export only those employees with the **1095-C Eligible** flag equal to '**N**' on the *Update/Display ACA Employee Data* screen. - Export only those employees in a <u>full-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen. - Export only those employees in a <u>part-time</u> payroll class code with the **1095-C Eligible** flag equal to <u>spaces</u> on the *Update/Display ACA Employee Data* screen.
9	Select **ENTER** (**ENTER** – to continue).

The following message box displays:

Step	Action
10	Select **OK** to continue processing and to extract the employee payroll and ACA data. *If the selected data is incorrect or incomplete, select* **Cancel** *to enter the correct information.* *"**Processing Request**" briefly displays.*

The following screen displays:


```
PCG Dist=6791  Rel=15.04.00  01/07/2016  PCW 001  SV C:\DEVSYS  C:\SECOND       WHITE
                                                                                  ACAEXTPC




         ACA Export File Created

         File Name =       C:\EXPORT\ACAEMP20160107.CSV

         Total Records =     232









         Enter=Continue
                                                                                  15.04.00
```

Step	Action
11	Screen-print or record the file name displayed and select **Enter** to continue.

The following screen displays:

Step	Action
12	Select F16 (**F16** - Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*
13	Navigate to **C:\EXPORT\ACAEMPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

The following window displays:

Step	Action
14	Open the appropriate csv file.

The following window displays:

Step	Action
15	Make the appropriate adjustments to the Microsoft® Excel spreadsheet. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the ***Update/Display ACA Employee Data*** screen. *These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain rows, entering the ACA Offer of Coverage Codes, the Lowest Cost Premium for Single Coverage amounts, and the ACA Safe Harbor Codes.*
16	Select **File → Save As → CSV (Comma delimited) (*.csv)**.

The following window displays:

Step	Action
17	Verify the filename is **C:\EXPORT\ACAEMPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.
18	Select [Save] (**Save**).

The following dialog box displays:

Step	Action
19	Select [Yes] (**Yes**).

The following dialog box displays:

Step	Action
20	Select [Yes] (**Yes**).
21	Close Microsoft® Excel.

The following dialog box displays:

Step	Action
22	Select [Don't Save] (**Don't Save**). *The appropriate steps to save the changes to the file have already been completed.*
23	Proceed to *Section Procedure E: Import ACA Employee and Dependent Data from PCGenesis Template* in this document to import the Microsoft® Excel spreadsheet into PCGenesis.

C2. ACA Employee .CSV Data File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.

The employee ACA data is created in the export file as follows:

Column	Field	Additional Information
A	**E** = Employee Record	Must be '**E**'.
B	1095-C Eligible?	Must be '**Y**' or '**N**'
C	Employee ID	
D	Employee SSN	Format 999999999
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
H	Employee Last Name	
I	Employee Gender	Information only.
J – Q	Not Applicable	Not valid for employee ('**E**') records.
R – AD	Offer of Coverage Codes. Fill in column '**R**' if the same code applies to all 12 months, or fill in columns '**S**' through '**AD**' individually for January through December coverage.	Must be valid Offer of Coverage Code or spaces.
AE – AQ	Lowest-Cost Monthly Premiums. Fill in column '**AE**' if the same premium amount applies to all 12 months, or fill in columns '**AF**' through '**AQ**' individually for January through December coverage.	Must be a dollar amount or spaces/zeroes.
AR – BD	Safe Harbor Codes. Fill in column '**AR**' if the same code applies to all 12 months, or fill in columns '**AS**' through '**BD**' individually for January through December coverage.	Must be valid Safe Harbor Code or spaces.

Column	Field	Additional Information
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

Procedure D: Export ACA Dependent Data and Create .CSV Template

The option to *Export ACA Dependent Data and Create .CSV Template* reads data from the payroll file and from the ***Update/Display ACA Dependent Data*** screen and creates an export file. This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the ***Update/Display ACA Dependent Data*** screen.

When the dependent ACA data is exported, the records are created with the designation '**D**' for dependent in column '**A**' of the .csv export file. When the .csv file is imported back into PCGenesis using the option to *Import ACA Employee & Dependent Data from PCG Template*, the '**D**' in column '**A**' of the .csv export file indicates that data is being loaded to the ***Update/Display ACA Dependent Data*** screen, and will create one line per dependent/spouse.

For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data* and/or *Procedure D: ACA Dependent Data*.

D1. Export ACA Dependent Data Processing

Step	Action
1	From the *Business Applications Master Menu*, select ⬚ 2 ⬚ (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select ⬚ **4** (**F4** – Annual Reports Menu).

The following screen displays:

Step	Action
3	Select ___4___ (**F4** – Export ACA Dependent Data and Create .CSV Template).
4	On the **C:** drive, create a folder entitled **EXPORT**, or verify the folder exists.

The following screen displays:

```
 PCG Dist=6791  Rel=15.04.00  01/07/2016  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE
                                                                                      ACAEXTPC
                         Create ACA Export File to Load in Excel




        Enter the Export file Path and Name (e.g. C:\EXPORT\ACAEXPccyymmdd.CSV)
        or  F10  to  Browse for File

        C:\EXPORT\ACADEP20160107.CSV_____

        NOTE:  The C:\EXPORT directory MUST exist.

               If  C:\EXPORT does not already exist, you MUST create the C:\EXPORT directory
               or change to an exsting path.








                         Enter = Continue    or    F16 = Exit
  ENTER                                                                                15.04.00
   ✓                                              F10
  F16
   ←
```

Step	Action
5	Verify **C:\EXPORT\ACADEPCCYYMMDD.CSV**, where *CCYYMMDD* identifies the calendar year, month and date, defaults in the **Enter the Export file path and name** field. *PCGenesis allows entries other than C:\EXPORT\ACADEPCCYYMMDD.CSV as long as the directory structure entered exists.* *In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected payroll and ACA information results.*
6	Select (**Enter**) to continue.

The following screen displays:

```
 PCG Dist=6791 Rel=15.04.00 01/07/2016 PCW 001 SV C:\DEVSYS C:\SECOND      WHITE           _ □ ✗

                                                                                          ACAEXTPC
                          Export ACA Dependent Information


         Enter W-2 year to be selected: 2015


         Selection Option:    ⦿ All employees with 1095-C Eligible = 'Y'
                              ○ All employees with 1095-C Eligible = 'N'
                              ○ All employees in FULL-time payroll class code with 1095-C Eligible = spaces
                              ○ All employees in PART-time payroll class code with 1095-C Eligible = spaces

















  Enter=Create File, F16=Exit
 ENTER
   ✓
                                                         F10 ▼                              15.04.00
  F16
   ⬅
```

Step	Action
7	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will create the ACA dependent data for the calendar year entered.*
8	**Define the selection option:** Select the ⦿ (**Radio button**) to the left of the desired **Selection Option** field. One option is valid for exporting the ACA <u>dependent</u> data: • Export only those employees with the **1095-C Eligible** flag equal to '**Y**' on the *Update/Display ACA Employee Data* screen. Dependent data is available only when the **1095-C Eligible** flag is equal to '**Y**'. Dependent data can only be entered for employees who are covered by a health insurance plan, and only covered employees have the **1095-C Eligible** flag equal to '**Y**'.
9	Select [ENTER ✓] (**ENTER** – to continue).

The following message box displays:

Step	Action
10	Select [OK] to continue processing and to extract the employee payroll and ACA dependent data. *If the selected data is incorrect or incomplete, select* [Cancel] *to enter the correct information.* *"**Processing Request**" briefly displays.*

The following screen displays:


```
PCG Dist=6791  Rel=15.04.00  01/07/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE        □ □ X
                                                                                              ACAEXTPC







        ACA Export File Created

        File Name  =        C:\EXPORT\ACADEP20160107.CSV

        Total Records =     526







        Enter=Continue
                                                                                              15.04.00
```

Step	Action
11	Screen-print or record the file name displayed and select **Enter** to continue.

The following screen displays:

Step	Action
12	Select ⬅ **F16** (**F16** - Exit) to return to the *Payroll System Master Menu,* or select **Master** (**Master**) to return to the *Business Applications Master Menu.*
13	Navigate to **C:\EXPORT\ACADEPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

The following window displays:

Step	Action
14	Open the appropriate csv file.

The following window displays:

Step	Action
15	Make the appropriate adjustments to the Microsoft® Excel spreadsheet.
	This process creates a .csv file so that the ACA data can be input on a template by the payroll administrator and mass loaded into the ***Update/Display ACA Dependent Data*** screen.
	These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain rows, and entering the ACA Coverage Codes.
16	Select **File → Save As → CSV (Comma delimited) (*.csv)**.

The following window displays:

Step	Action
17	Verify the filename is **C:\EXPORT\ACADEPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.
18	Select ![Save] (**Save**).

The following dialog box displays:

Step	Action
19	Select [Yes] (**Yes**).

The following dialog box displays:

Step	Action
20	Select [Yes] (**Yes**).
21	Close Microsoft® Excel.

The following dialog box displays:

Step	Action
22	Select [Don't Save] (**Don't Save**). *The appropriate steps to save the changes to the file have already been completed.*
23	Proceed to *Section Procedure E: Import ACA Employee and Dependent Data from PCGenesis Template* in this document to import the Microsoft® Excel spreadsheet into PCGenesis.

D2. ACA Dependent .CSV Data File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.

The <u>dependent</u> ACA data is created in the export file as follows:

Column	Field	Additional Information
A	**D** = Dependent Record	Must be '**D**'.
B	1095-C Eligible?	Must be '**Y**' or '**N**'
C	Employee ID	
D	Employee SSN	Format 999999999
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
H	Employee Last Name	
I	Employee Gender	Information only.
J	Dependent SSN	Format 999999999
K	Dependent Date of Birth	Format MM/DD/CCYY
L	Dependent First Name	
M	Dependent Middle Name	
N	Dependent Last Name	
O	Dependent Gender	Must be '**M**' or '**F**'.
P	Dependent Relationship	
Q	Dependent Spouse Indicator	Must be '**Y**' or '**N**'.
R – AD	Dependent Coverage. Fill in column '**R**' if the same code applies to all 12 months, <u>or</u> fill in columns '**S**' through '**AD**' individually for January through December coverage.	Must be '**Y**' or '**N**'.

Column	Field	Additional Information
AE – AQ	Not Applicable.	Not valid for dependent ('**D**') records.
AR – BD	Not Applicable.	Not valid for dependent ('**D**') records.
BE – BM	Miscellaneous Employee Fields – Information Only	Additional fields provided for information and sorting.

Procedure E: Import ACA Employee and Dependent Data from PCGenesis Template

The option to *Import ACA Employee & Dependent Data from PCG Template* allows the payroll administrator to have the ability to mass load the ACA data by importing from a spreadsheet. The PCG template can be created by using the *Export ACA Employee Data and Create .CSV Template* menu option or the *Export ACA Dependent Data and Create .CSV Template* menu option.

The import process reads data from a .csv import file and loads the ACA data to the *Update/Display ACA Employee Data* screen and/or *Update/Display ACA Dependent Data* screen.

When running the import process, the user selects the correct year to import. The payroll administrator also has two options for importing dependent ('**D**') records from the .csv file. The payroll administrator may either replace all dependent information in the PCGenesis system, or the payroll administrator can add new dependents and update only the coverage fields for existing dependents.

NOTE: When dependents are detected in the import file for an employee, PCGenesis automatically sets the **1095-C Eligible Flag** on the *Update/Display ACA Employee Data* screen to '**Y**' for the employee. A **1095-C Eligible Flag** of '**Y**' indicates to the system that the employee will receive an IRS form 1095-C.

Dependents should be loaded into PCGenesis only for those employees who were covered by a health insurance plan during the reporting year. Any full-time employee who is not offered coverage through SHBP does not report dependent information on the 1095-C form. It is not necessary to enter any dependent information for employees who are not offered health insurance coverage by the LUA.

For additional information about the ACA data entry screens, refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing, Procedure C: ACA Employee Data* and/or *Procedure D: ACA Dependent Data*.

E1. Import ACA Employee and Dependent Data Processing

Step	Action
1	From the *Business Applications Master Menu*, select ⬚2⬚ (**F2 -** Payroll System).

The following screen displays:
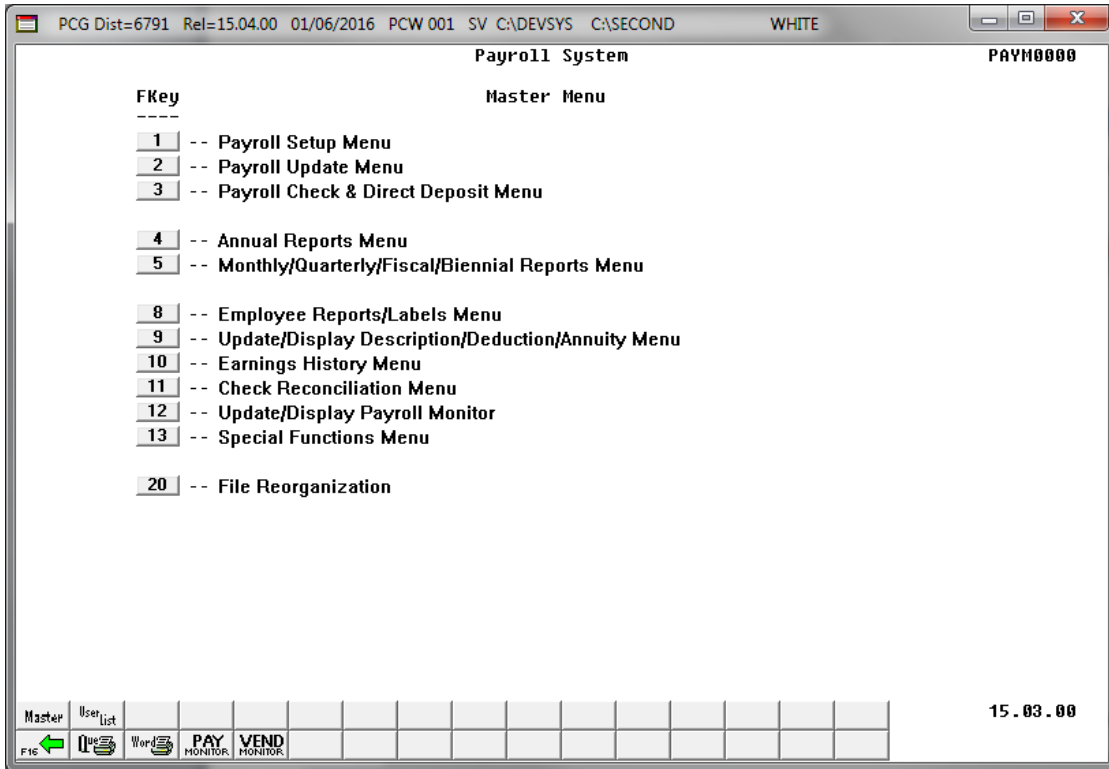
Step	Action
2	Select [4] (**F4 – Annual Reports Menu**).

The following screen displays:
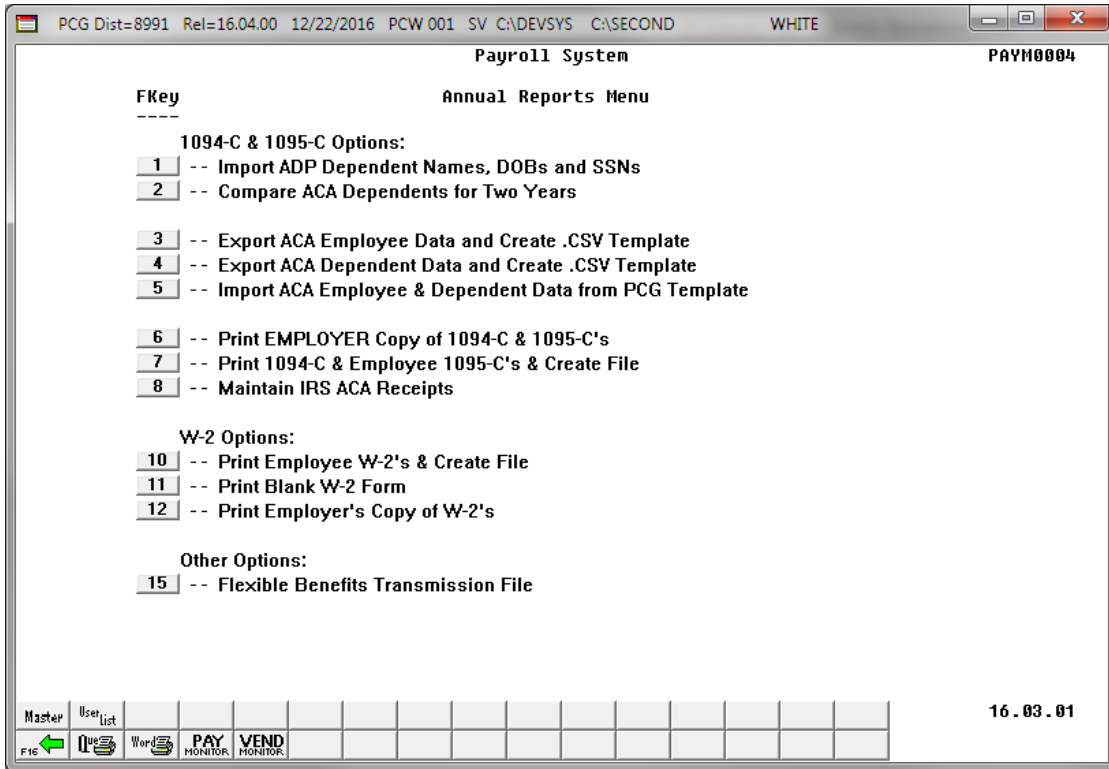
Step	Action
3	Select ⬛**5** (**F5** – Import ACA Employee & Dependent Data from PCG Template).

The following screen displays:

Step	Action
4	Verify the path and filename have defaulted correctly as **C:\ IMPORT\ACAEMPCCYYMMDD.csv**, or enter the correct path and filename in the **Enter the import file path and name** field , or select ⬚**F10** (**F10** to Browse for file).
	If the filename entered is incorrect, the "Invalid File Id. Correct and press ENTER to retry, or F16 to exit." message will be displayed. In this instance, return to Step 4 to enter the correct information.
5	Select ⬚ (**Enter**) to continue.

The following screen displays:

Step	Action
6	Enter or verify the year (CCYY) in the **Enter W-2 year to be imported** field. *Based on the field's entry, PCGenesis will create the ACA employee and dependent data for the calendar year entered.*
7	**Select the desired option for loading 'D' dependent records:** Select the ⦿ (**Radio button**) to the left of the desired option. Two options are available for importing the ACA dependent data: - Select **REPLACE ALL dependent information** to <u>replace</u> all dependent information for the W-2 reporting year specified. - Select **ADD NEW dependents and update COVERAGE ONLY for existing dependents** to <u>add new</u> dependents and update only the coverage fields for existing dependents, for the W-2 reporting year specified.
8	Select ⟨**ENTER** – to continue⟩.

If **import file errors** exist, the following error screen displays:

```
PCG Dist=6791  Rel=15.04.00  01/07/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE

                  Import ACA Employee & Dependent Information                     ACAIMP




                            Error(s) in Import File

                      Please review print file with error listing



                     Correct problem(s) in Excel file and recreate Import File

















      Enter to exit program and correct
ENTER                                                          F10                          15.04.00

F16
```

For **successful file imports**, the following screen displays:

```
PCG Dist=6791  Rel=15.04.00  01/07/2016  PCW 001  SV  C:\DEVSYS  C:\SECOND        WHITE

                  Import ACA Employee & Dependent Information                     ACAIMP





                              No Errors in Import File

                             Please Review Print file


                          Press ENTER to load Import File


                          Press F16 to STOP Process














ENTER                                                          F10                          15.04.00

F16
```

Step	Action
9	**For import file errors**: Go to the PCGenesis print queue and locate the error report. Using the report, make the appropriate corrections to the *.csv* file, and repeat this procedure beginning at *Step 2*. **For successful file imports**: Select [ENTER ✓] (**Enter** - continue) to load the import file. *"Processing – Please Wait" briefly displays.*

The following screen displays:

Step	Action
10	**To print the report via the Uqueue Print Manager:** Select [Que] (**Uqueue**). **To print the report via Microsoft® Word:** Select [Word] (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
11	Select [F16] (**F16** - Exit) to return to the *Payroll System Master Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*

E2. Import Reports – Samples

E2.1 ACA Employee Import Report – with Errors

```
DATE    01/07/2016  ACAIMP                   ACA EMPLOYEE & DEPENDENT IMPORT REPORT                          Page     3

Emp SSN   Type  Dep SSN   Dep First                    Dep Last           Dep DOB      Error Message

999999727   C3NOH7A                          D8RPT3
999999727     E

999997018   B2T8                             B2R8
999997018     E

999999821   RXS8LPN                          B2R8
999999821     E

999996603   HXT5I4                           S2N7S
999996603     E

999992489   MXR1                             S3E7IXF                                   Invalid Emp Number - MisMatch
999992489     E

999993288   A3ANXA                           J3NKXN9
999993288     E
```

E2.2 ACA Dependent Import Report – with Errors

```
DATE    01/07/2016  ACAIMP                     ACA EMPLOYEE & DEPENDENT IMPORT REPORT                          Page    1

Emp SSN    Type  Dep SSN   Dep First              Dep Last              Dep DOB      Error Message


999999490  V2L7RXE                  FXI9Z
999999490   D  999993317   T6YL5R G               FXI9Z                 08/30/1996

999999490  V2L7RXE                  FXI9Z
999999490   D  999997221   TXL2R E                FXI9Z                 12/03/1992

999999490  V2L7RXE                  FXI9Z
999999490   D  999999490   V2L7RXE                FXI9Z                 11/09/1970

999999490  V2L7RXE                  FXI9Z
999999490   D  999993239   E3W3RX C               FXI9Z                 03/19/1969

999999490  V2L7RXE                  FXI9Z
999999490   D  999993114   S4V2N6AX               FXI9Z                 10/08/1999

999992730  J8HX                     DXG5R8O
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 01:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 02:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 03:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 04:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 05:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 06:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 07:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 08:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 09:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 10:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 11:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 Mo 12:  Dep cov must be 'Y' or 'N'
999992730   D  999999619   J7C2 V                 DXG5R8O               01/05/1999 'All 12 MO' cov must be 'Y' or 'N'

999992730  J8HX                     DXG5R8O
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 01:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 02:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 03:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 04:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 05:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 06:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 07:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 08:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 09:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 10:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 11:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 Mo 12:  Dep cov must be 'Y' or 'N'
999992730   D  999994023   B5A8LXY                DXG5R8O               12/05/2009 'All 12 MO' cov must be 'Y' or 'N'
```

Procedure F: Print Employer Copy of 1094-C and 1095-C's

F1. Processing Employer Copy of 1094-C and 1095-C's

Step	Action
1	From the *Business Applications Master Menu*, select ___2___ (**F2 -** Payroll System).

The following screen displays:
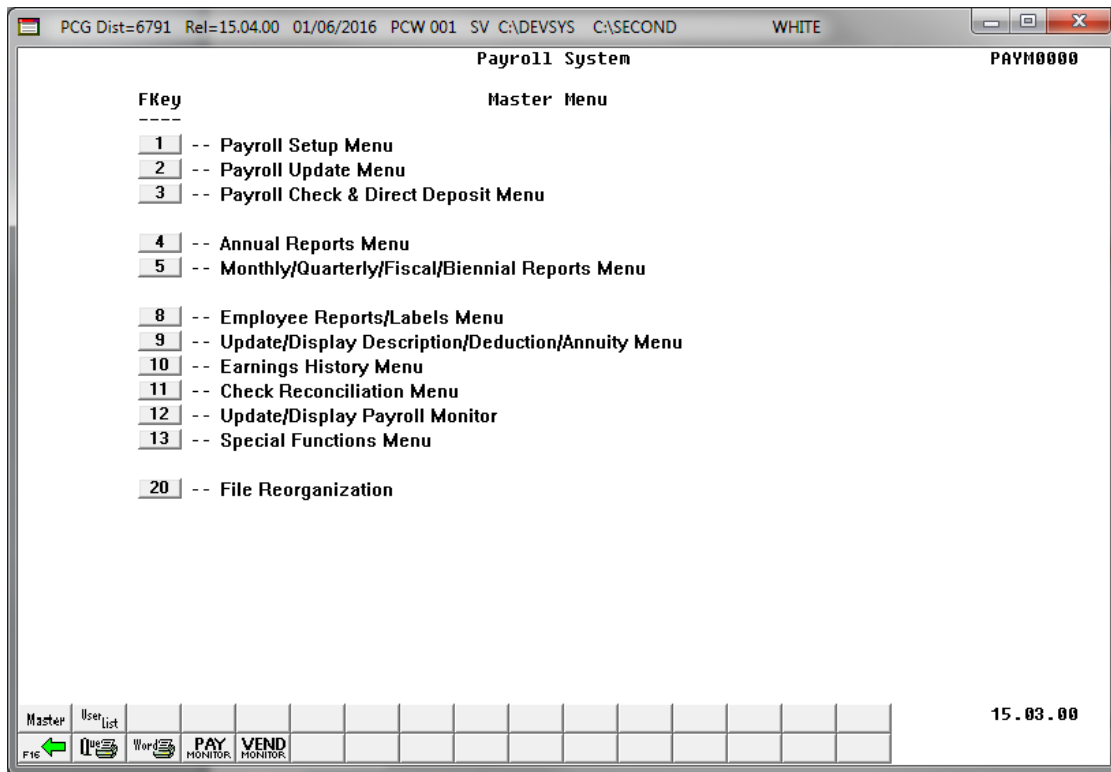
Step	Action
2	Select ___4___ (**F4** – Annual Reports Menu).

The following screen displays:
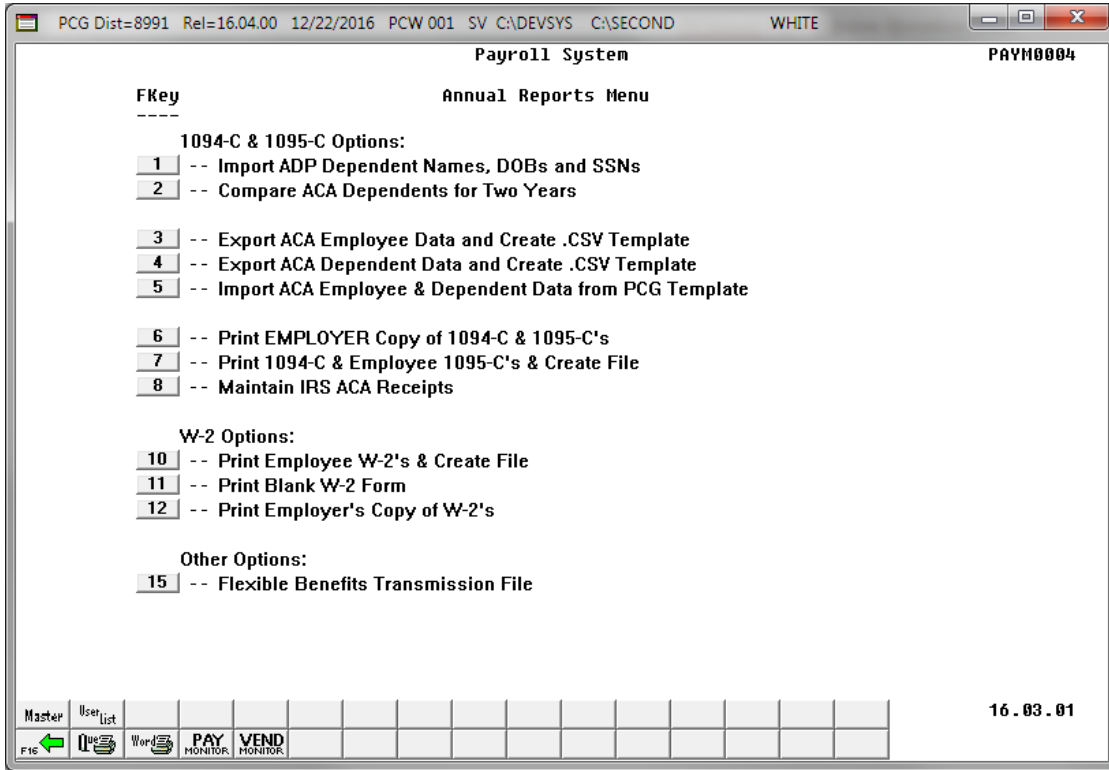
Step	Action
3	Select ___6___ (**F6**– Print EMPLOYER Copy of 1094-C & 1095-C's).

The following screen displays:

Step	Action
4	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will print the corresponding forms for the calendar year entered.*
5	Select the radio button ⊙ to the left of the desired **Employer report option** to identify the number of employees to print per page of the report. Select either one employee per page or multiple employees per page for the **Employer report option**. *Printing one employee per page allows the payroll administrator to generate a "draft" copy of the 1095-C statements to distribute to employees. Sending "draft" copies of the 1095-C's to employees will allow each individual to review and report any errors with their ACA data <u>before</u> the final IRS 1095-C forms are generated.*

Step	Action
6	Select the radio button ⊙ to the left of the desired **SSN print option** to indicate whether the employees' and dependents' social security numbers should be printed on the report. Valid options: • Print entire SSN • Print last 4 digits of SSNs • Do not print SSNs *If generating "draft" 1095-C statements to distribute to employees (see Step 5), it may be advisable to not include social security numbers on the report.*
7	Select ![ENTER] (**Enter**) to continue.

The following screen displays:

```
PCG Dist=8991  Rel=16.04.00  12/22/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        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: _____




                         ENTER = Continue, F16 = Exit Program
ENTER✓  F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12                          F15            16.04.00
F16     F17 F18                                                    Help
```

Step	Action
8	Verify the year (CCYY) in the **Enter W-2 year to be selected** field.
9	Enter the school district/system's 1095-C processing contact name up to twenty-seven characters, in the **Contact Name** field.

Step	Action
10	Enter the school district/system's contact telephone number in the **Contact Telephone Area Code, Exchange, Phone Nmber,** and **Extension** fields. *For example, if the telephone number was (999) 999-9999/Extension 99999, enter 999 999 9999 99999.*
11	Enter the school district/system's 1095-C processing contact E-mail address in the **Contact Email** field.
12	Enter the school district/system's location address in the **Location Address** field. The IRS defines the **Location Address** as the submitter's location address. For example, Attention, Suite, Room Number, etc. are valid entries.
13	Enter the school district/system's IRS-assigned **Air System TCC ID** in the field.
14	Select ENTER ✓ (**Enter**) twice to continue. Select F3 🖨 (**F3** – Print this data) to obtain a screen print of the *Print 1094-C and 1095-C's* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

If warnings are found, the following screen displays:

Step	Action
15	If warnings are found, review the *Employee Counts for 1094-C Report* and the *Employee Counts for 1094-C – Error Report* carefully.
	For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C – Error Report*. The report should be reviewed carefully to ensure that the system counted the total number of employees accurately for each month of the reporting year.

The following screen displays:

```
 A   PCG Dist=8991  Rel=17.04.00  02/01/2018  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE        _  □  ✕
                              PRINT 1094-C AND 1095-C's AND CREATE FILE                              ACAIRSEX
      W-2 YEAR: 2016

      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 EMPS        TOTAL EMP COUNT        (NO LONGER APPLICABLE)
                                    CALCED    OVERRIDE        CALCED    OVERRIDE
      ------------------------   ------------------------   ------------------------   ------------------------
      JAN           Y                 324      _324             422      _420
      FEB           Y                 325      _325             425      _423
      MAR           Y                 324      _324             425      _423
      APR           Y                 325      _325             429      _427
      MAY           Y                 322      _322             432      _430
      JUN           Y                 323      _323             375      _375
      JUL           Y                 323      _323             378      _377
      AUG           Y                 319      _319             416      _414
      SEP           Y                 361      _361             422      _420
      OCT           Y                 335      _335             432      _430
      NOV           Y                 342      _342             432      _431
      DEC           Y                 342      _342             434      _433

         TOTAL 1095-C FORMS PRINTED:    385
         TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:    _385

      1094-C, PART II, LINE 22
      Y  A. QUALIFYING OFFER METHOD
         B. RESERVED (NO LONGER APPLICABLE)
         C. RESERVED (NO LONGER APPLICABLE)
      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
      ENTER                                                                                       17.04.00
       ✓   F1   F2   F3 🖨  F4   F5   F6   F7   F8 💾  F9 ✏  F10 ▼  F11 ▶  F12 ◀          F15 🔍
      F16 ⬅  F17    F18 🗑                                          Help
```

Step	Action
16	Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown above. This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district/system to use.
	Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.

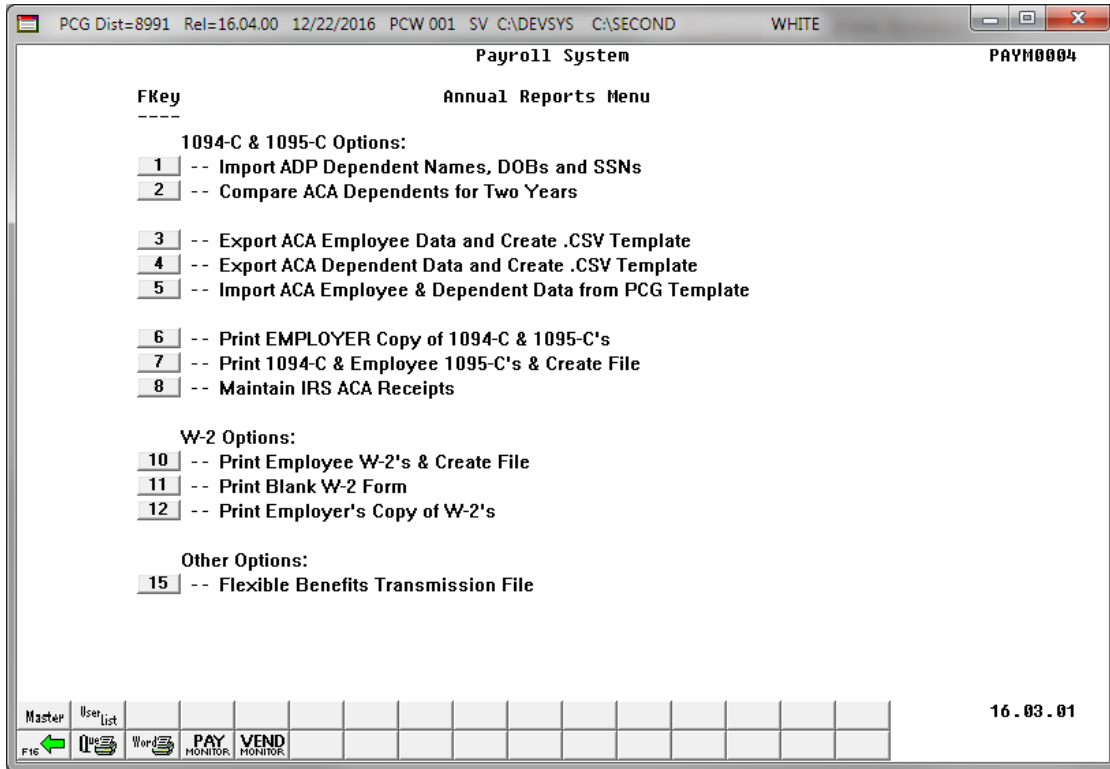| Step	Action
17	**1094-C, Part III, Col A: Minimum Essential Offer (January through December)**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** Valid values: **Y** The employer offered minimum essential coverage to at least 95% of its full-time employees and their dependents for the month specified. **N** The employer did <u>not</u> offer minimum essential coverage to at least 95% of its full-time employee and their dependents for the month specified. **B** Both the **Y** (Yes) and **N** (No) options apply. Please note: The codes entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.
18	**1094-C, Part III, Col B: Total Full-Time Employees – Calced (<u>Calculated</u>) (January through December)**: **These are non-modifiable, protected fields.** 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** <u>by month</u>, the system must <u>subtract</u> any employee with the **ACA Safe Harbor Code** set as follows: **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 IRS regulations state that the full-time employee count should, "not count any employee in a Limited Non-Assessment Period". Also, the full-time employee count should <u>not</u> include any employee not employed during the month, and should <u>not</u> include any employee who was employed, but was not full time. Therefore, after the system determines the total number of 1095-C eligible employees, the system will examine the employees' **ACA Safe Harbor Code** for each month and subtract any employee with a **2A**, **2B**, or **2D** in that field. The *Employee Counts for 1094-C Report* will print the calculation results on the last page of the report.

Step	Action
19	**1094-C, Part III, Col B: Total Full-Time Employees – <u>Override</u> (January through December)**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The override totals will be <u>saved</u> so that they are redisplayed and available upon subsequent executions of the program. If any ACA employee or dependent data has been changed since the last program execution, the override values may need to be modified and reconsidered. The payroll administrator should carefully review the override values every time the program is run. The **F17** function is available to copy the system calculated totals back over to the override totals, if necessary. <mark>Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.</mark> Select ⬚ (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.
20	**1094-C, Part III, Col C: Total Employee Count – Calced (<u>Calculated</u>) (January through December)**: **These are non-modifiable, protected fields.** The PCGenesis system tallies the <u>number of total employees</u> who work on the <u>first day</u> of each month of the calendar year. PCGenesis 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 their employees which causes inaccurate employee counts. The *Employee Counts for 1094-C Report* illustrates per employee how the system utilizes the **Hire Date**, **Termination Date**, and **Rehire Date** to determine which months of the year the employee was employed; this report should be reviewed carefully. For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C – Error Report* as shown in *Section F2.1 Employee Counts for 1094-C – Error Report*.

Step	Action
21	**1094-C, Part III, Col C: Total Employee Count – <u>Override</u> (January through December)**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The override totals will be <u>saved</u> so that they are redisplayed and available upon subsequent executions of the program. If any ACA employee or dependent data has been changed since the last program execution, the override values may need to be modified and reconsidered. The payroll administrator should carefully review the override values every time the program is run. The **F17** function is available to copy the system calculated totals back over to the override totals, if necessary. <mark>Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.</mark> Select ⬚ (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.
22	**1094-C, Part III, Col E: Section 4980H Indicator (January through December)**: *Reserved (No longer applicable)* For calendar year 2017, on Form 1094-C, line 22, box C is now designated as *Reserved (No longer applicable)*. No section 4980H transition relief is available for 2017.
23	**Total 1095-C Forms Printed**: **This is a non-modifiable, protected field.** The system calculates the total number of Forms 1095-C submitted with this transmittal. This number will be printed on **1094-C, Part I, Line 18: Total number of Forms 1095-C submitted with this transmittal.**

Step	Action
24	**Total 1095-C Forms Printed on Behalf of Employer:** **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** This screen allows the user to input the total number of 1095-C forms printed on behalf of the employer. For example, if another third party prints some or all of the employer's 1095-C forms, the total number of forms submitted on behalf of the employer is entered in this field. This number will be printed on **1094-C, Part II, Line 20: Total number of Forms 1095-C filed by and/or on behalf of ALE Member.** Please note: The total number of forms printed on behalf of the employer, entered on this screen, will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.
25	**1094-C, Part II, Line 22: Box A. Qualifying Offer Method**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** Valid values: **Y** Enter '**Y**' if the employer is eligible to use and is using the Qualifying Offer Method to report the information on Form 1095-C for one or more full-time employees. **N** Enter '**N**' if the employer is <u>not</u> eligible to use the Qualifying Offer Method to report the information on Form 1095-C.
26	**1094-C, Part II, Line 22: Box D. 98% Offer Method**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** Valid values: **Y** Enter '**Y**' if the employer is eligible for and is using the 98% Offer Method. **N** Enter '**N**' if the employer is <u>not</u> eligible to use the 98% Offer Method.
27	Select [ENTER] (**Enter**) twice to continue. Select [F3] (**F3** – Print this data) to obtain a screen print of the *Print 1094-C and 1095-C's* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'. Select [F17] (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.

The following screen displays:

Step	Action
28	**To print the report via the Uqueue Print Manager:** Select ⬛ (**Uqueue**). **To print the report via Microsoft® Word:** Select ⬛ (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
29	Select ⬛ (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ⬛ (**Master**) to return to the *Business Applications Master Menu.*

F2. Employer 1094-C and 1095-C Reports – Samples

F2.1 Employee Counts for 1094-C – Error Report

```
   REPORT ID:  ACAIRSEX-ER                      EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT                        PAGE:    1
   REPORT DATE:  04/04/2015                                                                      REPORTING YEAR: 2015


EMPLOYEES ARE MERGED:                  12845   OTHER =          012771              WARNING, RECORDS MERGED

EMPLOYEES ARE MERGED:                  12994   OTHER =          011599              WARNING, RECORDS MERGED

ILLEGAL SSN FOR DEPENDENT 940000986 OF EMPLOYEE            EMPNO:      83423        ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940000987 OF EMPLOYEE            EMPNO:      83423        ERROR MUST BE RESOLVED

EMP SELECTED FOR 1095-C BUT OFFER OF COVERAGE CODE IS MISSING  EMPNO:      7074     ERROR MUST BE RESOLVED

EMP SELECTED FOR 1095-C BUT OFFER OF COVERAGE CODE IS MISSING  EMPNO:      8078     ERROR MUST BE RESOLVED

ILLEGAL SSN FOR EMPLOYEE                                   EMPNO:      83425        ERROR MUST BE RESOLVED

EMPLOYEE BYPASSED BUT ACA1095C RECORD EXISTS.  REVIEW PERSONNEL DATA EMPNO:  87742  ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 999083427 OF EMPLOYEE            EMPNO:      83427        ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001130 OF EMPLOYEE            EMPNO:      83427        ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001131 OF EMPLOYEE            EMPNO:      83427        ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001132 OF EMPLOYEE            EMPNO:      83427        ERROR MUST BE RESOLVED

ILLEGAL SSN FOR EMPLOYEE                                   EMPNO:      83427        ERROR MUST BE RESOLVED
```

NOTE: The error message "*Employee bypassed but ACA1095C record exists. Review Personnel Data EMPNO.*" is printed when an employee's **1095-C Eligible Flag** has been set to '**Y**' on the *Update/Display ACA Employee Data* screen, but the employee's hire, re-hire, and/or termination date indicate that this employee did <u>not</u> work during the calendar year. The payroll administrator should review the hire/termination dates for the employee when this error occurs. If the employee hasn't worked during the year, the **1095-C Eligible Flag** should be set to '**N**'.

F2.2 Employee Counts for 1094-C

```
    REPORT ID:   ACAIRSEX                    EMPLOYEE COUNTS FOR 1094-C                                      PAGE:    19
    REPORT DATE:  01/11/2015    15:21        BASED ON FIRST DAY OF THE MONTH                         REPORTING YEAR: 2015

EMP NO     SSN      NAME                    JAN   FEB   MAR   APR   MAY   JUN   JUL   AUG   SEP   OCT   NOV   DEC
STAT CLASS  HIRE DATE   TERM DATE   REHIRE DT

86300 999-08-6300 LA5SITER, AL5O            Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  PART
  A   11    6/01/2014

86301 999-08-6301 CH4MPION, TE4PLE                                  Y     Y     Y     Y     Y     Y     Y  PART
  A   11    6/01/2015

86302 999-08-6302 PA3RA, SY3NEY             Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  PART
  A   11    9/01/2014

86306 999-08-6306 JA70B, TH7D               Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  PART
  A   11    6/01/2012

86307 999-08-6307 KO6NIG, TO6ISHA           Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  FULL 1095
  A   03    8/01/2010

86309 999-08-6309 PA4LSON, TO4IE                                                      Y     Y     Y     Y  PART
  A   11    9/01/2015

86310 999-08-6310 RU3D, LU3IEN                                                        Y     Y     Y     Y  PART
  A   30    9/01/2015

86314 999-08-6314 DE7NY, CH7NCE             Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  FULL 1095
  A   03    7/01/2012

86317 999-08-6317 RU4IN, SA4DY              Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y  FULL 1095
  A   03    7/01/2012


                      GRAND TOTALS         421   421   420   420   393   391   397   430   432   434   434   434  FULL CLASS
                                           133   132   132   133   132   144   144   144   152   160   160   160  PART CLASS

   1094-C, PART III, COL C   TOTAL EMP COUNT  554   553   552   553   525   535   541   574   584   594   594   594  TOTAL EMP

                   TOTAL 1095-C FORMS      11
              TOTAL SAFE HARBOR 2A, 2B, 2D  2     2     2     1     1     1     1     0     0     0     0     0

   1094-C, PART III, COL B FULL-TIME EMP COUNT  9     9     9    10    10    10    10    11    11    11    11    11

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.
```

F2.3 Employer 1094-C and 1095-C's Report

```
   REPORT ID:  ACA1095R                      EMPLOYER 1094-C AND 1095-C'S                              PAGE:    1
   REPORT DATE: 09/16/2015   14:54                                                          REPORTING YEAR: 2015

1094-C, PART I:
NAME OF ALE MEMBER: SMITH CITY BOARD OF EDUCATION      EMPLOYER EIN:  58-6000267
STREET ADDRESS:     102 MAIN STREET
CITY OR TOWN:       SMITH                              STATE:  GA     ZIP: 33333
NAME OF CONTACT:    W2 CONTACT NAME                    CONTACT PHONE NUMBER: 999-555-5555 x 6789

                         TOTAL 1095-C WITH THIS TRANSMITTAL: 00003

1094-C, PART II:
                              AUTHORITATIVE TRANSMITTAL?: YES

TOTAL NUMBER OF FORMS 1095-C FILED BY AND/OR ON BEHALF OF EMPLOYER: 00003

                    IS EMPLOYER A MEMBER OF AN AGGREGATED ALE GROUP?: NO

CERTIFICATION OF ELIGIBILITY:    A. QUALIFYING OFFER METHOD:        NO       B. QUALIFYING OFFER METHOD TRANSITION RELIEF: NO
                                 C. SECTION 4980H TRANSITION RELIEF: NO      D. 98% OFFER METHOD:                          NO

PART III:         (a) MINIMUM ESSENTIAL   (b) FULL-TIME EMPLOYEE COUNT   (c) TOTAL EMPLOYEE COUNT   (e) SECTION 4980h TRANSITION
                      COVERAGE OFFER                                                                    RELIEF INDICATOR
ALL 12 MONTHS         YES

   JAN                                              2                          427
   FEB                                              2                          430
   MAR                                              2                          430
   APR                                              2                          430
   MAY                                              2                          430
   JUN                                              2                          430
   JUL                                              2                          430
   AUG                                              3                          431
   SEP                                              3                          431
   OCT                                              3                          431
   NOV                                              3                          431
   DEC                                              3                          431
```

```
   REPORT ID:  ACA1095R                      EMPLOYER 1094-C AND 1095-C'S                              PAGE:    2
   REPORT DATE: 09/16/2015   14:54                                                          REPORTING YEAR: 2015

------------------------------------------------------------------------------------------------------------------
 EMPNO:  87742   SSN: 999-08-7742   NAME: AB3EU, MO3TY              ADDR: 3292 MAIN STREET
                                                                         SMITH            GA  33333

                      ALL 12 MO  JAN     FEB     MAR     APR     MAY     JUN     JUL     AUG     SEP     OCT     NOV     DEC
 14 OFFER OF COVERAGE            1H      1H      1H      1H      1H      1H      1H      1E      1E      1E      1E      1E
 15 EE SHARE OF LOWEST PREM                                                             53.02   53.02   53.02   53.02   53.02
 16 SEC 4980H SAFE HARBOR       2A      2A      2A      2A      2A      2A      2D

 PART III COVERED INDIVDUALS:    SSN          BIRTH DATE   ALL 12 MO  JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU------------>, FIRST--- 999-12-3456                              N   N   N   N   N   N   N   N   Y   Y   Y   Y
 AB3EU------------>, DAUGHTER 999-23-4567                              N   N   N   N   N   N   N   N   Y   Y   Y   Y

------------------------------------------------------------------------------------------------------------------
 EMPNO:  88942   SSN: 999-08-5555   NAME: AB3EU, ET3AN              ADDR: 2067 MAIN STREET
                                                                         SMITH            GA  33333

                      ALL 12 MO  JAN     FEB     MAR     APR     MAY     JUN     JUL     AUG     SEP     OCT     NOV     DEC
 14 OFFER OF COVERAGE       1E
 15 EE SHARE OF LOWEST PREM 53.02
 16 SEC 4980H SAFE HARBOR

 PART III COVERED INDIVDUALS:    SSN          BIRTH DATE   ALL 12 MO  JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
 AB3EU------------>, WIFE---- 888-12-3456   01/01/1954        Y
 AB3EU------------>, MARK---- 888-23-0456   06/01/2015                 N   N   N   N   N   Y   Y   Y   Y   Y   Y   Y
```

Procedure G: Print Employee 1095-C's and Create File

G1. Supported IRS Forms for 1095-C

Unlike the W-2 process, PCGenesis will require <u>pre-printed</u> 1095-C forms. For 2018 PCGenesis will only support **non-self-seal forms.**

PCGenesis will support the IRS <u>portrait</u> format for the 1095-C form. Please refer to *Appendix A: Supported 1095-C Form – Example* to see an example of the 1095-C that PCGenesis will support.

School districts should contact their forms vendor and purchase <u>pre-printed</u> 1095-C forms. When ordering forms, please be sure to order the exact forms as described above.

<u>**If the Electronic File Transmission Status is returned as *Accepted with errors*:**</u>

==*If an electronic file is "Accepted with Errors" by the IRS, then landscape 1095-C <u>paper correction</u> forms must be mailed to the IRS to fix the data.*==

The possibility exists that the IRS could return a receipt status of "*Accepted with Errors*" for the ACA Transmission File. In this case, the majority of the ACA Transmission File records have been accepted by the IRS with no errors. However, errors do exist on a subset of the records submitted to the IRS. When an ACA Transmission File is "*Accepted with Errors*", the IRS provides an *Acknowledge Error File* with a list of the Transmission File record numbers and the corresponding error messages associated with each record number. In this case, 1095-C <u>paper correction forms</u> must be sent to the IRS to fix the data.

For paper filing to the tax agency, the IRS requires <u>landscape</u> 1095-C forms which PCGenesis does not support. Therefore, correction 1095-C landscape forms must be filled in <u>manually</u> by going to the IRS link shown below. This link will allow the user to manually type in the data on-line and then print the pdf file. Since there should be very few forms that need to be corrected, filling out landscape 1095-C forms manually is the quickest way to meet the IRS requirements and deadlines and come into compliance.

<https://www.irs.gov/pub/irs-pdf/f1095c.pdf>

Any correction must be sent to the IRS via paper landscape 1095-C forms. Filing corrections requires a <u>paper</u> 109**4**-C transmission form as well. The employer will be responsible for <u>manually</u> filling out the 1094-C form. PCGenesis recommends the IRS <u>landscape</u> format for the 1094-C transmission form. Please note that the IRS form 1094-C contains 3 separate pages.

G2. Processing Employee Copy of 1095-C's and Creating the ACA Transmission File

Step	Action
1	From the *Business Applications Master Menu*, select **2** (**F2 -** Payroll System).

The following screen displays:
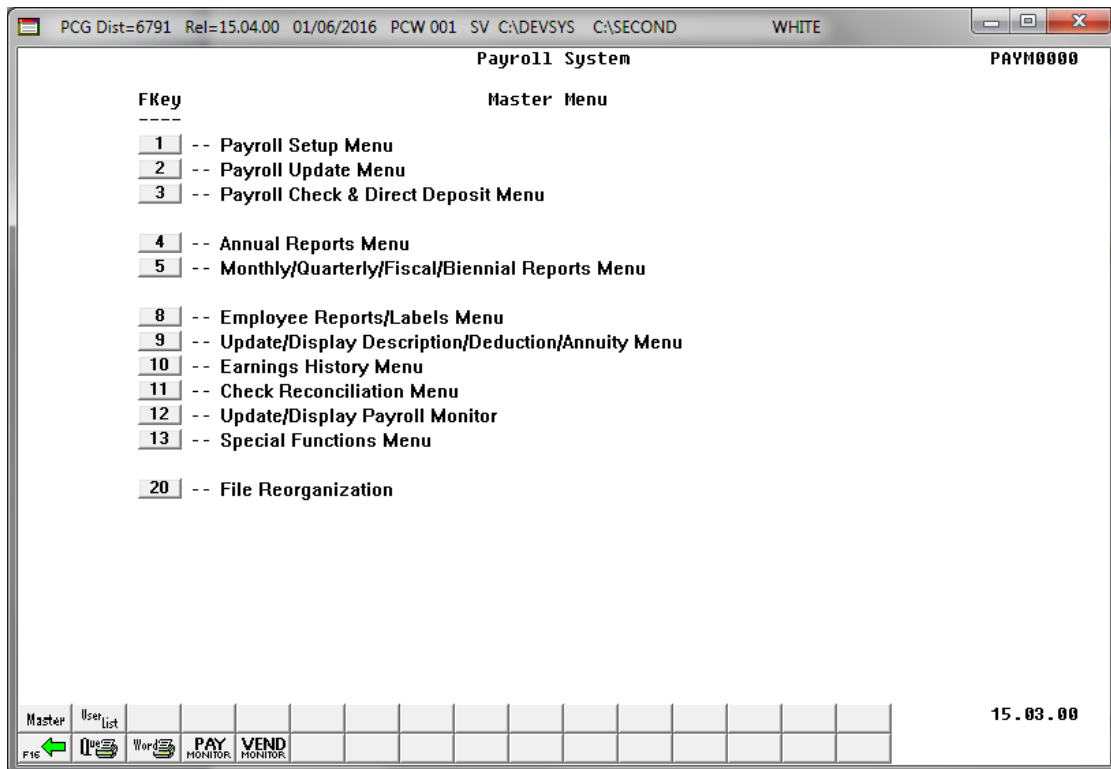
Step	Action
2	Select **4** (**F4 –** Annual Reports Menu).

The following screen displays:
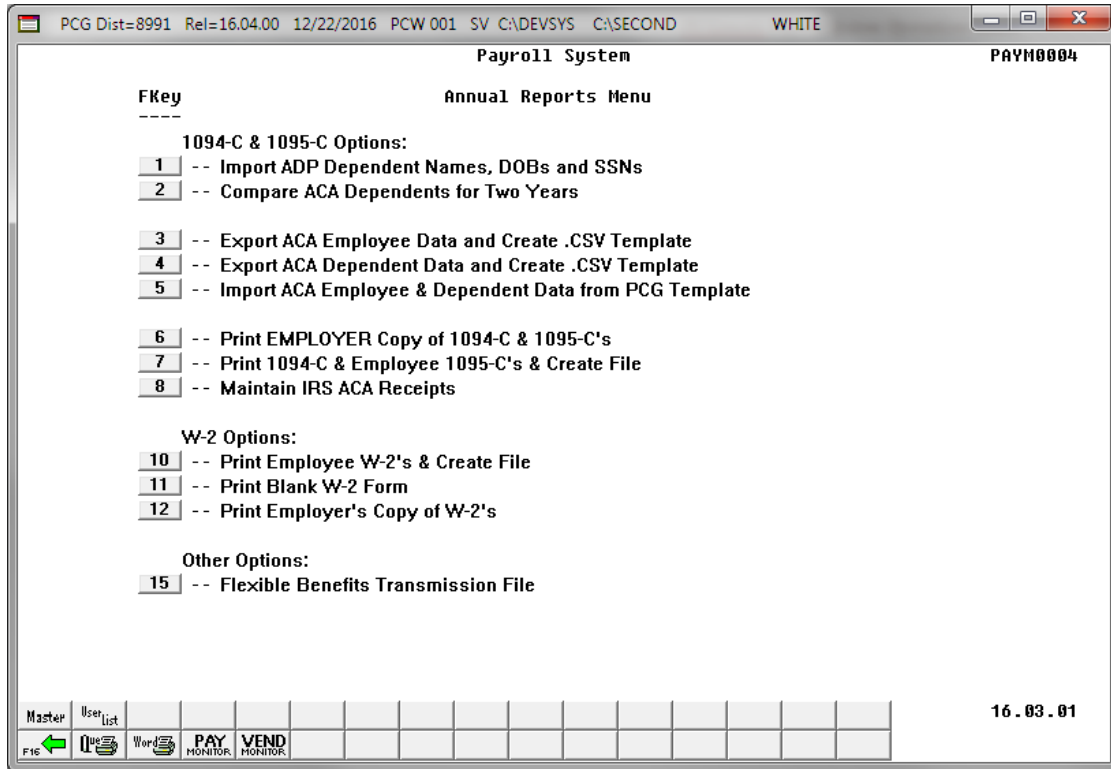
Step	Action
3	Select ☐ **7** (**F7**– Print 1094-C & Employee 1095-C's & Create File).

The following screen displays:

Step	Action
4	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will print the corresponding forms for the calendar year entered.*
5	Select the radio button ⊙ to the right of **Select 1095-C option** to identify what to print or create. Three options are available: • Print forms and create electronic media • Print forms only • Create electronic media only The **1095-C option** allows users to create the 1095-C electronic files without requiring that the **1095-C** forms be printed. <u>Note</u>: If the radio button for **Print forms and create electronic media** option is selected, the PCGenesis system will automatically create an **Original** *ACA Transmission File* to send to the IRS.
6	Select **Enter** (Continue).

If the radio button for **Create electronic media only** has been selected, the following screen displays:

Step	Action
7	Select the desired radio button ⊙ to choose the type of *ACA Transmission File* to create.
	Two options are available:
	• Original file. No **IRS Receipt ID** on file
	• Replacement file. **IRS Receipt ID** on file but XML file REJECTED by IRS
	The option to generate an **Original** *ACA Transmission File* should only be used if the user has <u>not</u> already submitted a transmission file to the IRS and received an **IRS Receipt ID**.
	If the user has already submitted a transmission file to the IRS, and if that file was **Rejected**, then the user must select the radio button for **Replacement File**. **Rejected** files are corrected by creating a replacement file.
	<u>Note</u>: If the radio button for the **Replacement file** option is selected, the PCGenesis system will automatically create a **Replacement** *ACA Transmission File* to send to the IRS.
	*Verify that the **W-2 Year** field reflects the correct reporting year.*
8	Select **Enter** (Continue).

If the user is trying to create an **Original** *ACA Transmission File* and if an **IRS Receipt ID** is already on file, the system will display an error screen indicating that the user may not create another **Original** *ACA Transmission File*. One and only one **IRS Receipt ID** may be obtained for an **Original** *ACA Transmission File* from the IRS. The PCGenesis system automatically reads the *IRS ACA Receipts File* to determine if an **IRS Receipt ID** has been entered by the user. Refer to *Procedure H: Maintain IRS ACA Receipts* in this document for more information on maintaining IRS ACA receipt information.

The following screen displays if the user is trying to create an **Original** *ACA Transmission File* and if an **IRS Receipt ID** is already on file:

```
  PCG Dist=8991  Rel=16.04.00  12/22/2016  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE      ☐ ◻ ✕
                                                                                           ACAEMPP
                        Print 1095-C's and Create File



  ERROR - AN ORIGINAL XML FILE HAS ALREADY BEEN SUBMITTED TO THE IRS FOR YEAR 2015.

  IF PRINTING 1095-C FORMS, SELECT 'PRINT FORMS ONLY'.

  IF GENERATING THE IRS TRANSMISSION FILE, SELECT 'CREATE ELECTRONIC MEDIA ONLY'
  AND CHOOSE 'REPLACEMENT FILE'.















                        PRESS ENTER KEY TO CONTINUE PROGRAM
```

Step	Action
9	If the user is trying to create an **Original** *ACA Transmission File* and if an **IRS Receipt ID** is already on file: An error screen will be displayed indicating that the PCGenesis system has already created an **Original** *ACA Transmission File*. In this case, select **Enter** and restart the procedure at *Step 1*. To print 1095-C forms only, select the radio button for **Print forms only** in *Step 5*. To generate the *IRS Transmission File* only, select the radio button for **Create electronic media only** in *Step 5*. Refer to *Procedure H: Maintain IRS ACA Receipts* in this document for more information on maintaining IRS ACA receipt information.
10	Select **Enter** (Continue). Repeat this procedures starting at *Step 1*.

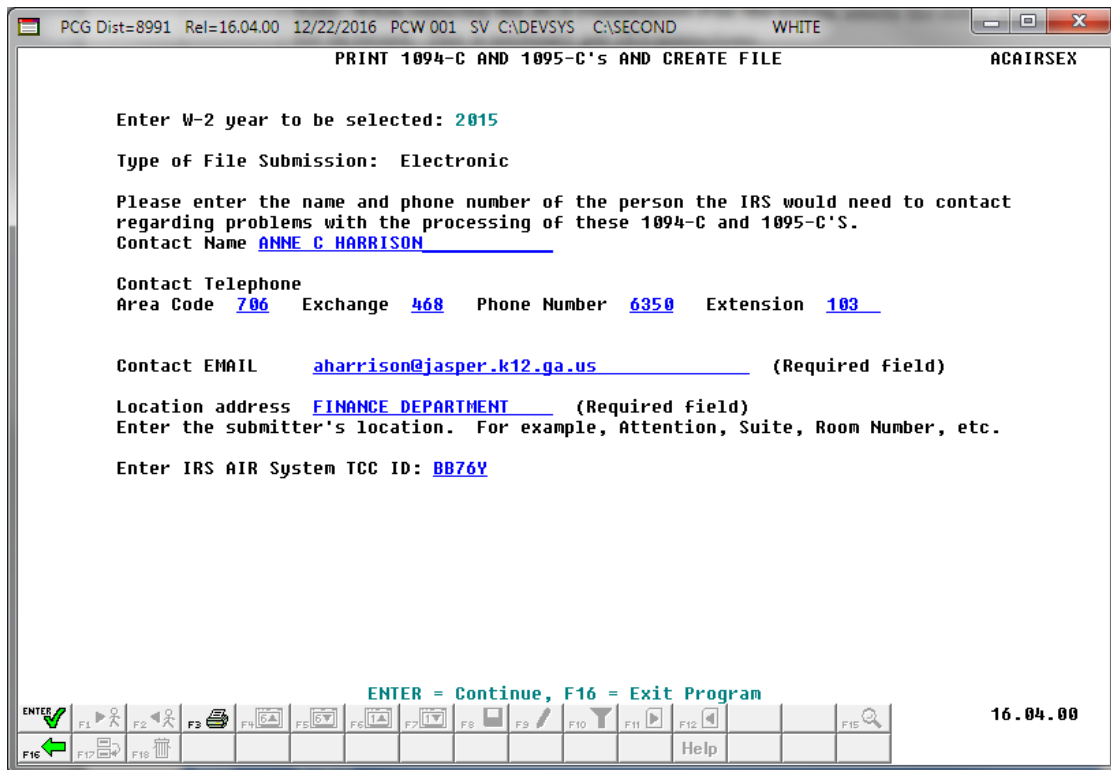If the user is trying to create a **Replacement** *ACA Transmission File* and if there is <u>not</u> an **IRS Receipt ID** on file with a **Rejected** status, the system will display an error screen indicating that an IRS XML file cannot be found. Refer to *Procedure H: Maintain IRS ACA Receipts* in this document for more information on maintaining IRS ACA receipt information.

The PCGenesis system automatically reads the *IRS ACA Receipts File* to determine if an **IRS Receipt ID** has been entered by the user and if the status of that receipt ID has been set to **Rejected**.

There may be numerous reasons that an *ACA Transmission File* might be rejected by the IRS:

- There was nothing in the file that was delivered to IRS. The transmission file may be empty.
- The district's TCC ID is invalid for ACA
- The district's TCC ID did not pass the test scenario
- The transmission file became corrupted after PCGenesis generation
  <u>Note</u>: Any attempt to edit the *ACA Transmission Files*, will cause the files to become corrupted and rejected by the IRS.

The following screen displays if the user is trying to create a **Replacement** *ACA Transmission File* and if there is <u>not</u> an **IRS Receipt ID** on file with a **Rejected** status:

Step	Action
11	If the user is trying to create a **Replacement** *ACA Transmission File* and if there is not an **IRS Receipt ID** on file with a Rejected status:
	An error screen will be displayed indicating that the PCGenesis system cannot find a **Rejected** *ACA Transmission File*. In this case, select **Enter** and restart the procedure at *Step 1*.
	Refer to *Procedure H: Maintain IRS ACA Receipts* in this document for more information on maintaining IRS ACA receipt information.
12	Select **Enter** (Continue).

If the user has selected the option to create a **Replacement** *ACA Transmission File* and if there is an **IRS Receipt ID** on file with a **Rejected** status, the system will display the following verification screen:

```
  PCG Dist=8991  Rel=16.01.01  05/12/2016  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE             □ ▣ ✕
                              Print 1095-C's and Create File                                    ACAEMPP

                                       REPLACEMENT OF
                                   Selected IRS XML File

 W-2 YEAR: 2015     IRS Receipt ID: 1095C-16-12345678     IRS Receipt Status: R

 IRS XML File Selected:
 1094C_Request_ABCDE_20160511T0847176002.xml


      NOTE:  Please review this screen and verify that this is the XML file that you are
             correcting or replacing.  It is very important to select the correct file
             for processing. If the correct file is not displayed, please contact the
             Help Desk for assistance.

             When REPLACING the XML file, the system selects the oldest REJECTED file
             on record.

















                          ENTER = Continue, F16 = Exit Program                     16.02.00
```

Step	Action
13	<u>If the user has selected the option to create a **Replacement** *ACA Transmission File* and if there is an **IRS Receipt ID** on file with a **Rejected** status:</u> The user should review the confirmation screen carefully and verify that the correct XML file is displayed that is to be replaced. It is very important to select the correct file for processing. <u>Note</u>: When replacing the *ACA Transmission File*, the system selects the oldest **Rejected** file on record. This is necessary per IRS instructions. *If the information is incorrect, contact the Technology Management Customer Support Center for assistance.*
14	Select **Enter** (Continue).

If no errors are encountered, the following screen displays:


```
PCG Dist=8991  Rel=16.04.00  12/22/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                    PRINT 1094-C AND 1095-C's AND CREATE FILE                ACAIRSEX


        Enter W-2 year to be selected: 2015

        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  ANNE C HARRISON

        Contact Telephone
        Area Code  706   Exchange  468   Phone Number  6350   Extension  103

        Contact EMAIL      aharrison@jasper.k12.ga.us              (Required field)

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

        Enter IRS AIR System TCC ID: BB76Y




                        ENTER = Continue, F16 = Exit Program                  16.04.00
```

Step	Action
15	Verify the year (CCYY) in the **Enter W-2 year to be selected** field.
16	Enter the school district/system's 1095-C processing contact name up to twenty-seven characters, in the **Contact Name** field.

Step	Action
17	Enter the school district/system's contact telephone number in the **Contact Telephone Area Code, Exchange, Phone Nmber,** and **Extension** fields. *For example, if the telephone number was (999) 999-9999/Extension 99999, enter 999 999 9999 99999.*
18	Enter the school district/system's 1095-C processing contact E-mail address in the **Contact Email** field.
19	Enter the school district/system's location address in the **Location Address** field. The IRS defines the **Location Address** as the submitter's location address. For example, Attention, Suite, Room Number, etc. are valid entries.
20	Enter the **IRS Air System TCC ID**. Refer to *Procedure I: Electronic Media Processing, I1. Applying for a TCC ID for the IRS AIR System* in this document for more information.
21	Select (**Enter**) twice to continue. Select (**F3** – Print this data) to obtain a screen print of the *Print 1094-C and 1095-C's* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

If warnings are found, the following screen displays:

Step	Action
22	If warnings are found, review the *Employee Counts for 1094-C Report* and the *Employee Counts for 1094-C – Error Report* carefully.
	For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C – Error Report*. The report should be reviewed carefully to ensure that the system counted the total number of employees accurately for each month of the reporting year.

The following screen displays:

```
 A   PCG Dist=8991  Rel=17.04.00  02/01/2018  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE            ___ ◻ ✕
                          PRINT 1094-C AND 1095-C's AND CREATE FILE                       ACAIRSEX
    W-2 YEAR: 2016

    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 EMPS         TOTAL EMP COUNT        (NO LONGER APPLICABLE)
                                   CALCED   OVERRIDE          CALCED   OVERRIDE
    ------------------------    ------------------------    ------------------------    ------------------------
    JAN           Y                324       324              422       420
    FEB           Y                325       325              425       423
    MAR           Y                324       324              425       423
    APR           Y                325       325              429       427
    MAY           Y                322       322              432       430
    JUN           Y                323       323              375       375
    JUL           Y                323       323              378       377
    AUG           Y                319       319              416       414
    SEP           Y                361       361              422       420
    OCT           Y                335       335              432       430
    NOV           Y                342       342              432       431
    DEC           Y                342       342              434       433

       TOTAL 1095-C FORMS PRINTED:     385
       TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER:     385

    1094-C, PART II, LINE 22
     Y   A. QUALIFYING OFFER METHOD
         B. RESERVED (NO LONGER APPLICABLE)
         C. RESERVED (NO LONGER APPLICABLE)
     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
    ENTER✔  F1  F2  F3🖨  F4  F5  F6  F7  F8💾  F3  F10  F11▶  F12◀              F15🔍        17.04.00
    F16◀  F17  F18🗑                                            Help
```

Step	Action
23	Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown above. This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district/system to use.
	Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.

Step	Action
24	**1094-C, Part III, Col A: Minimum Essential Offer (January through December)**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** Valid values: **N** The employer offered minimum essential coverage to at least 95% of its full-time employees and their dependents for the month specified. **O** The employer did <u>not</u> offer minimum essential coverage to at least 95% of its full-time employee and their dependents for the month specified. **B** Both the **Y** (Yes) and **N** (No) options apply. Please note: The codes entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.
25	**1094-C, Part III, Col B: Total Full-Time Employees – Calced (<u>Calculated</u>) (January through December)**: **These are non-modifiable, protected fields.** 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** <u>by month</u>, the system must <u>subtract</u> any employee with the **ACA Safe Harbor Code** set as follows: **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 IRS regulations state that the full-time employee count should, "not count any employee in a Limited Non-Assessment Period". Also, the full-time employee count should <u>not</u> include any employee not employed during the month, and should <u>not</u> include any employee who was employed, but was not full time. Therefore, after the system determines the total number of 1095-C eligible employees, the system will examine the employees' **ACA Safe Harbor Code** for each month and subtract any employee with a **2A**, **2B**, or **2D** in that field. The *Employee Counts for 1094-C Report* will print the calculation results on the last page of the report.

Step	Action
26	**1094-C, Part III, Col B: Total Full-Time Employees – <u>Override</u> (January through December)**:
	Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.
	This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations.
	The override totals will be <u>saved</u> so that they are redisplayed and available upon subsequent executions of the program. If any ACA employee or dependent data has been changed since the last program execution, the override values may need to be modified and reconsidered. The payroll administrator should carefully review the override values every time the program is run. The **F17** function is available to copy the system calculated totals back over to the override totals, if necessary.
	<mark>Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.</mark>
	Select ⬚ (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.
27	**1094-C, Part III, Col C: Total Employee Count – Calced (<u>Calculated</u>) (January through December)**:
	These are non-modifiable, protected fields.
	The PCGenesis system tallies the <u>number of total employees</u> who work on the <u>first day</u> of each month of the calendar year. PCGenesis 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 their employees which causes inaccurate employee counts. The *Employee Counts for 1094-C Report* illustrates per employee how the system utilizes the **Hire Date**, **Termination Date**, and **Rehire Date** to determine which months of the year the employee was employed; this report should be reviewed carefully.
	For employees with the same **Social Security Number** but multiple **Employee ID** numbers, the system will attempt to merge the records in order to determine the months that the employee worked for the school system during the calendar year. For merged **Employee ID** numbers, the system will create the *Employee Counts for 1094-C – Error Report* as shown in *Section F2.1 Employee Counts for 1094-C – Error Report*.

Step	Action
28	**1094-C, Part III, Col C: Total Employee Count – <u>Override</u> (January through December)**: **Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.** This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The override totals will be <u>saved</u> so that they are redisplayed and available upon subsequent executions of the program. If any ACA employee or dependent data has been changed since the last program execution, the override values may need to be modified and reconsidered. The payroll administrator should carefully review the override values every time the program is run. The **F17** function is available to copy the system calculated totals back over to the override totals, if necessary. <mark>Please note: The override totals entered on this screen will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.</mark> Select ⬛ (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.
29	**1094-C, Part III, Col E: Section 4980H Indicator (January through December)**: *Reserved (No longer applicable)* For calendar year 2017, on Form 1094-C, line 22, box C is now designated as *Reserved (No longer applicable)*. No section 4980H transition relief is available for 2017.
30	**Total 1095-C Forms Printed**: **This is a non-modifiable, protected field.** The system calculates the total number of Forms 1095-C submitted with this transmittal. This number will be printed on **1094-C, Part I, Line 18: Total number of Forms 1095-C submitted with this transmittal.**

Step	Action
31	**Total 1095-C Forms Printed on Behalf of Employer:**
	Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.
	This screen allows the user to input the total number of 1095-C forms printed on behalf of the employer. For example, if another third party prints some or all of the employer's 1095-C forms, the total number of forms submitted on behalf of the employer is entered in this field.
	This number will be printed on **1094-C, Part II, Line 20: Total number of Forms 1095-C filed by and/or on behalf of ALE Member.**
	Please note: The total number of forms printed on behalf of the employer, entered on this screen, will be printed on the final 1094-C forms and included on the electronic media submitted to the IRS.
32	**1094-C, Part II, Line 22: Box A. Qualifying Offer Method**:
	Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.
	Valid values:
	Y Enter '**Y**' if the employer is eligible to use and is using the Qualifying Offer Method to report the information on Form 1095-C for one or more full-time employees.
	N Enter '**N**' if the employer is <u>not</u> eligible to use the Qualifying Offer Method to report the information on Form 1095-C.
33	**1094-C, Part II, Line 22: Box D. 98% Offer Method**:
	Follow the instructions for Forms 1094-C and 1095-C provided by the IRS.
	Valid values:
	Y Enter '**Y**' if the employer is eligible for and is using the 98% Offer Method.
	N Enter '**N**' if the employer is <u>not</u> eligible to use the 98% Offer Method.
34	Select (**Enter**) twice to continue.
	Select (**F3** – Print this data) to obtain a screen print of the *Print 1094-C and 1095-C's* screen. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.
	Select (**F17** – Copy Data) to copy the system-calculated totals to the override totals. This may be required when changes are made to the employee ACA data subsequent to the last time the employer or employee 1095-C forms were printed.

If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:
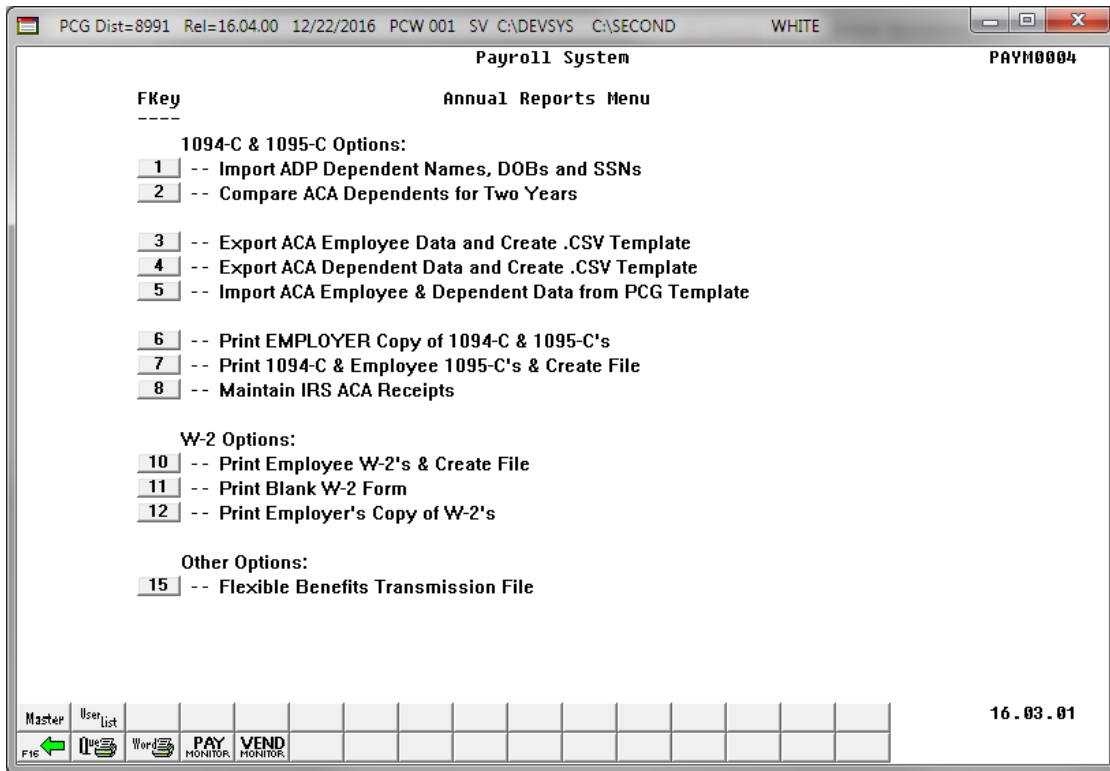
```
PCG Dist=8991  Rel=15.04.00  01/13/2016  DOD 001  SV K:\SYSTEM  K:\SECOND          WHITE          _ B X
                                                                                    ACA1095E



                              Print ACA 1095-C Forms




                    Are 1095-C forms inserted?  ___   (YES,NO)













                                F16 = Exit                              15.04.00
```
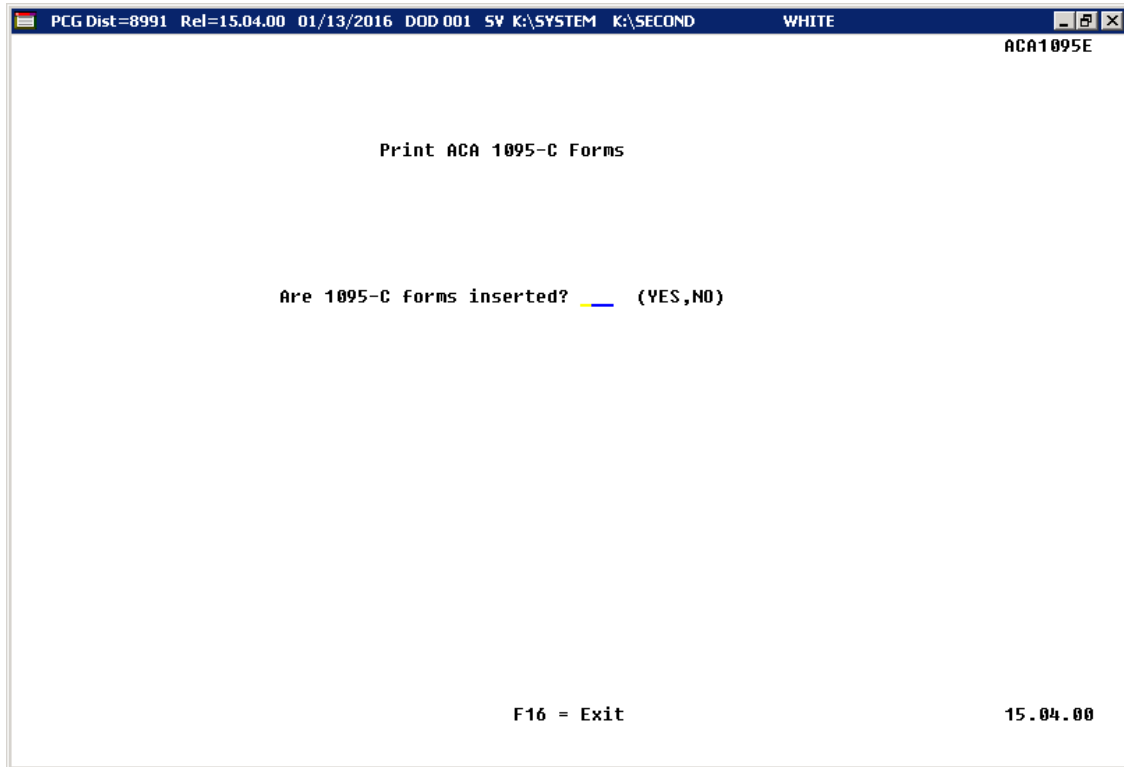
Step	Action
35	Insert the **1095-C** forms.
36	Enter **YES** in the field and select **Enter**.

If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:
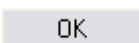
Step	Action
37	**To print all 1095-C's**:
	Select the ⊙ (**Radio button**) to the left of the **Print All 1095-C's** label.
	Select the ⊙ (**Radio button**) to the left of the desired print sequence.
38	**To restart print of 1095-C's from the last Social Security Number (SSN) printed**:
	Select the ⊙ (**Radio button**) to the left of the **Restart print of 1095-C's from SSN** label.
	Enter the appropriate **Social Security Number** (SSN) in the adjacent field.
	Select the ⊙ (**Radio button**) to the left of the desired print sequence.
	1095-C printing may be restarted from the last correctly printed 1095-C (by employee's SSN) as in the case of paper jams or power failures. Although PCGenesis prints two copies of this employee's 1095-C statement, discard one of the copies after verifying all information.

Step	Action
39	**To reprint individual employees' 1095-C statements**: Select the ⊙ (**Radio button**) to the left of the **Reprint 1095-C's for the following SSN's** label. Enter the appropriate **Social Security Numbers** (SSN's) in the adjacent fields. *PCGenesis prints up to fourteen (14) individual 1095-C's at a time.*
40	Select ![ENTER] (**Enter**) twice to continue.

The following dialog box displays:
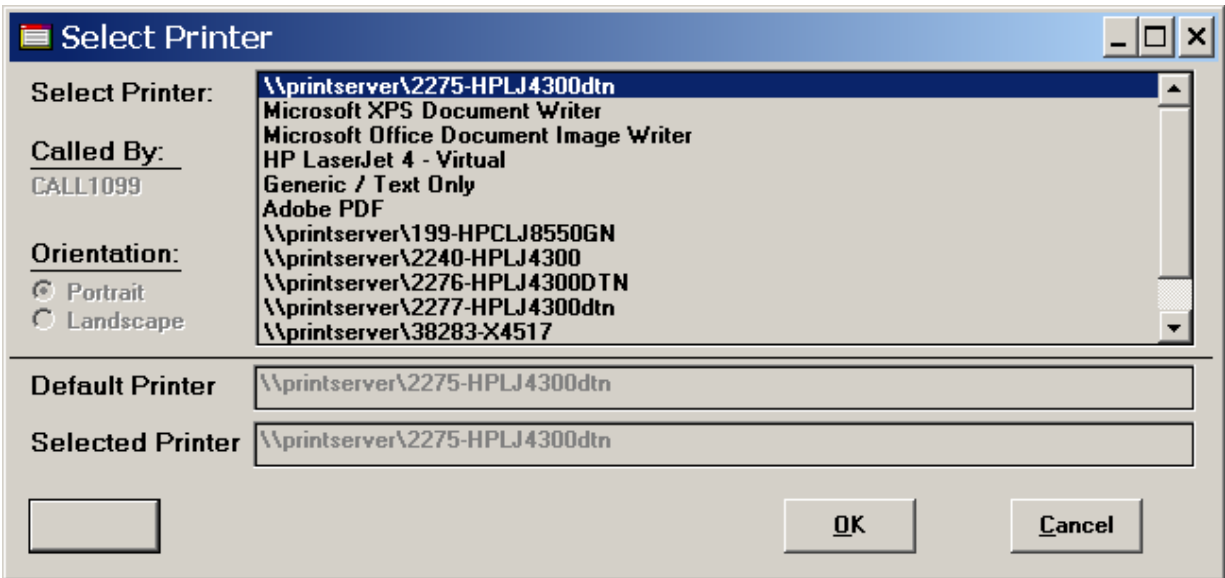
Step	Action
41	Within the *Select Printer* window, verify <u>or</u> highlight the appropriate Printer's name. Verify that the correct printer displays in the **Selected Printer** text box.
42	Select OK (**OK**).

If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:

Step	Action
43	**Print a sample 1095-C form**: Insert an <u>actual</u> ***1095-C*** form into the printer's feeder tray, and select <kbd>F2</kbd> (**F2** – Print Sample 1095-C). *Print the sample copy of the 1095-C form to ensure the information is properly aligned before continuing.* *Contact the Technology Management Customer Support Center for assistance as needed.* *To exit the Print Test Option, select* <kbd>F16</kbd> *(**F16** -Cancel and Exit), and to return to the Payroll System – Annual Reports Menu.*
44	**Print employee 1095-C forms**: Select <kbd>F8</kbd> (**F8** – Prints OK, Continue).

If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:

```
  PCG Dist=8991  Rel=15.04.00  01/13/2016  DOD 001  SV K:\SYSTEM  K:\SECOND        WHITE              _ □ X
 _                                                                                            ACA1095E


                              * * *   1095-C Form Printing    * * *
                              ------ Successful Completion --------

      Print totals:
         Total employees =                         11
         Total 1095-C's =                          12

         Total employees with one 1095-C =         10
         Total employees with two 1095-C's =        1     (Multiple 1095-C forms may be printed for
         Total employees with three 1095-C's =      0      employees with more than 18 dependents.)


      Total 1095-C employees on file:
         Total number of 1095-C employees =        11

















                                  ENTER or F16 to Exit                              15.04.00
```

Step	Action
45	Carefully verify the school district or system totals. Also verify the number of *total* employees, and ensure that the total number of 1095-C forms printed is correct.
	Screen-print the *Successful Completion* screen to verify against the number of 1095-C forms printed.

If the **Print forms and create electronic media** option has been selected, or the **Print forms only** option has been selected, the following screen displays:

```
 PCG Dist=8991  Rel=15.04.00  01/13/2016  DOD 001  SV K:\SYSTEM  K:\SECOND          WHITE                 _ ⟳ X
 _                                                                                                      ACAEMPP




                      ****  REMOVE 1095-C FORMS from PRINTER  ****

















                           Press ENTER to Continue                                   15.04.00
```
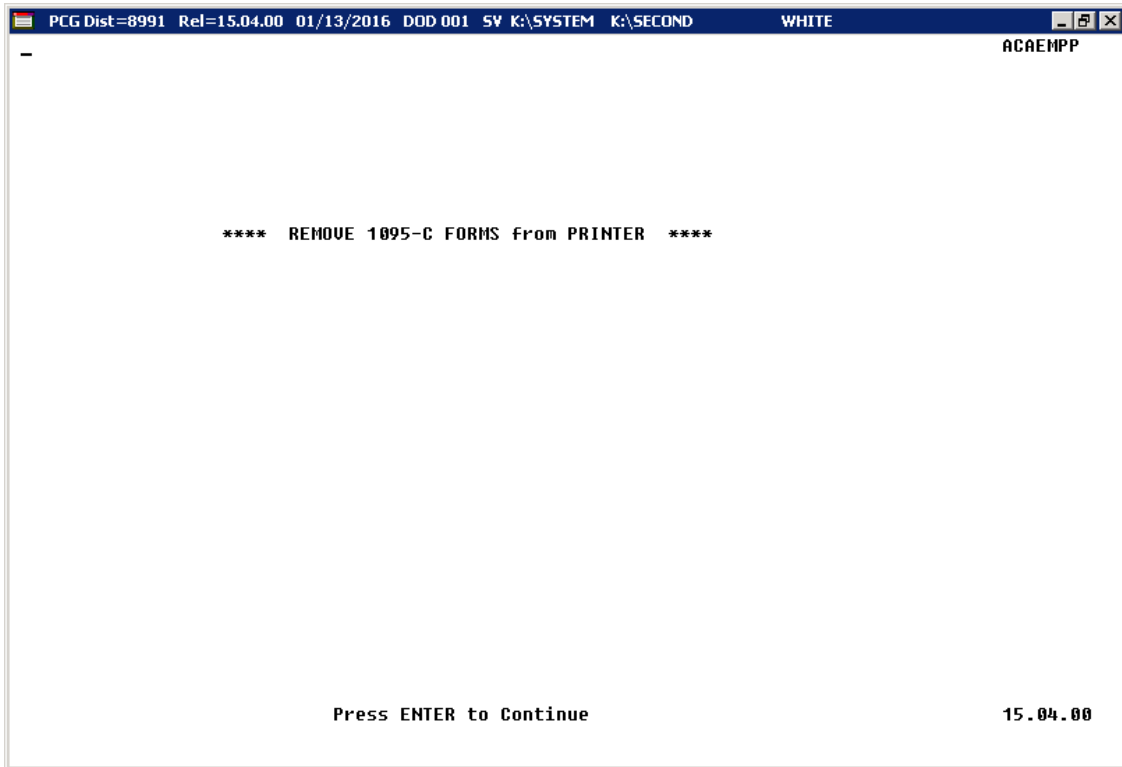
Step	Action
46	Remove the *FORM 1095-C Statements* from the printer, and select **Enter** (to Continue).

If the **Print forms and create electronic media** option has been selected, or the **Create electronic media only** option has been selected, the following screen displays:

```
 PCG Dist=8991  Rel=16.01.01  05/13/2016  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE                  _ □ X
                                                                                                     ACA1095M
                        *** 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_20160513T083345300Z.xml
         C:\SECOND\PAYACA\MANIFEST_1094C_Request_ABCDE_20160513T083345300Z.xml


         ---------- ACA 1095-C File Totals ----------

         Total Number Of 1095-C records =      371













                ENTER or F16 to Exit                                               16.01.00_
```

Step	Action
47	Carefully verify the number of 1095-C records reported, and ensure that the total number is correct. *If the information is incorrect, contact the Technology Management Customer Support Center for assistance.*
48	Screen-print the *Successful Completion* screen to verify against the number of 1095-C forms printed.
49	Select **Enter**.
50	Submit the *ACA Transmission File* to the IRS. Follow the instructions in *Procedure I: Electronic Media Processing, I2. Uploading Production ACA File to IRS* in this document.

The following screen displays:

Step	Action
51	**To print the report via the Uqueue Print Manager:** Select ▣ (**Uqueue**). **To print the report via Microsoft® Word:** Select ▣ (**MS WORD**). Follow the instructions provided in the *Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing* to create the macro necessary to use the feature where appropriate.
52	Select ◀ (**F16** - Exit) to return to the *Payroll System Master Menu,* or select ▣ (**Master**) to return to the *Business Applications Master Menu.*

G3. Employee 1094-C and 1095-C Reports – Samples
G3.1 Employee Counts for 1094-C – Error Report

```
    REPORT ID:  ACAIRSEX-ER                    EMPLOYEE COUNTS FOR 1094-C -- ERROR REPORT                          PAGE:    1
    REPORT DATE:  04/04/2015                                                                          REPORTING YEAR: 2015


EMPLOYEES ARE MERGED:                   12845   OTHER =           012771            WARNING, RECORDS MERGED

EMPLOYEES ARE MERGED:                   12994   OTHER =           011599            WARNING, RECORDS MERGED

ILLEGAL SSN FOR DEPENDENT 940000986 OF EMPLOYEE         EMPNO:      83423           ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940000987 OF EMPLOYEE         EMPNO:      83423           ERROR MUST BE RESOLVED

EMP SELECTED FOR 1095-C BUT OFFER OF COVERAGE CODE IS MISSING  EMPNO:      7074     ERROR MUST BE RESOLVED

EMP SELECTED FOR 1095-C BUT OFFER OF COVERAGE CODE IS MISSING  EMPNO:      8078     ERROR MUST BE RESOLVED

ILLEGAL SSN FOR EMPLOYEE                                EMPNO:      83425           ERROR MUST BE RESOLVED

EMPLOYEE BYPASSED BUT ACA1095C RECORD EXISTS.  REVIEW PERSONNEL DATA EMPNO:  87742  ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 999083427 OF EMPLOYEE         EMPNO:      83427           ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001130 OF EMPLOYEE         EMPNO:      83427           ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001131 OF EMPLOYEE         EMPNO:      83427           ERROR MUST BE RESOLVED

ILLEGAL SSN FOR DEPENDENT 940001132 OF EMPLOYEE         EMPNO:      83427           ERROR MUST BE RESOLVED

ILLEGAL SSN FOR EMPLOYEE                                EMPNO:      83427           ERROR MUST BE RESOLVED
```

NOTE: The error message "*Employee bypassed but ACA1095C record exists. Review Personnel Data EMPNO.*" is printed when an employee's **1095-C Eligible Flag** has been set to '**Y**' on the *Update/Display ACA Employee Data* screen, but the employee's hire, re-hire, and/or termination date indicate that this employee did <u>not</u> work during the calendar year. The payroll administrator should review the hire/termination dates for the employee when this error occurs. If the employee hasn't worked during the year, the **1095-C Eligible Flag** should be set to '**N**'.

G3.2 Employee Counts for 1094-C

```
   REPORT ID:  ACAIRSEX                    EMPLOYEE COUNTS FOR 1094-C                                  PAGE:    19
   REPORT DATE:  01/11/2015   15:21        BASED ON FIRST DAY OF THE MONTH                   REPORTING YEAR: 2015

EMP NO    SSN      NAME                     JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
STAT CLASS  HIRE DATE    TERM DATE    REHIRE DT

86300 999-08-6300 LA5SITER, AL5O            Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  PART
 A   11    6/01/2014

86301 999-08-6301 CH4MPION, TE4PLE                              Y    Y    Y    Y    Y    Y    Y  PART
 A   11    6/01/2015

86302 999-08-6302 PA3RA, SY3NEY             Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  PART
 A   11    9/01/2014

86306 999-08-6306 JA70B, TH7D              Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  PART
 A   11    6/01/2012

86307 999-08-6307 KO6NIG, TO6ISHA          Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  FULL 1095
 A   03    8/01/2010

86309 999-08-6309 PA4LSON, TO4IE                                              Y    Y    Y    Y  PART
 A   11    9/01/2015

86310 999-08-6310 RU3D, LU3IEN                                                Y    Y    Y    Y  PART
 A   30    9/01/2015

86314 999-08-6314 DE7NY, CH7NCE            Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  FULL 1095
 A   03    7/01/2012

86317 999-08-6317 RU4IN, SA4DY             Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y    Y  FULL 1095
 A   03    7/01/2012


                         GRAND TOTALS     421  421  420  420  393  391  397  430  432  434  434  434  FULL CLASS
                                          133  132  132  133  132  144  144  144  152  160  160  160  PART CLASS

    1094-C, PART III, COL C    TOTAL EMP COUNT  554  553  552  553  525  535  541  574  584  594  594  594  TOTAL EMP

                     TOTAL 1095-C FORMS      11
              TOTAL SAFE HARBOR 2A, 2B, 2D    2    2    2    1    1    1    1    0    0    0    0    0

   1094-C, PART III, COL B FULL-TIME EMP COUNT   9    9    9   10   10   10   10   11   11   11   11   11

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.
```

Procedure H: Maintain IRS ACA Receipts

H1. Entering IRS ACA Receipt ID for the Original ACA Transmission File

Step	Action
1	From the *Business Applications Master Menu*, select ⬜ **2** ⬜ (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select [**4**] (**F4 – Annual Reports Menu**).

The following screen displays:

Step	Action
3	Select [**8**] (**F8– Maintain IRS ACA Receipts**).

The following screen displays:

Step	Action
4	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will display the IRS receipt entries for the reporting year specified.*
5	Select [ENTER] to continue. *Select [F3] (**F3 – Print All**) to print a report of all IRS receipt IDs for the W-2 year.*

The following screen displays:

Step	Action
6	The **XML Filename** and the *ACA Transmission File* **Type** are displayed on the screen as protected fields. Valid values for the *ACA Transmission File* **Type**: **ORIGINAL** – The *ACA Transmission File* generated by PCGenesis was an original file **REPLACE** – The *ACA Transmission File* generated by PCGenesis was a replacement file Carefully verify the **XML Filename** and **Type** before updating the corresponding **IRS Receipt ID** for the file selected.
7	Enter the **Trans Status** (Transmission Status) of the IRS ACA Transmission File. Valid values: **Y** – the file has been transmitted to the IRS **N** – the file has not been transmitted to the IRS

Step	Action
8	Enter the **IRS Rcpt Status** (IRS Receipt Status).
	Valid values:
	N – No status defined
	L – Lost receipt ID
	R – ACA file rejected
	E – ACA file accept **with errors**
	A – ACA file accepted with NO ERRORS
	S – ACA file submitted/waiting for acknowledgement from the IRS
	The IRS Receipt Status is determined by the IRS. Users must login to the IRS ACA website to obtain the status of the transmission. Refer to *Section I3. Checking IRS Transmission Status* for instructions.
9	Enter the **IRS Rcpt ID** (IRS Receipt ID) field obtained from the IRS website.
	Refer to Section I3. Checking IRS Transmission Status in this document for instructions on obtaining the IRS Receipt ID.
10	Select **ENTER** ✓ to continue.

The following screen displays:

Step	Action
11	Verify *"Validations passed. Save your changes."* displays, and select (**F8** – Save Changes).

The following screen displays:

```
PCG Dist=6131 Rel=16.01.01 05/11/2016 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE
                            Maintain ACA IRS Receipts                         ACAIRSRC
W-2 Year:  2015

RCP 001  1094C_Request_ABCDE_20160511T0847176002.xml
      17   ORIGINAL  Trans Status (Y or N): Y    IRS Rcpt Status: S   IRS Rcpt ID: 1095C-16-12345678

RCP 002
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 003
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 004
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 005
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 006
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 007
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 008
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

RCP 009
                Trans Status (Y or N):      IRS Rcpt Status:     IRS Rcpt ID:     - -

Data saved.

ENTER                    PGUP  PGDN  LNUP  LNDN  F8                        F15         16.02.00
F16   F17   F18   F19   F20   F21   F22   F23   F24   F25
```

Step	Action
12	Verify *"Data saved"* displays, and select (**F16** – Exit) to return to the *Enter W-2 Year* screen.
13	Select (**F16** – Exit) to return to the *Payroll System – Annual Reports Menu*.

The following screen displays:

Step	Action
14	Select (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

H1.1 ACA IRS Receipts Report

```
REPORT DATE: 03/11/2016  09:42:19                ACA IRS RECEIPTS                              PAGE    2
    PROGRAM: ACAIRSRC


2015  MANIFEST 1094C Request BB1LX 20160310T1234567892.xml
     Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted w/ NO errors   IRS Receipt ID:  1095C-15-12121212

2015  MANIFEST 1094C Request BB1LX 20160310T0034567892.xml
     Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-13131313

2015  MANIFEST 1094C Request BB1LX 20160309T1234567892.xml
     Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted w/ NO errors   IRS Receipt ID:  1095C-15-14141414

2015  MANIFEST 1094C Request BB1LX 20160308T1234567892.xml
     Transmission Status: Y    IRS Receipt Status:  Lost receipt ID                      IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160307T085848350z.xml
     Transmission Status: Y    IRS Receipt Status:  IRS ACA file rejected                IRS Receipt ID:  1095C-15-15151515

2015  MANIFEST 1094C Request BB1LX 20160304T1533592002.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160302T0034567892.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160301T0034567892.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160224T1308377802.xml
     Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-01234567

2015  MANIFEST 1094C Request BB1LX 20160223T1234567892.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160222T1234567892.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160221T1234567892.xml
     Transmission Status: N    IRS Receipt Status:  No status defined                    IRS Receipt ID:
```

H2. Reading the Acknowledge Error File from the IRS

The possibility exists that the IRS could return a receipt status of "*Accepted with Errors*" for the ACA Transmission File.

Example – 'Accepted with Errors' Return Status

In this case, the majority of the ACA Transmission File records have been accepted by the IRS with no errors. However, errors do exist on a subset of the records submitted to the IRS. When an ACA Transmission File is "*Accepted with Errors*", the IRS provides an *Acknowledge Error File* with a list of the Transmission File record numbers and the corresponding error messages associated with each record number. In this case, 1095-C paper correction forms must be sent to the IRS to fix the data.

For paper filing to the tax agency, the IRS requires landscape 1095-C forms which PCGenesis does not support. Therefore, correction 1095-C landscape forms must be filled in manually by going to the IRS link shown below. This link will allow the user to manually type in the data on-line and then print the pdf file. Since there should be very few forms that need to be corrected, filling out landscape 1095-C forms manually is the quickest way to meet the IRS requirements and deadlines and come into compliance.

https://www.irs.gov/pub/irs-pdf/f1095c.pdf

Corrections are filed after the ACA file transmissions are accepted by IRS. Corrections include errors identified either by the IRS, the Transmitter, Issuer or Employer, or by the Taxpayer. Any correction must be sent to the IRS via paper 1095-C forms.

In order to identify the employee ID and social security number corresponding to the record number with errors, the user must read the *Acknowledge Error File* provided by the IRS. The "*Acknowledge Error File*" has a naming convention in the following format:

>Ack_1095C-16-00001753_05-31-2016_10-18-59PM_UTC.xml

The *Acknowledge Error File* is an xml file, and when the user double clicks on the file, the error file is displayed in a web browser window as shown below:

```
<?xml version="1.0" encoding="UTF-8" standalone="true"?>
- <ns3:FormBCTransmitterSubmissionDtl xmlns:ns3="urn:us:gov:treasury:irs:msg:form1094-1095BCtransmittermessage" xmlns:ns2="urn:us:gov:treasury:irs:common"
  xmlns="urn:us:gov:treasury:irs:ext:aca:air:7.0">
  - <ACATransmitterSubmissionDetail>
    - <TransmitterErrorDetailGrp>
        <SubmissionLevelStatusCd>Rejected</SubmissionLevelStatusCd>
        <UniqueSubmissionId>1095C-16-00002727|1</UniqueSubmissionId>
      </TransmitterErrorDetailGrp>
    - <TransmitterErrorDetailGrp>
        <UniqueSubmissionId>1095C-16-00002727|1</UniqueSubmissionId>
      - <ns2:ErrorMessageDetail>
          <ns2:ErrorMessageCd>AIREX126</ns2:ErrorMessageCd>
          <ns2:ErrorMessageTxt>Rejected submission - TIN Validation Failed for ALE Member's EIN</ns2:ErrorMessageTxt>
          <ns2:XpathContent>EmployerEIN</ns2:XpathContent>
        </ns2:ErrorMessageDetail>
      </TransmitterErrorDetailGrp>
    - <TransmitterErrorDetailGrp>
        <UniqueSubmissionId>1095C-16-00002727|1</UniqueSubmissionId>
      - <ns2:ErrorMessageDetail>
          <ns2:ErrorMessageCd>AIREX127</ns2:ErrorMessageCd>
          <ns2:ErrorMessageTxt>Rejected submission - TIN Validation Failed for Designated Government Entity's EIN</ns2:ErrorMessageTxt>
          <ns2:XpathContent>EmployerEIN</ns2:XpathContent>
        </ns2:ErrorMessageDetail>
      </TransmitterErrorDetailGrp>
    - <TransmitterErrorDetailGrp>
        <UniqueRecordId>1095C-16-00002727|1|1</UniqueRecordId>
      - <ns2:ErrorMessageDetail>
          <ns2:ErrorMessageCd>AIRBR630</ns2:ErrorMessageCd>
          <ns2:ErrorMessageTxt>Covered individual's name or SSN or DOB is present when Covered all 12 months not checked or no months checked</ns2:ErrorMessageTxt>
          <ns2:XpathContent>CoveredIndividual:CoveredIndividualAnnualInd</ns2:XpathContent>
        </ns2:ErrorMessageDetail>
      </TransmitterErrorDetailGrp>
    - <TransmitterErrorDetailGrp>
        <UniqueSubmissionId>1095C-16-00002727|1</UniqueSubmissionId>
      - <ns2:ErrorMessageDetail>
          <ns2:ErrorMessageCd>AIRBR853</ns2:ErrorMessageCd>
          <ns2:ErrorMessageTxt>Neither Section 4980H Transition Relief Indicator (All 12 Months) or (monthly) is checked when required</ns2:ErrorMessageTxt>
          <ns2:XpathContent>ALEMemberInforGrp:ALESect4980HTrnstReliefCd</ns2:XpathContent>
        </ns2:ErrorMessageDetail>
```

Example – Acknowledge Error File provided by the IRS as displayed in a web browser

The *Acknowledge Error File* displayed in a web browser window is very, very hard to read and decipher. A better way to view the *Acknowledge Error File* is to display the file in *Microsoft® WORD* application. The instructions for opening the *Acknowledge Error File* in **WORD** are detailed in this procedure.

Step	Action
1	Find the location of the *Acknowledge Error File*.
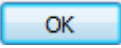
The following screen displays:
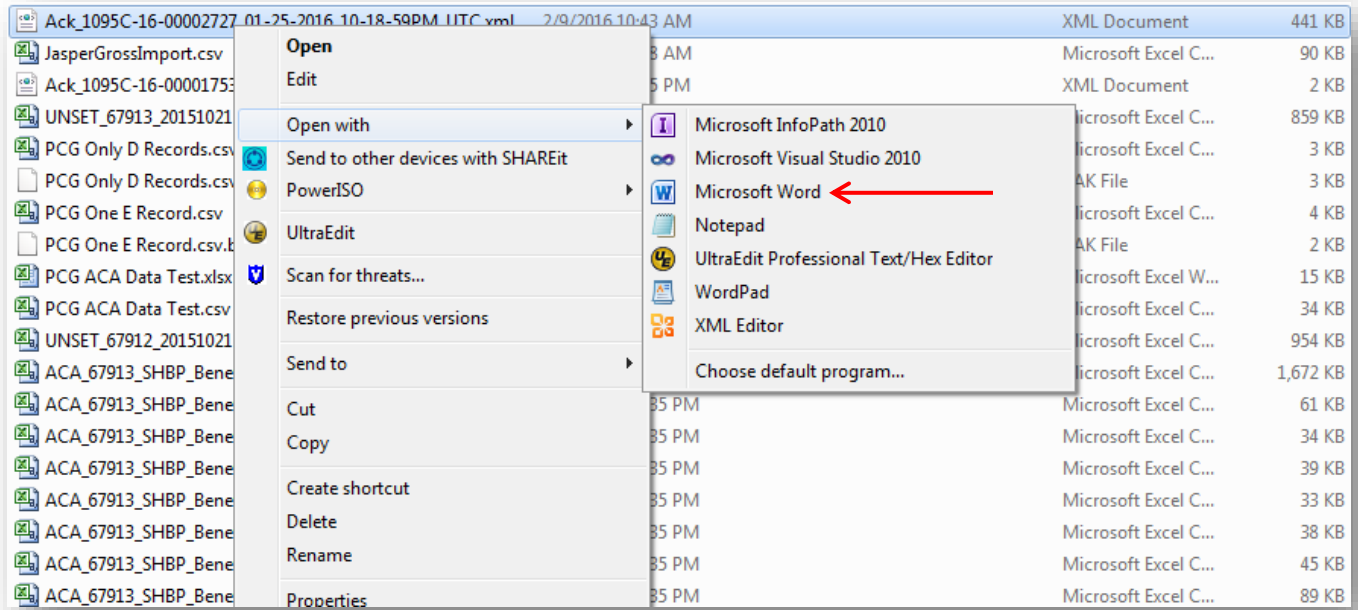
Step	Action
2	Open the *Acknowledge Error File* in the *Microsoft® WORD* application.
	Right-click and select *Open with* menu option, and then select the *Microsoft® WORD* application.

The following screen displays:
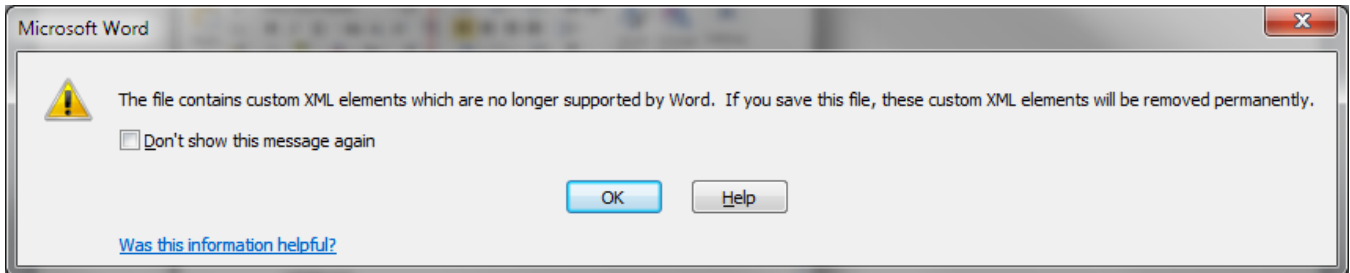
Step	Action
3	In the *Microsoft® WORD* dialog box, select [OK] (OK).

The following screen displays:
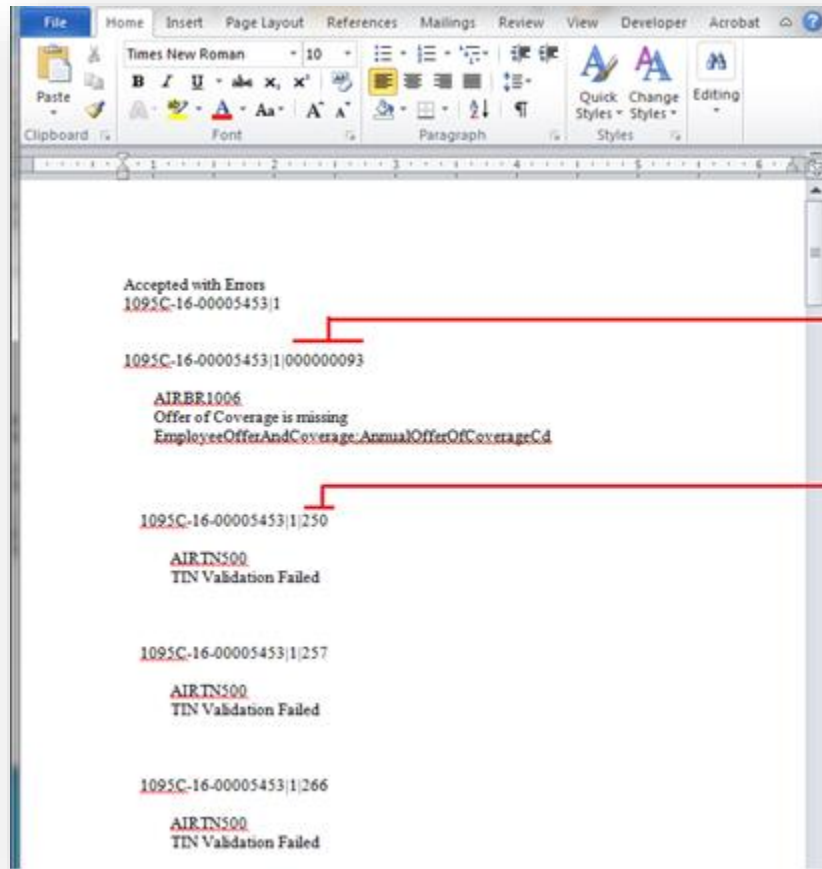
Example of Acknowledge Error File with the status 'Accepted with Errors'

Step	Action
4	The *Acknowledge Error File* is now displayed in a somewhat readable format. The first line of the file shows the <u>status</u> of the **IRS Receipt ID**, in this case '*Accepted with Errors*'. The second line of the file shows the **IRS Receipt ID** of the *ACA Transmission File*.

Step	Action
5	Following the **IRS Receipt ID** and status is the identifying information of the records in the *ACA Transmission File* which contain errors. The record information is in the following format: *IRS Receipt ID|File Number|IRS Record Number* Therefore, in the example above, the record is identified as: *1095C-16-00005453|1|000000093* Indicating the **IRS Receipt ID** is *1095C-16-00005453*, **File Number** *1*, and **IRS Record Number** *000000093*. The **IRS Receipt ID** and the **IRS Record Number** fields will be required to identify the corresponding employee in the PCGenesis system.
6	Print out this report from *Microsoft® **WORD**.* This report will be used to make notations of the corresponding employee ID number and Social Security Number to be used to resolve the issue.
7	Proceed to *Section H3. Cross-Referencing IRS Record Numbers to PCGenesis Employee ID Numbers*.

H3. Cross-Referencing IRS Record Numbers to PCGenesis Employee ID Numbers

Step	Action
1	From the *Business Applications Master Menu*, select ⬜2⬜ (**F2 -** Payroll System).

The following screen displays:

Step	Action
2	Select **4** (**F4 –** Annual Reports Menu).

The following screen displays:

Step	Action
3	Select **8** (**F8**– Maintain IRS ACA Receipts).

The following screen displays:

Step	Action
4	Enter or verify the year (CCYY) in the **Enter W-2 year to be selected** field. *Based on the field's entry, PCGenesis will display the IRS receipt entries for the reporting year specified.*
5	Select [ENTER] to continue. *Select [F3] (**F3 – Print All**) to print a report of all IRS receipt IDs for the W-2 year.*

The following screen displays:

Step	Action
6	Update the **IRS Rcpt Status** (IRS Receipt Status) to reflect the outcome of the ACA file transmission to the IRS.
	Valid values:
	N – No status defined
	L – Lost receipt ID
	R – ACA file rejected
	E – ACA file accept **with errors**
	A – ACA file accepted with NO ERRORS
	S – ACA file submitted/waiting for acknowledgement from the IRS
	The IRS Receipt Status is determined by the IRS. Users must login to the IRS ACA website to obtain the status of the transmission. Refer to *Section I3. Checking IRS Transmission Status* for instructions.
7	Enter the **IRS Rcpt ID** (IRS Receipt ID) field obtained from the IRS website.
	Refer to Section I3. Checking IRS Transmission Status in this document for instructions on obtaining the IRS Receipt ID.
8	Select [ENTER] to continue.

The following screen displays:

Step	Action
9	Verify *"Validations passed. Save your changes."* displays, and select ▣ (**F8** – Save Changes).

The following screen displays:
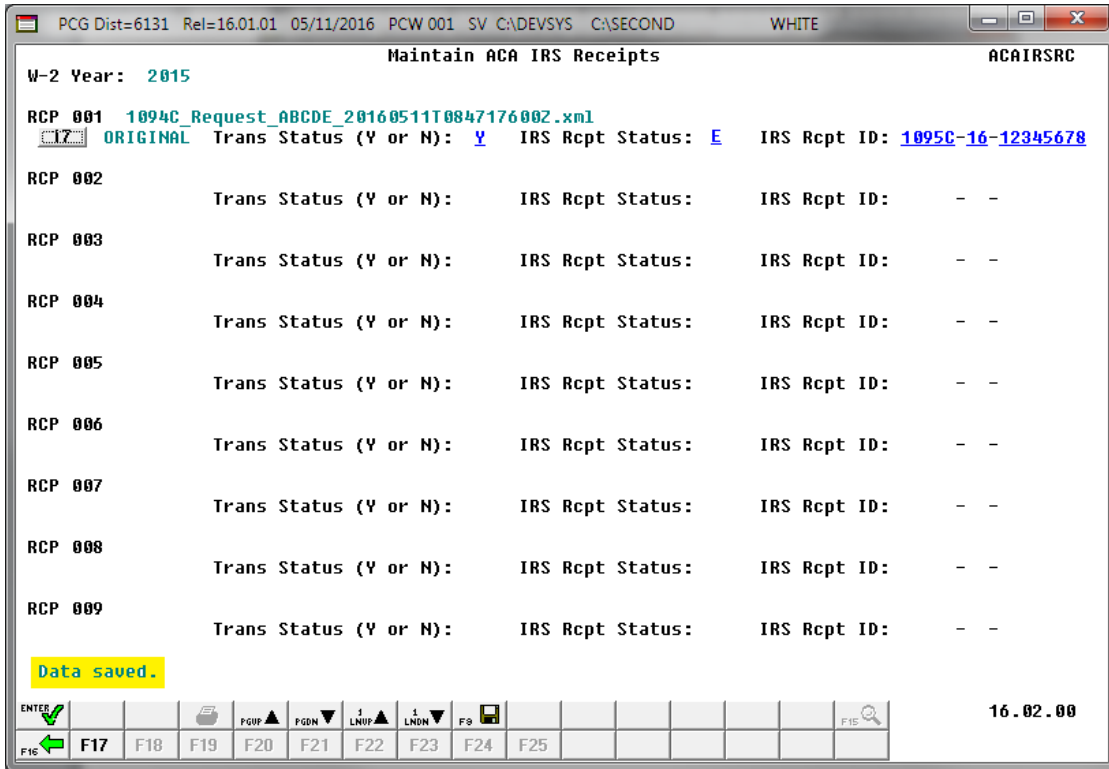
Step	Action
10	Verify *"Data saved"* displays, and select F16 (**F16** – Exit) to return to the *Enter W-2 Year* screen.
11	Once a valid **IRS Receipt ID** has been entered, a function key button will become available which will enable the user to select the desired *ACA Transmission File*. Select a button (**F17** - **F25**) corresponding to the desired *ACA Transmission File*.

The following screen displays:

```
 ▣  PCG Dist=8991 Rel=16.01.01 05/12/2016 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE            ▢ ◻ ✕
                                  Maintain ACA IRS Receipts                                    ACAIRSRC
         W-2 Year:  2015

         XML Filename: 1094C_Request_ABCDE_20160511T084717600Z.xml
         Trans Status: Y     IRS Rcpt Status: E     IRS Rcpt ID:1095C-16-12345678     XML File Type: ORIGINAL


                    Enter IRS Record Number:  _____    Employee SSN: 000 00 0000    Employee Num: 000000














         Enter IRS Record Number
        ENTER                      🖶   PGUP▲ PGDN▼  1 ▲  1 ▼ F9 🖫                         F15 🔍     16.02.00
          ✓|                            |     |    LNUP LNDN|   |                           |
        F16⬅ F17  F18  F19  F20  F21  F22  F23  F24  F25
```

Step	Action
12	Carefully verify the **XML Filename**, **IRS Receipt ID**, and **XML File Type** to ensure the correct file is displayed.
13	Obtain the *Microsoft*® ***WORD*** report of the *Acknowledge Error File* created in *Section H2. Reading the Acknowledge Error File from the IRS* of this document, *Step 6*.
14	Proceed through the list of errors in the *Acknowledge Error File.* Enter the **IRS Record Number** from the report of the *Acknowledge Error File*. Select ![ENTER ✓] (**ENTER**).

The following screen displays:

Step	Action
15	Make note of the **Employee SSN** (Employee Social Security Number) and **Employee Num** (Employee ID Number) corresponding to the **IRS Record Number**.
	Make a notation of the PCGenesis employee ID Number and Social Security Number on the *Acknowledge Error File Report* next to the **IRS Record Number** with the error.
	This information will be used to resolve the issues identified by the IRS.
16	Proceed through the list of errors in the *Acknowledge Error File.*
	Repeat the procedure starting at *Step 14* for each error on the report.
17	After all **IRS Record Numbers** have been identified, select [F16] (**F16** – Exit) to return to the *List of Receipts* screen.

The following screen displays:
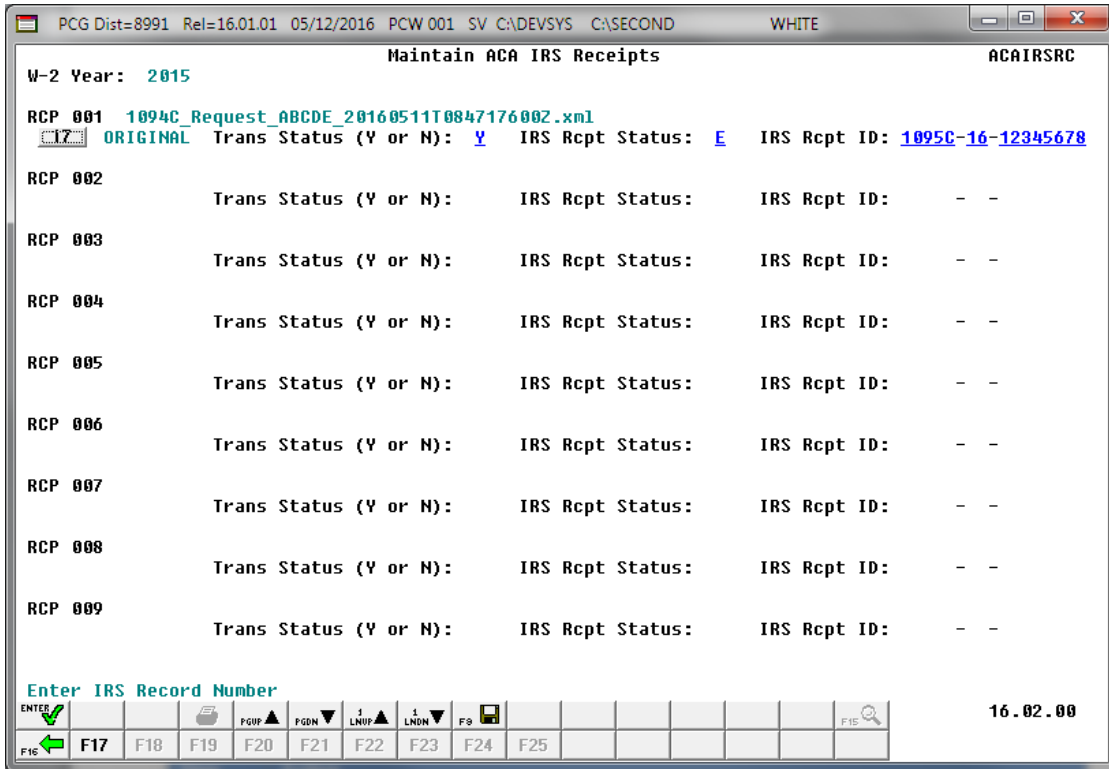
Step	Action
18	Select ![F16](F16 icon) (**F16** – Exit) to return to the *Enter W-2 Year* screen.
19	Select ![F16](F16 icon) (**F16** – Exit) to return to the *Payroll System – Annual Reports Menu.*

The following screen displays:

```
PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS  C:\SECOND        WHITE                    ☐ ☐ ✕

                                    Payroll System                                    PAYM0004
            FKey                 Annual Reports Menu
            ----
                 1094-C & 1095-C Options:
             1   -- Import ADP Dependent Names, DOBs and SSNs
             2   -- Compare ACA Dependents for Two Years

             3   -- Export ACA Employee Data and Create .CSV Template
             4   -- Export ACA Dependent Data and Create .CSV Template
             5   -- Import ACA Employee & Dependent Data from PCG Template

             6   -- Print EMPLOYER Copy of 1094-C & 1095-C's
             7   -- Print 1094-C & Employee 1095-C's & Create File
             8   -- 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


                                                                                     16.03.01
     Master  User
            List
     F16     Que      Word    PAY     VEND
                             MONITOR MONITOR
```

Step	Action
20	Select [F16] (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select [Master] (**Master**) to return to the *Business Applications Master Menu.*
21	With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, proceed to *the Personnel System Master Menu*, and the *Personnel Update Menu*, to review the employees' ACA data. Make any necessary corrections to the data. Refer to the *Personnel System Operations Guide, Section F: Personnel Update Processing* for more information.

Procedure I: Electronic Media Processing

I1. Applying for a TCC ID for the IRS AIR System

The new 1095-C and 1094-C returns due from employers require stringent workforce reporting. Employers must produce these forms for their employees and then file them with the IRS for the first time in Q1 2017.

The IRS ACA Information Returns (AIR) system that must accept these files is brand-new. Anyone who already has e-filing credentials with the IRS, and now intends to submit ACA files, must go through **an entirely new registration process** in order to gain access to the AIR system. Credentials with the FIRE system for 1099 returns will not work for transmissions of ACA returns.

<u>**NOTE**</u>: Those Georgia school districts that used PCGenesis to complete their ACA reporting in 2017 should already have <u>two</u> individuals who applied for and received their TCC IDs required for the IRS AIR system. Those individuals who received a TCC ID must <u>not</u> let their E-Services IDs expire. Once a TCC ID has been established, the user should update their E-Services ID every few months. If the TCC ID has expired, the individual will need to reapply by following the steps outlined below. Therefore, IRS AIR users should be sure to test their E-Services ID EARLY!!!

<mark>**NOTE: PCGenesis <u>REQUIRES</u> electronic filing to the IRS!!**</mark>

When printing the employee 1095-C statements, PCGenesis automatically creates the ACA transmission data file. The payroll administrator uses this data file for electronic media submission and for file upload via the Web. IRS instructions indicate the ACA transmission file to the IRS is to be populated in **XML format** for submission to the IRS by March 31st of the reporting year. Filers of 250 or more of ACA 1095-C forms <u>must</u> file with the IRS electronically.

PCGenesis does not support filing paper forms to the IRS even though the IRS allows filing <u>paper</u> forms instead of an electronic media file (only for employers with fewer than 250 employees). Unfortunately, for paper filing to the tax agency, the IRS requires <u>landscape</u> 1095-C forms which PCGenesis does not support. Since PCGenesis does not support landscape forms, PCG will only do electronic filing to the IRS. Mailing portrait 1095-C forms to individuals however, is acceptable.

Here is the IRS.gov link for registering for the TCC account.

https://www.irs.gov/Tax-Professionals/e-services---Online-Tools-for-Tax-Professionals

Step 1. **Apply for e-services IDs.** At least two people must register for two separate e-services IDs. For this, each person will need to enter their personal, exact adjusted gross income on the IRS records for their Social Security Number. Each person will choose a user ID, password, and PIN, as well as answers to various security questions. <u>Please screenshot the answers to these security questions.</u>

If your adjusted gross income checks out, you can start the application for the e-services login ID, and you will see a menu item for applying for the TCC code. The IRS will mail each user a code in 10 days to your IRS address on file to confirm the e-services ID. At this point, you can start, but not complete the TCC application. The TCC application can't be completed until you confirm the e-services user ID with the confirmation code sent in the U.S. postal mail.

<u>Advice</u>: Please write down the password, PIN, and exact answers to all security questions. If you accidentally lock your ID after 3 incorrect tries, and don't have your PIN and ALL the exact answers to the security questions, you will have to re-do *Step 1* and wait another 10 days for the confirmation in the mail. Calling IRS will not help if you forgot anything you originally entered.

Step 2. **Apply for AIR TCC code.** This is the code necessary for IRS ACA file submission. The TCC application needs a minimum of two people who have completed *Step 1*. One person has to be a high level in the organization.

I2. Uploading Production ACA File to IRS

<u>NOTE:</u> <mark>Before production files can be uploaded to the IRS portal, school districts who have received a TCC ID <u>must</u> perform and pass a communications test using the IRS AIR System Testing portal. If the school district has not passed a communications test, any and all production file <u>will be rejected by the IRS</u>.</mark>

Refer to the *<u>Payroll System Operations Guide</u>, Section D: Monthly / Quarterly / Annual / Fiscal Report Processing, Submitting ACA Test Files to the IRS* for instructions.

Step	Action
1	**Logon to internet using GOOGLE CHROME** <u>Note</u>: *Microsoft® Internet Explorer* does <u>not</u> work for this process.
2	Enter the following URL: https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program

The following screen displays:

Step	Action
3	At the top right corner under the orange heading **UI Channel Link**, select *AIR UI Channel Login – Production*.

The following screen displays:

Step	Action
4	Login using your E-Services Registration Id.

The following screen displays:

Step	Action
5	Select the button to the left of the organization you will represent in this session and select the *Submit Selected Organization* button.

The following screen displays:

Step	Action
6	Select the *Upload ACA Forms* button.

The following screen displays:

Step	Action
7	Upload the Manifest and Form file.

    • Browse to the PCGenesis directory **K:\SECOND\PAYACA** and select the PCGenesis generated **Manifest file** for first input box:

        MANIFEST_1094C_Request_xxxxx_ccyymmddT010101003Z.xml

    • Then browse in the same directory and select the **Form file** for second input box:

        1094C_Request_xxxxx_ccyymmddT010101003Z.xml

Select the *Transmit* button to upload the files.

The following screen displays:

Step	Action
8	The *Transmission Confirmation* page displays.
9	Screen-print the *Transmission Confirmation* page and record the **Receipt ID**. The **Receipt ID** is required to view the *Transmission Status*.
	Note: Be sure to write down the **Receipt ID**. The **Receipt ID** is required to determine the status of the production transmission.
	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.
	Transmitters should wait at least 10 minutes after the **Receipt ID** is received to request the *Acknowledgement* for a transmission.
	During peak processing periods, the A*cknowledgement* may not be ready for several hours, or even days, after the **Receipt ID** is received.
10	Before closing the *Transmission Confirmation* page window, update the **Transmission Status** of the **XML Filename** to *Yes - transmitted* ('**Y**') and update the **IRS Receipt Status** to *ACA file submitted/waiting acknowledgment* ('**S**') in the *Maintain IRS ACA Receipts* module.
	Follow the instructions in *Procedure H: Maintain IRS ACA Receipts* in this document to update the **Transmission Status** and **IRS Receipt Status**.

I3. Checking IRS Transmission Status

Step	Action
1	**Logon to internet using GOOGLE CHROME** <u>Note</u>: *Microsoft® Internet Explorer* does <u>not</u> work for this process.
2	Enter the following URL: https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program

The following screen displays:

Step	Action
3	At the top right corner under the orange heading **UI Channel Link**, select *AIR UI Channel Login – Production*.

The following screen displays:

Step	Action
4	Login using your E-Services Registration Id.

The following screen displays:

Step	Action
5	Select the button to the left of the organization you will represent in this session and select the *Submit Selected Organization* button.

The following screen displays:

Step	Action
6	Select the *Check Transmission Status* button.

The following screen displays:

Step	Action
7	The *Transmission Status Record* screen displays.
	Enter the **TCC ID** and the **Receipt ID** you obtained earlier in *Section I2. Uploading Production ACA File to IRS*.
	Select the *FIND* button.

If the transmission is <u>still processing</u>, the following *Transmission Status Details* screen displays:

If the transmission is <u>rejected</u>, the following *Transmission Status Details* screen displays:

If the transmission is <u>accepted</u>, the following *Transmission Status Details* screen displays:

Step	Action
8	The *Transmission Status Details* screen displays.
	The processing time varies before a status is returned.
	This status will display *Processing* if the transaction is still pending. Keep checking back with same **Receipt ID** until the production transmission changes from Processing to some other status.
	Valid transmission file statuses are:
	• *Accepted* • *Accepted with errors* • *Rejected*
9	If the Transmission **Status** is returned as *Accepted:*
	Once the status of your production submission 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. Follow the instructions in *Procedure H: Maintain IRS ACA Receipts* in this document to update the **IRS Receipt Status**.
	No further action is required.
10	If the Transmission **Status** is returned as *Rejected:*
	<mark>***If a file has been rejected by the IRS, it must be replaced***</mark>.
	There may be numerous reasons that an *ACA Transmission File* might be rejected by the IRS:
	• There was nothing in the file that was delivered to IRS. The transmission file may be empty. • The district's TCC ID is invalid for ACA • The district's TCC ID did not pass the test scenario • The transmission file became corrupted after PCGenesis generation <u>Note</u>: Any attempt to edit the *ACA Transmission Files*, will cause the files to become corrupted and rejected by the IRS.
	The following steps must be taken for a <u>rejected</u> file:
	1 Update the status of the **IRS Receipt ID** to *ACA File Rejected* ('**R**') in the *Maintain IRS ACA Receipts* module. Follow the instructions in *Procedure H: Maintain IRS ACA Receipts* in this document to update the **IRS Receipt Status**.
	2 Determine the reason that the *ACA Transmission File* was rejected. Contact the Technology Management Customer Support Center for assistance, if necessary.
	3 Create a **Replacement** *ACA Transmission File*. Follow the instructions in *Procedure G: Print Employee 1095-C's and Create File* in this document. Select the radio button for the *Create electronic media only* option, and then select the radio button for the *Replacement file* option.

Step	Action
11	If the Transmission **Status** is returned as *Accepted with errors*:
	If a file is "Accepted with Errors" by the IRS, then landscape 1095-C <u>paper correction</u> forms must be mailed to the IRS to fix the data.
	When the Transmission **Status** is returned as *Accepted with errors*, the majority of the ACA Transmission File records have been accepted by the IRS with <u>no</u> errors. However, errors do exist on a subset of the records submitted to the IRS.
	When an ACA Transmission File is "*Accepted with Errors*", the IRS provides an *Acknowledge Error File* with a list of the Transmission File record numbers and the corresponding error messages associated with each record number. In this case, 1095-C paper correction forms must be mailed to the IRS to fix the data.
	Corrections are filed after the ACA file transmissions are accepted by IRS. Corrections include errors identified either by the IRS, the Transmitter, Issuer or Employer, or by the Taxpayer. Any correction must be sent to the IRS via paper 1095-C correction forms.
	The following steps must be taken for an "<u>accepted with errors</u>" file:
	1 Update the status of the **IRS Receipt ID** to *ACA file accepted with errors* ('**E**') in the *Maintain IRS ACA Receipts* module. Follow the instructions in *Procedure H: Maintain IRS ACA Receipts* in this document to update the **IRS Receipt Status**.
	2 Read the *Acknowledge Error File* and print the report from *Microsoft® **WORD***. Follow the instructions in *Procedure H: Maintain IRS ACA Receipts, H2. Reading the Acknowledge Error File from the IRS.*
	3 Cross-reference the IRS Record Numbers in the *Acknowledge Error File* to PCGenesis Employee ID Numbers. Follow the instructions in *Procedure H: Maintain IRS ACA Receipts, H3. Cross-Referencing IRS Record Numbers to PCGenesis Employee ID Numbers.*
	4 With the information obtained by cross-referencing the **IRS Record Number** to the PCGenesis **Employee ID Number**, proceed to *the Personnel System Master Menu*, and the *Personnel Update Menu*, to review the employees' ACA data. Make any necessary corrections to the data. Refer to the <u>*Personnel System Operations Guide*</u>*, Section F: Personnel Update Processing* for more information.
	5 Create and mail the landscape 1095-C paper correction forms to the IRS. Refer to *Procedure G: Print Employee 1095-C's and Create File, G1. Supported IRS Forms for 1095-C* for information about the correction 1095-C landscape forms.

Appendix A: Supported 1095-C Form - Example