

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018	Section D: Monthly/Quarterly/Annual/
12/21/2010	Fiscal Report Processing

[Topic 4: Processing Annual Reports – 1095-C Statement Processing, V1.5]

Revision History

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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 <u>Personnel System Operations</u> <u>Guide</u>, 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* <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 import process reads the **ADP file** and loads <u>dependent</u> names, SSN's, and DOB's but <u>not</u> months of coverage. PCG 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. **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.

<u>PCGenesis 1095-C Printing/Electronic Media File Processing</u>: 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.

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

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 streen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the Drop-down selection icon \blacksquare , \blacksquare (F15 – Code Lookup) or \blacksquare (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 <u>will be rejected by the IRS</u> 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

		Follow these steps in the order presented.
 Image: A start of the start of	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 <i>Import ADP Dependent Names, DOBSs and SSNs</i> procedure.
	5	Export ACA <u>employee</u> data using the <i>Export ACA Employee Data and Create</i> . <i>CSV Template</i> procedure.
	6	Mass load <u>employee</u> ACA data by importing ACA employee data using the <i>Import</i> ACA Employee & Dependent Data from PCG Template procedure.
	7	Export ACA <u>dependent</u> data using the <i>Export ACA Dependent Data and Create</i> . <i>CSV Template</i> procedure.
	8	Mass load <u>dependent</u> ACA data by importing ACA dependent data using the <i>Import</i> ACA Employee & Dependent Data from PCG Template procedure.
	9	Correct individual employee and dependent ACA data as needed using the <i>Update/Display ACA Employee Data</i> screen and the <i>Update/Display ACA Dependent Data</i> screen.
		For additional information about the ACA data entry screens, refer to the <u>Personnel</u> <u>System Operations Guide</u> , Section F: Personnel Update Processing, Procedure C: ACA Employee Data and/or Procedure D: ACA Dependent Data.
	10	Print the <i>Employer Copy</i> 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 <i>Print EMPLOYER Copy of the</i> 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
	11	Print the employee copy of the 1095-C's and create the electronic-media transmission file using the <i>Print 1094-C & Employee 1095-C's & Create File</i> 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	Web submission: Via the Web, upload the ACA information to the IRS AIR System for electronic filing of IRS forms 1094-C and 1095-C.

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 <u>Personnel System Operations</u> <u>Guide</u>, 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).

PCG Dist=6791 Rel=15.04.00	01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
	Payroll System		PAYMOOOO
FKey	Master Menu		
1 Pavroll	Setup Menu		
2 Payroll	Update Menu		
<u>3</u> Payroll	Check & Direct Deposit Menu		
_4 Annual	Reports Menu		
5 Monthly	/Quarterly/Fiscal/Biennial Reports Menu		
8 Employ	ee Reports/Labels Menu		
9 Update/	Display Description/Deduction/Annuity Menu		
10 Earning	s History Menu		
12 Update/	Display Payroll Monitor		
13 Special	Functions Menu		
20 File Ber	vranization		
	ngunz uton		
Master ^{User} list			15.03.00
FIE LUS WORD PAY WEND			
Action			

	PCG Dist=8991	Rel=16.04.00	12/22/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
				Payroll Sy	jstem		PAYM0004
	FKe	y	A	nnual Report	ts Menu		
	1	1094-C & 10 Import Compa	195-C Options: ADP Dependent Nan re ACA Dependents	nes, DOBs an for Two Years	d SSNs		
	3 4 5	Export Export Import	ACA Employee Data ACA Dependent Data ACA Employee & De	and Create .C م and Create . pendent Data	SV Template CSV Template from PCG Tem	plate	
	6 7 8	Print El Print 10 Maintai	MPLOYER Copy of 1 194-C & Employee 1 n IRS ACA Receipts	094-C & 1095 [.] 095-C's & Crea	-C's ate File		
	10 11 12	W-2 Option: Print Ei Print Bi Print Ei	s: nployee W-2's & Cr ank W-2 Form nployer's Copy of V	eate File /-2's			
	15	Other Optio	ns: e Benefits Transmis	sion File			
Mas	ter ^{User} list						16.03.01
F16	₽ ₩₩₩ ₩₩₩	MONITOR MONITOR					
	Action						
	Select	1 (F1 -	- Import ADP	Depende	nt Names,	, DOBs and SS	Ns).

	Import ADP Dependent Information ACAADPI
	Identity 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.CSU
_	
	ter=Continue, F16=Exit
	ter=Continue, F16=Exit /
	ter=Continue, F16=Exit
	ter=Continue, F16=Exit F10 15.04.00 Action
	ter=Continue, F16=Exit 15.04.00 Action F10 F10 Verify the location of the ADP import file or select F10 (F10) to browse for file
En ENTER FIS	ter=Continue, F16=Exit 15.04.00 Action F10 F10 Verify the location of the ADP import file, or select F10 (F10) to browse for file.

		~
	Import ADP Dependent Information ACAADPI	(
	Enter W-2 year to be imported <u>2015</u>	
En	nter=Continue, F16=Exit	n n
F16		,0
	Action	
	Enter or verify the year (CCYY) in the Enter W-2 year to be imported field.	
1		
	Based on the field's entry, PCGenesis will create the dependent data for the co	alen
	Based on the field's entry, PCGenesis will create the dependent data for the contered.	alen



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

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

	PCG Dist=6791	Rel=15.04.00	01/06/2016	PCW 001 SV 0	C:\DEVSYS C:\!	SECOND	WHITE	
F				Import ADP	Dependent	Information		ACAADP I
				No Er	rors in Imp	ort File		
				Pleas	e Review Pr	int file		
					TCD 4- 1			
				rress EN	IEK LU 1040	1 100050 5116		
				Press	F16 to STO	P Process		
ENTE					1 1			45 81 88
	₩ <mark>∽</mark>				F10			15.04.00
ENTE F16	₩				F10			15.04.0

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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 <i>.csv</i> file, and repeat this procedure beginning at <i>Step 2</i> .
	For successful file imports: Select [Enter - continue) to load the import file.
	"Processing – Please Wait" briefly displays.

	PCG Dist=8991 Rel=16.01.	0 04/01/2016 PCW 001 SV C:\DEVS	YS C:\SECOND	WHITE	
		Payroll	System		PAYM0004
	FKey 	Annual Rep	orts Menu		
	1094-C & Impo	1095-C Options: t ADP Dependent Names, DOBs	and SSNs		
	2 Expo 3 Expo 4 Impo	rt ACA Employee Data and Create rt ACA Dependent Data and Creat t ACA Employee & Dependent Da	: .CSV Template e .CSV Template ta from PCG Template	e	
	5 Print 6 Print 7 Main	EMPLOYER Copy of 1094-C & 10 1094-C & Employee 1095-C's & C ain IRS ACA Receipts	95-C's reate File		
	W-2 Optic 10 Print 11 Print 12 Print	ns: Employee W-2's & Create File Blank W-2 Form Employer's Copy of W-2's			
	Other Opt 15 Flexi	ions: ole Benefits Transmission File			
Mas	ter Userlist				15.04.00
F16					

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 <u>Technical System Operations Guide</u> , 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 <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

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 <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:

	PCG Dist=6791 Rel=15.04.00 01/0	6/2016 PCW 001	SV C:\DEVSY	S C:\SECOND		WHITE	
			Payroll S	System			 PAYMOOOO
	FKey 		Master M	lenu			
	1 Payroll Setu 2 Payroll Upd 3 Payroll Che	ıp Menu ate Menu ck & Direct Depo	osit Menu				
	4 Annual Rep 5 Monthly/Qua	orts Menu arterly/Fiscal/Bi	ennial Repo	rts Menu			
	8 Employee F 9 Update/Disp 10 Earnings Hi 11 Check Reco 12 Update/Disp 13 Special Fun	teports/Labels M olay Description story Menu nciliation Menu olay Payroll Mor ctions Menu	Aenu ¦Deduction¦Å hitor	Annuity Men	IJ		
	_20 File Reorga	nization					
Master	r ^{User} list						15.03.00
F16							

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

	PCG Dist=8991	Rel=16.04.00	12/22/2016 PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
			Payroll S	ystem		PAYM0004
	FKeg	,	Annual Repor	ts Menu		
	1 2	1094-C & 10 Import A Compan	195-C Options: ADP Dependent Names, DOBs an re ACA Dependents for Two Years	d SSNs		
	3 4 5	Export. Export. Import.	ACA Employee Data and Create .(ACA Dependent Data and Create . ACA Employee & Dependent Data	CSV Template CSV Template from PCG Template	e	
	6 7 8	│ Print E) │ Print 10 │ Maintai	MPLOYER Copy of 1094-C & 1095 194-C & Employee 1095-C's & Cre n IRS ACA Receipts	-C's ate File		
	10 11 12	W-2 Option: Print Er Print Bl Print Er	s: nployee W-2's & Create File ank W-2 Form nployer's Copy of W-2's			
	15	Other Option	ns: e Benefits Transmission File			
Mas F16	ter ^{User} list D D S Word	PAY VEND MONITOR MONITOR				16.03.01
	Action					
	Select	2 (F2	– Compare ACA Depe	ndents for Tv	vo Years).	

	PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Compare ACA Dependents for Two Years	ACADEPND
	Enter W-2 year to be selected: <u>2016</u>	
	Enter W-2 year compare to: <u>0000</u>	
		i
Er	ter=Continue, F16=Exit	
ENTE		16.03.01
EIE		
F16]
F16	Action	
F15	Action Enter or verify the year (CCYY) in the Enter W-2 year to be selected	l 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 EXT	FRACT File i	n Progress ***		
				60			
							16.03.01

The following screen displays:

	PCG Dist=8991 Re	el=16.01.00 04/0	1/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHI	TE		×
				Payroll S	ystem			PAYMO	004
	FKey		Aı	nual Repor	ts Menu				
	10)94-C & 1095-C - Import ADP I	Options: Dependent Nan	ies, DOBs an	d SSNs				
	2 - 3 - 4 -	 Export ACA I Export ACA I Import ACA I 	Employee Data Dependent Data Employee & De	and Create .(and Create . pendent Data	SV Templat CSV Templa from PCG T	e te emplate			
	5 - 6 - 7 -	 Print EMPLC Print 1094-C Maintain IRS 	YER Copy of 1 & Employee 1 ACA Receipts	094-C & 1095)95-C's & Cre	-C's ate File				
	W 10 - 11 - 12 -	-2 Options: - Print Employ - Print Blank \ - Print Employ	vee W-2's & Cro V-2 Form ver's Copy of W	eate File /-2's					
	Ot	her Options:							
	15 -	- Flexible Ber	efits Transmis	sion File					
Mas	er ^{User} list							15.04	.00
F16	 @\$ %ord	NITOR MONITOR							

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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 <u>Technical System Operations Guide</u> , 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 <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

B1. ACA Dependent Comparison Report – Sample

REPOI REPORT	RT ID: ACADE DATE: 12/22,	PND /2016	A	CA DEPENDENT	COMPARISON	OF 2016 AND 2015	PAGE: REPORT TIME:	1 13:30
EMP ID	SOC SEC NUM DEPEND SSN	EMPLOYEE NAME DEPEND NAME	HIRE DATE DEP BIRTH	TERM DATE	REHIRE DTE	ERROR MESSAGE		
087246	999-08-7246	APSLEGATE, SHSQUANA	2014/12/01	2016/05/24	2015/12/07	1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087253	999-08-7253	ISSAEL, SHSROLYN	2015/08/28	2016/08/31		1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087257	999-08-7257	MC7ENRY, FE7ERICO	2015/07/01	2016/07/19	2016/05/30	1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087258	999-08-7258	REGTER, SEGASTIAN	2015/07/01	2016/03/31		1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087262	999-08-7262	VA2ADEZ, TI2ANY	2014/09/23	2015/11/25		1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087264	999-08-7264	FRSE, TOSHIA	2015/09/14	2016/06/30		1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087267	999-08-7267	SH5CKELFORD, UL5IKE	2013/08/05		2015/08/10	1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087275	999-08-7275	KO5B, RI5EY	2015/01/05			1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087277	999-08-7277	MA3CH, AD3NA	2015/10/27	2016/05/24		1095 RECORD EXISTS FOR 2015 B	UT NOT 2016	
087282	999-08-7282 940-00-0110 999-08-7290	FIGK, MAGRICIO FIGK, TRENTON FIGK, CL7UDE FIGK, CL7UDE FIGK, CL7UDE FIGK, KUBTIS FIGK, KUBTIS FIGK, HUBTER FIGK, CL2RISA FIGK, C	2007/08/01 1984/01/10 2005/01/25 2005/01/25 2012/03/27 2012/03/27 2014/11/24 2013/11/06 2013/11/06 2013/11/06 2015/08/10 2009/07/29 2000/07/29 2000/07/2000/07/20 2000/07/2000/07/2000/0000000000	2016/05/24		DEPENDENT BIRTH DATE DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT BIRTH DATE DOES NOT DEPENDENT BIRTH DATE DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT FIRST NAME DOES NOT DEPENDENT BIRTH DATE DOES NOT DEPENDENT BIRTH DATE DOES NOT DEPENDENT FIRST NAME DOES NOT	MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH MATCH 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 <u>Personnel System Operations</u> <u>Guide</u>, 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 <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:

	PCG Dist=6791 Rel=15.04.00	01/06/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
			Payroll Sys	tem		PAYMOOOO
	FKey		Master Mer	u		
	1 Payroll 2 Payroll 3 Payroll	Setup Menu Update Menu Check & Direct Dep	osit Menu			
	4 Annual 5 Monthly	Reports Menu //Quarterly/Fiscal/Bi	iennial Reports	Menu		
	8 Employ 9 Update/ 10 Earning 11 Check F 12 Update/ 13 Special	ee Reports/Labels Display Descriptior s History Menu Reconciliation Menu Display Payroll Mo Functions Menu	Menu h/Deduction/Ann nitor	uity Menu		
	20 File Rec	organization				
		, , , .				
Mast	ter ^{User} list					15.03.00
F16	PAY Words PAY WEND					

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

🗖 P	CG Dist=8991	Rel=16.04.00	12/22/2016 PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
				Payroll Sy	stem		PAYM0004
	FKey	,	Ani	nual Report	s Menu		
		- 1094-C & 10	95-C Options:				
	1	Import <i>i</i>	DP Dependent Nam	es, DOBs and	SSNs		
	_2] Compai	e ACA Dependents fo	r Two Years			
	3	Export	ACA Employee Data a	and Create .CS	SV Template)
	4	Export	ACA Dependent Data	and Create .C	SV Template		
	5	Import /	ACA Employee & Dep	endent Data f	rom PCG Template	2	
	6	Print EM	PLOYER Copy of 10	94-C & 1095-0	C's		
	7	Print 10	94-C & Employee 10	95-C's & Crea	te File		
	8	Maintai	n IRS ACA Receipts				
		W-2 Options	:				
	10	Print Er	nployee W-2's & Crea	ate File			
	11	Print Bl	ank W-2 Form				
	12	Print Er	nployer's Copy of W-	2's			
		Other Option	is:				
	15	Flexible	Benefits Transmiss	ion File			
Master	User _{list}						16.03.01
F16	183 Vord						
						· · · ·	
	Action						
		- 1					

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.

	PCG Dist=6791 Rel=15.04.00 01/06/2016 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	
	<u>C:\EXPORT\ACAEMP20160106.CSU</u>	
	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	Enter = Continue or F16 = Exit	
F16		
Step	Action	
5	Verify C:\EXPORT\ACAEMPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identify calendar year, month and date, defaults in the Enter the Export file path and name	fies the e field.
	PCGenesis allows entries other than C:\EXPORT\ACAEMPCCYYMMDD.CSV as	long a
	the directory structure entered exists.	
	In the case of duplicated filenames, PCGenesis replaces the previous file's information the most recently selected payroll and ACA information results.	on with
6	Select Enter) to continue.	

	PCG Dist=6791 Rel=15.04.00 01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
	ACAEXTPC Export ACA Employee Information
	Enter W-2 year to be selected: <u>2015</u> 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
ENT	nter=Create File, F16=Exit
Step	Action
/	Based on the field's entry, PCGenesis will create the ACA employee data for the calenda 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 <i>Update/Display ACA Employee Data</i> screen
	 Export only those employees with the 1095-C Eligible flag equal to 'N' on the Undate/Display ACA Employees Data server.
	 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 <i>Update/Display ACA Employee Data</i> screen. Export only those employees in a <u>part-time</u> payroll class code with the 1095-C Eligible flag equal to spaces on the <i>Update/Display ACA Employee Data</i> screen.
9	Select ENTER – to continue).

Georgia Department of Education December 21, 2018 • 10:19 AM • Page 24 of 131 All Rights Reserved. The following message box displays:

	Extract Records?
	Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.
	OK Cancel
Step	Action
10	Select 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.

	PCG Dist=6791	Rel=15.04.00	01/07/2016	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
F								ACAEXTPC
	A0A 5		0					
	HGH ES	KDOLT FIIG	created					
	File I	Name =	C:\EXPOF	RT\ACAEN	1P20160107.0	02:		
	Total	Records =	232					
	Enter	=Continue						15 86 88
								12.04.00

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

PCG Dist=8991	. Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYM0004
FKe	y Annual Reports Menu	
	 1094-C & 1095-C Ontions'	
1	Insection a ross of options. Insection a ross of options. Insection a ross of options.	
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	
	Import ACA Employee & Dependent Data from PCG Template	
6	Print EMPLOYER Copy of 1094-C & 1095-C's	
8	Print 1094-C & Employee 1095-C's & Create File	
10	W-2 Options: 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	I Flexible Benefits Transmission File	
Manda		16.03.01
Fis Torda		
Action		

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

The following window displays:

-	n library 🔻 🛛 Share with 🧃	 Burn New folder 			:	-	0
🔆 Favorites	A Name		Date modified	Туре	Size		
🧮 Desktop	E 🖳 ACA	AEMP20160107.CSV	1/7/2016 8:38 AM	Microsoft Excel C		41 KB	
〕 Downloads							
🖳 Recent Places							
C							
Libraries							
Pictures							
Videos							
_							
👰 Computer							
Windows7_OS (C:)							
20 CD Drive (D-)	-						
E CD Drive (D.)							
1 item							
1 item							

The following window displays:

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Cut	y -	Calibri	* 11	· A A		≫ → Wrap Text	Gener	al •	Condit				terest	Palata Farmat	Σ AutoS 		A Eind St		
Form	mat Painter	в <u>т</u>	<u>1</u> . .		* = = =	함투 함투 🛛 🏙 Merge & C	enter * \$ *	% · .00 ÷.0	Format	ting * as Ta	ble * S	tyles *	THISER .		Clear	* Filter	✓ Select ✓		_
Clipboard	d G		Font		5	Alignment	Fai	Number 🖓		Styles				Cells		Editing			
A1		(∫x Rec⊺	Гуре															
A	В	С	D	E	F	G	Н	1	J	K L M	N	O P	Q	R	S	Т	U	V	W
1 Rec Type	1095-C Eli	g? Emp ID	Emp SSN	Emp DOB	Emp First Nam	e Emp Middle Name	Emp Last Na	me Emp Gender						12 Mo Offer	Jan Offer	Feb Offer	Mar Offer	Apr Offer	May Offer
2 E		86307	999086307	7 3/1/197	2 TO6ISHA		KO6NIG	F											
3 E		86314	999086314	3/1/197	8 CH7NCE		DE7NY	F											
4 E		86317	999086317	7 1/1/198	7 SA4DY		RU4IN	F											
5 E		86322	999086322	2 10/1/198	2 EU7ENIO		BO7CHARD	F											
6 E		86345	999086345	5 4/1/197	5 BE8TRIS		YA8ZIE	F											
7 E		86348	999086348	3 2/1/197	4 RA5DELL		JA5K	F											
8 E		86361	999086361	l 8/1/196	9 MI8CHEL		JU8D	F											
9 E		86371	999086371	12/1/197	1 EL6ER		MA6CUS	F											
10 E		86386	999086386	5 6/1/198	6 AU7USTINE		QU7EN	F											
11 E		86387	999086387	7 12/1/198	6 JA6IECE		RA6LAND	M											
12 E		86395	999086395	5 3/1/198	1 KA6YN		MO6ELAND	M											
13 E		86396	999086396	5 12/1/195	0 FR5EMAN		MY5ES	F											
14 E		86424	999086424	11/1/198	8 CO9NELL		AI9SWORTH	F											
15 E		86425	999086425	5 4/1/198	5 OC8AVIO		BU8CHETT	F											
16 E		86437	999086437	7 4/1/197	5 OR4THA		FE4RARA	F											
17 E		86440	999086440	0 10/1/197	3 HO9STON		LA9HANCE	M											
18 E		86449	999086449	9 1/1/197	6 CA8SON		FR8E	F											
19 E		86457	999086457	7 8/1/197	5 BO8KER		BE8KWITH	M											
20 E		86461	999086461	6/1/196	1 SH4LON		LO4KLEAR	F											
21 E		86464	999086464	1 2/1/196	9 JO9UE		BA9BOSA	F											
22 E		86471	999086471	4/1/196	1 SO2ER		TO2LIVER	F											

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 <i>Update/Display ACA Employee Data</i> 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 \rightarrow Save As \rightarrow CSV (Comma delimited) (*.csv).

The following window displays:

X Save As	A surface						-	x
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ز Libraries		-	ACAEMP20151231.CSV	12/31/2015 11:10	Microsoft Excel C	2 KB		
Documents				1/7/2016 8:42 AM	Microsoft Excel C	72 KB		
J Music			CPICRT20150928.CSV	9/28/2015 11:07 AM	Microsoft Excel C	86 KB		
Pictures			HISEXP20150624.CSV	6/24/2015 1:30 PM	Microsoft Excel C	136 KB		
🛃 Videos				6/4/2015 11:46 AM	Microsoft Excel C	13 KB		
				6/24/2015 10:40 AM	Microsoft Excel C	14 KB		
🖳 Computer			A PAYEXP20140922.CSV	9/22/2014 2:47 PM	Microsoft Excel C	187 KB		
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Authors:	Diane Ochala		Tags: Add a tag	Title: Add	d a title			
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ep Ac	tion							
17 Ve ide	rify the fil entifies the	ena ca	ame is C:\EXPORT lendar year, month a	ACAEMPCCY and date.	YYMMDD	.CSV when	re CCYI	'MMI
18 Sel	lect Sa	ave	(Save).					

The following dialog box displays:



The following dialog box displays:

Step

19

Microsoft E	ixcel	
	ACAEMP20160107.CSV may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help	
Step	Action	
20	Select 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 <u>employee</u> ACA data is created in the export file as follows:

Column	Field	Additional Information
Α	$\mathbf{E} = \text{Employee Record}$	Must be 'E'.
В	1095-C Eligible?	Must be 'Y' or 'N'
С	Employee ID	
D	Employee SSN	Format 999999999
E	Employee Date of Birth	Information only.
F	Employee First Name	
G	Employee Middle Name	
Н	Employee Last Name	
Ι	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, <u>or</u> 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, <u>or</u> 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, <u>or</u> 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 <u>Personnel System Operations</u> <u>Guide</u>, 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 <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).			
	PCG Dist=6791 Rel=15.04.00	0 01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
---------------	--	--	-------	----------
		Payroll System		PAYMOOOO
	FKey 	Master Menu		
	1 Payrol	I Setup Menu		
	2 Payrol	II Update Menu		
	Payru	n check & Direct Deposit Menu		
	4 Annual	l Reports Menu h Xoustark (Eissel/Rispain) Departs Manu		
	Multun	nyouanenyiriscandieninai Repuits Menu		
	8 Employ	yee Reports/Labels Menu		
	<u>10</u> Earnin	gs History Menu		
	11 Check	Reconciliation Menu		
	13 Specia	al Functions Menu		
	20 - File De	aorganization		
		sorganization		
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M	aster ^{Vser} list INVERS WordEs PAY VFNI			12.03.00
100 march 100		IR]
	Action			

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
FKey Annual Reports Menu 1094-C & 1095-C Options: 1 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
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
 Import ADP Dependent Names, DOBs and SSNs Compare ACA Dependents for Two Years Export ACA Employee Data and Create .CSV Template Export ACA Dependent Data and Create .CSV Template
3 Export ACA Employee Data and Create .CSV Template 4 Export ACA Dependent Data and Create .CSV Template
 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 IBS ACA Receints
W-2 Uptions: 10 Print Employee W-2's & Create File
11 Print Blank W-2 Form 12 Print Employer's Conv. of W-2's
Frink Lindivide is Copy of W-2 s
Other Options: 15 Flexible Benefits Transmission File
Master UserList III IIII IIIIIIIIIIIIIIIIIIIIIIIIIII
Action
Action Select 4 (F4 – Export ACA Dependent Data and Create, CSV Template)
Select (F4 – Export ACA Dependent Data and Create .CSV Template).

	PCG Dist=6791 Rel=15.04.00 01/07/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	J
	ACAEXTPC Create ACA Export File to Load in Excel	1
	Enter the Export file Path and Name (e.g. C:\EXPORT\ACAEXPccyymmdd.CSV) or F10 to Browse for File	
	<u>C:\EXPORT\ACADEP20160107.CSU</u>	
	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	Enter = Continue or F16 = Exit	
F16		
		2
tep	Action	
5	Verify C:\EXPORT\ACADEPCCYYMMDD.CSV, where <i>CCYYMMDD</i> ide calendar year, month and date, defaults in the Enter the Export file path and na	ntifies th ame field
	PCGenesis allows entries other than C:\EXPORT\ACADEPCCYYMMDD.CSV	as long a
	the directory structure entered exists.	
	In the case of duplicated filenames, PCGenesis replaces the previous file's inform the most recently selected payroll and ACA information results.	ation wit
6	Select (Enter) to continue.	

	PCG Dist=6791 Rel=15.04.00 01/07/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Export ACA Dependent Information	ACAEXTPC
	Enter W-2 year to be selected: <u>2015</u>	
	Selection Option:	
	Enter=Create File, F16=Exit	15.04.00
Step	Action	
7	Enter or verify the year (CCYY) in the Enter W-2 year to be selected Based on the field's entry, PCGenesis will create the ACA dependent year entered.	d field. <i>data for the calendar</i>
8	Define the selection option: Select the (Radio button) to the left of the Option field.	he desired Selection
	One option is valid for exporting the ACA <u>dependent</u> data:	
	• Export only those employees with the 1095-C Eligible flag eq <i>Update/Display ACA Employee Data</i> screen.	ual to 'Y' on the
	Dependent data is available only when the 1095-C Eligible flag is equal data can only be entered for employees who are covered by a health in covered employees have the 1095-C Eligible flag equal to ' Y '.	al to ' Y '. Dependent surance plan, and only
9	Select (ENTER – to continue).	

The following message box displays:

	Extract Records?
	Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.
	OK Cancel
Step	Action
10	Select to continue processing and to extract the employee payroll and ACA dependent data.
	<i>If the selected data is incorrect or incomplete, select</i> Cancel <i>to enter the correct information.</i>
	"**Processing Request**" briefly displays.

PCG Dist=6791	Rel=15.04.00	01/07/2016	PCW 001	SV C:\DEVSYS	C:\SECOND	WHITE	
							ACAEXTPC
404 F		0					
HCH ES	KDOLT FITE	created					
File I	Name =	C:\EXPOF	RT\ACADE	EP20160107.0	92		
Total	Records =	526					
Enter	=Continue						15.04.00

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

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	
1 2	- 1094-C & 1095-C Options: Import ADP Dependent Names, DOBs and SSNs Compare ACA Dependents for Two Years	
3 4 5	 - Export ACA Employee Data and Create .CSV Template - Export ACA Dependent Data and Create .CSV Template - Import ACA Employee & Dependent Data from PCG Template 	
6 7 8	Print EMPLOYER Copy of 1094-C & 1095-C's Print 1094-C & Employee 1095-C's & Create File Maintain IRS ACA Receipts	
10 11 12	W-2 Options: Print Employee W-2's & Create File Print Blank W-2 Form Print Employer's Copy of W-2's	
15	Other Options:] Flexible Benefits Transmission File	
Master User _{list}	PAY MONITOR VEND Image: Constraint of the second s	16.03.01
Action		

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

The following window displays:

include in library	 Share with Burn New folder 			= -	?
🛠 Favorites	▲ Name	Date modified	Туре	Size	
🧮 Desktop	ACADEP20160107.CSV	1/7/2016 9:37 AM	Microsoft Excel C	110 KB	
🗼 Downloads	ACAEMP20160107.CSV	1/7/2016 8:38 AM	Microsoft Excel C	41 KB	
📃 Recent Places					
📕 Libraries					
Documents					
) 📄 Dictures					
Videos					
<u>1.</u>					
💺 Computer					
🖓 🏭 Windows7_OS (C:)					
> 🔮 CD Drive (D:)	-				
2 items					
					_

The following window displays:

File									A	CADER	20160107.CS	V - Microso	ft Excel								
	Home Ir	isert	Page Layout	E F	ormulas	Data Review	View	v Tean	n											۵ (2 - F
Ē.	K Cut	Calib	ri	* 11	т А́лт	= = =	89/	📑 Wrap	o Text	Gene	al	•	≤ ≸			-		utoSum * 🎦	A		
Paste	Format Painte	B	ΙŪ·	•	🌺 - <u>A</u> -	E = 3	*	•a• Merg	ge & Center 👻	\$ -	% ,	.0 .00 Cor 00 -0 For	nditional matting = ;	Forma as Tabl	at Cell e • Styles •	Insert Dele	te Format	Sort & lear ▼ Filter ▼ 5	Find & Select *		
CI	ipboard	ĸ	Fo	nt	5		Alignm	ent	Es.		Number	5	S	ityles		Cel	Is	Editing			
	A1	- (n	f_{x}	Rec T	ype																
	A B		С	D	E	F		G	н		1	J	K			L	м	N	0	Р	Q
1 Rec	Type 1095-C F	lig? Em	np ID Emp	SSN	Emp DOB	Emp First Nar	ne Emp	Middle	Emp Last Na	me Ei	mp Gender	Dep SSN	Dep D	OB	DepFirst N	Name	Dep Middle N	an Dep Last Nam	e Dep Gende	r Dep Rela	ti Dep Spc
2 D	Y	8	6307 9990	86307	3/1/1972	TO6ISHA			KO6NIG	F		99908630	7 3/1/	1972	TO6ISHA			KO6NIG	F	SELF	N
3 D	Y	8	6314 9990	86314	3/1/1978	CH7NCE			DE7NY	F		99908631	4 3/1/	1978	CH7NCE			DE7NY	F	SELF	N
4 D	Y	8	6317 9990	86317	1/1/1987	SA4DY			RU4IN	F		99908631	7 1/1/	1987	SA4DY			RU4IN	F	SELF	N
5 D	Y	8	6322 9990	86322	10/1/1982	EU7ENIO			BO7CHARD	F		99908632	2 10/1/	1982	EU7ENIO			BO7CHARD	F	SELF	N
6 D	Y	8	6345 9990	86345	4/1/1975	BE8TRIS			YA8ZIE	F		99908634	5 4/1/	1975	BE8TRIS			YA8ZIE	F	SELF	N
7 D	Y	8	6348 9990	86348	2/1/1974	RA5DELL			JA5K	F		99908634	8 2/1/	1974	RA5DELL			JA5K	F	SELF	N
8 D	Y	8	6361 9990	86361	8/1/1969	MISCHEL			JU8D	F		99908636	1 8/1/	1969	MI8CHEL			JU8D	F	SELF	N
9 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99908642	4 11/1/	1988	CO9NELL			AI9SWORTH	F	SELF	N
10 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99989878	7 12/15/	1986	RA8LP7			AI9SWORTH	M	SPOUSE	Y
11 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99955656	5					THREE	M		N
12 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F			0 1/15/	1987	BBBBBBBB	BBBBBBBBB		FOUR	F		N
13 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99978787	8 1/15/	1988	ccccccc	CCCCCCCC	MIDDLE	FIVE	м		N
14 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99989898	9 1/15/	1989	DD	>	MIDDLE	> SIX	F		N
15 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99923254	1 1/15/	1990	SEVENTY		SEV	SEVEN	M		N
16 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99934827	3 1/15/	1991	EIGHTY		EIGHTY EIGHT	EIGHT	M		N
17 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99983727	3 1/15/	1992	NINETY		NINETY NINE	NINE	M		N
18 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99982726	3 1/15/	1993	HUNDRED)	THOUSAND	TEN	м		N
19 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99987382	7 1/15/	1994	ELEVEN H	UNDRED	ELEVEN THOU	SA ELEVEN	м		N
20 D	Y	8	6424 9990	86424	11/1/1988	CO9NELL			AI9SWORTH	F		99909072	3 1/15/	1995	TWELVE		HUNDRED	TWELVE	м		N

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 <i>Update/Display ACA Dependent Data</i> 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 \rightarrow Save As \rightarrow CSV (Comma delimited) (*.csv).

The following window displays:

Organize New folder Image: Recent Places Date modified Image: Libraries Date modified Image: Documents ACADEP20151231.csv 12/31/2015 11:16 Image: Documents Masic 12/31/2015 11:11 Image: Documents Masic 12/31/2015 11:11 Image: Documents Masic 12/31/2015 11:11 Image: Pictures Image: Documents 12/31/2015 11:11 Image: Videos Pictures 9/28/2015 11:30 PM Image: Computer Image: Documents Pictures Image: Coconcolor Pictures		search Export		Q					
Image: Second Places Name Date modified Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Second Places Image: Add a tag Image: Add a tag Image: Add a tag Image: Add a tag Image: Second Places Image: Second Places Image: Add a tag Image: Add a tag Image: Add a tag Image: Second Places Image: Second Places Image: Add a tag Image: Add a tag Image: Add a tag </th <th></th> <th></th> <th></th> <th>(?)</th>				(?)					
Ibraries 12/31/2015 11:16 Image: Documents ACADEP20160107.CSV 17/2016 9:53 AM Image: Music Pictures 12/31/2015 11:11 Image: Computer ACAEMP20150231.CSV 12/31/2015 11:11 Image: Computer ACAEMP20150028.CSV 9/28/2015 11:30 PM Image: Computer Image: Computer 6/4/2015 11:46 AM Image: Computer Image: Computer 6/24/2015 10:40 AM Image: Computer Image: Computer 9/22/2014 2:47 PM Image: Computer Image: Computer Image: Computer	Туре	Size							
Interview Image: Construction Image: Construction	Microsoft Excel C	2 KB							
 Documents Music Pictures Videos Computer Computer Windows7_OS (C:) CD Drive (D:) scans (\http://pictures) Pictures) Pictures) NOPENSCD.CSV Pictures) NOPENSCD.CSV Pictures) NOPENSCD.CSV Pictures) NOPENSCD.CSV Pictures) Pictures) Pictures) Pictures) NOPENSCD.CSV Pictures) Pictures)<	Microsoft Excel C	7 KB							
Image: Pictures	Microsoft Excel C	2 KB							
 Predures Videos Computer Computer Windows7_0S (C:) CD Drive (D:) scans (\\ftpmain) (H:) pcgenesis5 (\\pcg2008help) (b) File name: ACADEP20160107.cs Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a Windows7_0S (C:) Verify the filename is C:\EXPORT\ACADEPCCYY identifies the calendar year, month and date. 	Microsoft Excel C	67 KB							
 Videos Computer Windows7_0S (C:) CD Drive (D:) Co Drive (D:) Co Drive (D:) Pregenesis5 (\\crcg2008help) (E) Pregenesis5 (\\crcg2008help) (E) File name: ACADEP20160107.css Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a tag Title: Add a tag Title: Add a tag 	Microsoft Excel C	86 KB							
Image: Computer Windows7_0S (C:) Image: NOPENSCD.CSV 6/4/2015 11:46 AM Image: CD Drive (D:) NOPENSION.CSV 6/24/2015 10:40 AM Image: Progenesiss (Npcg2008help) (b) PAYEXP20140922.CSV 9/22/2014 2:47 PM Image: Progenesiss (Npcg2008help) (b) Image: Payes Payes Image: Progenesiss (Npcg2008help) (b) Image: Payes Image: Payes Image: Progenesiss (Npcg2008help) (b) Image: Payes Image: Payes Image: Progenesiss (Npcg2008help) (b) Image: Payes Image: Payes Image: Payes ACADEP20160107.css Image: Payes Save as type: CSV (Comma delimited) (*.csv) Image: Payes Image: Payes Authors: Diane Ochala Tags: Add a tag Image: Payes Image: Payes Image: Payes Image: Payes Image: Payes	Microsoft Excel C	136 KB							
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PAYEXP201409922.CSV 9/22/2014 2:47 PM Pointowsr_05_(c;) PogenesisS (\https://pog2008help) (k) PcgenesisS (\https://pog2008dev) (k) Pile name: ACADEP20160107.css Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Pite: Add a tag Title: Add a tag Action 17 Verify the filename is C:\EXPORT\ACADEPCCYY identifies the calendar year, month and date.	Microsoft Excel C	14 KB							
 COUNTRY (1) COUNTRY (1) Pp cgenesiss (\\fpc32008help) (t) Pp cgenesiss (\\pc32008dev) (tc) File pame: ACADEP20160107.csv Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a Hide Folders 	Microsoft Excel C	187 KB							
 Scans (Vitpmain) (H2) p pcgenesiss (\\pcg2008help) (E) p pcgenesiss (\\pcg2008dev) (K2) File name: ACADEP20160107.csv Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a Hide Folders 									
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progenesis (\\pcg2008ets) (x) File name: ACADEP20160107.cs Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a Hide Folders P Action 17 Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date.									
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File game: ACADEP20160107.csv Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a tag Hide Folders Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date.									
Save as type: CSV (Comma delimited) (*.csv) Authors: Diane Ochala Tags: Add a tag Title: Add a Hide Folders Iteration 17 Verify the filename is C:\EXPORT\ACADEPCCY' identifies the calendar year, month and date.				•					
Authors: Diane Ochala Tags: Add a tag Title: Add a P Action 17 Verify the filename is C:\EXPORT\ACADEPCCYY identifies the calendar year, month and date.				•					
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 Hide Folders P Action 17 Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date. 									
p Action 17 Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date.	Tools	▼ Save	Cance						
pAction17Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date.	_								
 17 Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date. 									
17 Verify the filename is C:\EXPORT\ACADEPCCY identifies the calendar year, month and date.									
identifies the calendar year, month and date.	YMMDD.	CSV where	CCYY	MM					
identifies the calendar year, month and date.									
	identifies the calendar year, month and date.								
18 Save									

The following dialog box displays:



The following dialog box displays:

Step

19

Microsoft E	xcel
0	ACADEP20160107.CSV may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help
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.

Column Field **Additional Information** Α \mathbf{D} = Dependent Record Must be '**D**'. Must be 'Y' or 'N' B 1095-C Eligible? С Employee ID D Format 999999999 **Employee SSN** E Information only. Employee Date of Birth F **Employee First Name** G Employee Middle Name Η **Employee Last Name** Τ Information only. **Employee Gender** J Dependent SSN Format 999999999 Κ Dependent Date of Birth Format MM/DD/CCYY L Dependent First Name Μ Dependent Middle Name Ν Dependent Last Name 0 Must be 'M' or 'F'. Dependent Gender Р **Dependent Relationship** Q **Dependent Spouse Indicator** Must be 'Y' or 'N'. R - ADDependent Coverage. Must be '**Y**' or '**N**'. 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.

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

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 <u>replace</u> all dependent information in the PCGenesis system, or the payroll administrator can <u>add new</u> 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 <u>Personnel System Operations</u> <u>Guide</u>, 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 <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

	PCG Dist=6791 Rel=15.04.00	01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE					
		Payroll System		PAYMOOOO				
	FKey	Master Menu						
	1 Payroll	Setup Menu						
	2 Payroll	Update Menu Chash & Direct Deposit Manu						
	Payruli	Check & Direct Deposit Menu						
	4 Annual	Reports Menu						
	<u> </u>	yauanenyiristaybiennai Repons Menu						
	8 Employ	/ee Reports/Labels Menu /Display Description/Deduction/Appuits Manu						
	10 Earning	js History Menu						
	11 Check F	Reconciliation Menu						
	12 Update/Display Payroll Monitor 13 Special Functions Menu							
	20 File De	organization						
		organization						
	[Here] [] [15 89 88				
Ma	aster ^{voer} list 1945 Vordzi, PAY VEND			12.00.00				
F16]				
	Action							

	PCG Dist=8991 Rel=1	.6.04.00 12/22/2016 PCV	V 001 SV C:\DEVSYS	C:\SECOND	WHITE		
			Payroll S	ystem		PAYM0004	
	FKey		Annual Repor	ts Menu			
	1094 1 2	-C & 1095-C Options: mport ADP Dependen Compare ACA Depend	t Names, DOBs an ents for Two Years	d SSNs			
	3 4 5	Export ACA Employee Export ACA Dependent mport ACA Employee	Data and Create .(Data and Create . & Dependent Data	SV Template CSV Template from PCG Templ	ate		
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 10 11 12	Options: Print Employee W-2's Print Blank W-2 Form Print Employer's Copy	& Create File of W-2's				
	0the 15	r Options: Flexible Benefits Tran	smission File				
H-	4 ser					16.03.01	
F16	Contraction of the second seco						
	Action						
;	Select 5	(F5 – Import A	CA Employ	ee & Deper	ndent Data fron	n PCG Template	

	PCG Dist=6791 Rel=15.04.00 01/07/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Import ACA Employee & Dependent Information	ACAIMP
<u>C : \</u>	Identify Import File from Excel Enter the Import file Path and Name (e.g. C:\IMPORT\PAYIMPCCYYMMDD.CSV) or F10 to Browse for File IMPORT\PAYIMP20160107.CSU	
	Image: state	15.04.00
	Action	
l	Verify the path and filename have defaulted correctly as C:\ IMPORT\ACAEMPCCYYMMDD.csv, or enter the correct path an Enter the import file path and name field, or select F10 (F10 to	nd filename in t Browse for file
	If the filename entered is incorrect, the "Invalid File Id. Correct and or F16 to exit." message will be displayed. In this instance, return correct information.	press ENTER t to Step 4 to et
5	Select (Enter) to continue.	

	PCG Dist=6791 Rel=15.04.00 01/07/2016 PCW 001 SV CADEVSYS CASECOND WHITE
	Import ACA Employee & Dependent Information ACAIMP
	Enter W-2 year to be imported <u>2015</u>
	Select the desired option for loading 'D' dependent records:
E EN	Enter=Continue, F16=Exit
6	Enter or verify the year (CCYY) in the Enter W-2 year to be imported field
Ū	Based on the field's entry, PCGenesis will create the ACA employee and dependent data the calendar year entered.
7	Select the desired option for loading 'D' dependent records: Select the • (Radio button the left of the desired option.
	Two options are available for importing the ACA dependent data:
	 Select REPLACE ALL dependent information to replace all dependent information for the W-2 reporting year specified. Select ADD NEW dependents and update COVERAGE ONLY for existing dependents to add new dependents and update only the coverage fields for exist dependents, for the W-2 reporting year specified.
8	Select (ENTER – to continue).



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

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

	PCG Dist=6791	Rel=15.04.00	01/07/2016	PCW 001	SV C:\DEVSYS	C:\SECONI	D	WHITE	-	
				Import	ACA Employ	jee & Depe	endent	Informati	n	ACAIMP
				N) Errors in	ı Import F	ile			
				PI	Lease Revie	w Print f	ile			
				D				_		
				Press	5 ENIER TO	тоао Імро	ort Fil	.e		
				Р	ress F16 to) STOP Pro	ocess			
ENT	V					F10				15.04.00
F16										

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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 <i>.csv</i> file, and repeat this procedure beginning at <i>Step 2</i> .
	For successful file imports : Select Enter - continue) to load the import file. <i>"Processing – Please Wait" briefly displays.</i>

	PCG Dist=8991 Rel=16.04.0	00 12/22/2016	PCW 001 SV C:\DEVSYS	C:\SECOND	WHITE	
			Payroll Sy	stem		PAYM0004
	FKey		Annual Report	s Menu		
	1094-C & 1 Impor 2 Comp	1095-C Options rt ADP Depend pare ACA Depen	s: ent Names, DOBs and ndents for Two Years	l SSNs		
	3 Expo 4 Expo 5 Impo	rt ACA Employe rt ACA Depende rt ACA Employe	ee Data and Create .C ent Data and Create .C ee & Dependent Data t	SV Template CSV Template from PCG Template		
	6 Print 7 Print 8 Maint	EMPLOYER Co 1094-C & Empl tain IRS ACA Ro	opy of 1094-C & 1095- loyee 1095-C's & Crea eceipts	C's nte File		
	W-2 Optio 10 Print 11 Print 12 Print	ns: Employee W-2 Blank W-2 For Employer's Co	2's & Create File m ppy of W-2's			
	Other Opti 15 Flexil	ions: ble Benefits Tr	ansmission File			
Mas F16	ter ^{User} list PAY DUES Words PAY MONITOR	NDR				16.03.01

Step	Action					
10	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 <u>Technical System Operations Guide</u> , 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 - 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 ACAI	£₽	ACA EMPLOYEE & DEPENDENT IMPO	ACA EMPLOYEE & DEPENDENT IMPORT REPORT		
Emp SSN	Type Dep SSN	Dep First	Dep Last	Dep DOB	Error Message	
999999727	C3NOH7A E		D8RPT3			
999997018 999997018	B2T8 E		B2R8			
999999821 999999821	RXS8LPN E		B2R8			
999996603 999996603	HXT5I4 E		S2N7S			
9 9 9 9 9 9 2 4 8 9 9 9 9 9 9 2 4 8 9	MXR1 E		S3E7IXF		Invalid Emp Number - MisMatch	
99993288	A 3ANXA E		J3NKXN9			

E2.2 ACA Dependent Import Report – with Errors

DATE	01/07/2016 ACAI	æ	ACA EN	MPLOYEE & DEPENDENT IMPORT REP	PORT		Page	1
Emp SSN	Type Dep SSN	Dep First		Dep Last	Dep DOB	Error Message		
999999490 999999490	V2L7RXE D 999993317	TEYLSR G	FXI9Z	FXI 9Z	08/30/1996			
9999999490 999999490	V2L7RXE D 999997221	TXL2R E	FXI9Z	FXI9Z	12/03/1992			
9999999490 9999999490	V2L7RXE D 999999490	V2L7RXE	FXI9Z	FXI 9Z	11/09/1970			
9999999490 999999490	V2L7RXE D 999993239	E3W3RX C	FXI9Z	FXI9Z	03/19/1969			
9999999490 9999999490	V2L7RXE D 999993114	S4V2N6AX	FXI9Z	FXI9Z	10/08/1999			
99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730	J8HX D 99999619 D 99999619	J7C2 V J7C2 V	DXG5R80	DXG 5R8 0 DXG 5R8 0 DXG 5R8 0 DXG 5R8 0 DXG 5R8 0 DXG 5R8 0 DXG 5S8 0	01/05/1999 Mc 01/05/1999 Mc	c 01: Dep cov must be 0 02: Dep cov must be 0 03: Dep cov must be 0 04: Dep cov must be 0 05: Dep cov must be 0 06: Dep cov must be 0 08: Dep cov must be 0 09: Dep cov must be 0 10: Dep cov must be 0 11: Dep cov must be 0 12: Dep cov must be 1 12 MO' cov must be	'Y' or 'Y' or	N' N' N' N' N' N' N' N' N' N' N' N' N'
99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730 99992730	J8HX D 999994023 D 999994023	B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY B5A8LXY	DXG5R8O	DXG 5R8 0 DXG 5R8 0	12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc 12/05/2009 Mc	b 01: Dep cov must be 0 02: Dep cov must be 0 03: Dep cov must be 0 04: Dep cov must be 0 05: Dep cov must be 0 06: Dep cov must be 0 07: Dep cov must be 0 08: Dep cov must be 0 10: Dep cov must be 0 11: Dep cov must be 0 12: Dep cov must be 11: Dep cov must be 0 12: Dep cov must be	'Y' or 'Y' or	N' N' N' N' N' N' N' N' N' N' N' N' N' 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 <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).										
The follo	ing screen displays:										
Í	PCG Dist=6791 Rel=15.04.00 01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE										
	Payroll System PAYM0000										
	 Payroll Setup Menu Payroll Update Menu - Payroll Check & Direct Deposit Menu - Annual Reports Menu - Annual Reports Menu - Monthly/Quarterly/Fiscal/Biennial Reports Menu - Employee Reports/Labels Menu - Update/Display Description/Deduction/Annuity Menu - Earnings History Menu - Check Reconciliation Menu - Special Functions Menu - Special Functions Menu - File Reorganization 										
	aster User _{list} 15.03.00										

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

🗖 PCC	G Dist=8991	Rel=16.04.00	12/22/2016 PCW (001 SV C:\D	EVSYS C:\S	ECOND	WHITE	-	
				Payro	11 Syste	M			PAYM0004
	FKey	,		Annual R	eports M	enu			
	1	- 1094-C & 10] Import /] Compai	95-C Options: ADP Dependent N re ACA Dependen	lames, DOE ts for Two ነ	3s and SS Years	Ns			
	3 4 5	Export / Export / Import /	ACA Employee Da ACA Dependent D ACA Employee &	ata and Cre ata and Cre Dependent	ate .CSV T eate .CSV Data from	emplate Template PCG Templa	ate		
	6 7 8	Print EM Print 10 Maintai	APLOYER Copy o 94-C & Employed n IRS ACA Receip	of 1094-C & e 1095-C's a ots	1095-C's & Create F	ile			
	10 11 12	W-2 Options Print Er Print Bl Print Er	s: nployee W-2's & ank W-2 Form nployer's Copy o	Create File f W-2's					
	_15	Other Option] Flexible	ns: e Benefits Transn	nission File	:				
Master U	lser _{list} Pra Vorda	PAY VEND							16.03.01
A	ction								
S	elect _	<u>6</u> (F6–	Print EMP	LOYER	Сору	of 1094-	-C & 1095	-C's).	



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 <u>not</u> include social security numbers on the report.
7	Select (Enter) to continue.

	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 <u>W2 CONTACT NAME</u>
	Contact Telephone Area Code <u>999</u> Exchange <u>555</u> Phone Number <u>1234</u> Extension <u>56789</u>
	Contact EMAIL <u>W2clerk@district.k12.ga.us</u> (Required field)
	Location address <u>1</u> (Required field) Enter the submitter's location. For example, Attention, Suite, Room Number, etc.
	Enter IRS AIR System TCC ID:
	ENTER = Continue, E16 = Exit Program
ENTE	
_	
	Action

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 $(Enter)$ twice to continue. Select $r \in \mathbb{C}$ (F3 – Print this data) to obtain a screen print of the <i>Print 1094-C and 1095-C's</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

If warnings are found, the following screen displays:

EX
00
· _

Step	Action
15	If warnings are found, review the <i>Employee Counts for 1094-C Report</i> and the <i>Employee Counts for 1094-C – Error Report</i> 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 <i>Employee Counts for 1094-C – Error</i> <i>Report</i> . 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.

	PCG Dist=8991 Rel=17.04.00	02/01/2018 PCW 001 SV C:\DEVSY	S C:\SECOND	WHITE	- • • ×
.		PRINT 1094-C AND 1095	-C'S AND CREATE	FILE	ACAIRSEX
W-2	2 YEAK: 2010				
109	94-C, PART III, COL A	1094-C, PART III, COL B	1094-C, PART	III, COL C	1094-C, PART III, COL E
MILL	ATWOM E22ENTIHE OFFER	CALCED OVERRIDE	CALCED OU	JERRIDE	(NU LUNGER HPPLICHBLE)
JAN	¥ V	324 <u>324</u> 325 <u>325</u>	422 425	<u>420</u> 423	
MAR	Ý	324 <u>324</u>	425	423	
APR	<u>Y</u>	325 <u>325</u>	429	427	
MAY	¥.	322 <u>322</u>	432	430	
JUL	Ť	323 <u>323</u>	378	377	
AUG	Σ	319 <u>319</u>	416	414	
SEP	<u>¥</u>	361 <u>361</u>	422	420	
NOI	Y v	335 <u>335</u> 342 342	432 532	<u>430</u> 431	
DEC	Ý	342 <u>342</u>	434	433	
Ι.					
1	INTAL 1095-C FORMS PRI	FD ON REHALE OF EMPLOYER:	385		
1094	+-C, PART II, LINE 22	ETHOR			
Ľ.	H. UUHLIFYING UFFEK M B RESERVED (NO LONGE	EIHUV R APPITCARLE)			
	C. RESERVED (NO LONGE	R APPLICABLE)			
N	D. 98% OFFER METHOD				
	**** The Ou	erride Totals will be priv	nted on the fir	al IRS for	DC ****
	and the ov	critice rocars with be prin	acco on the TI		ner -
_	ENTER = Continue, F17	= Copy Calced Totals to	Override Totals	5, F16 = Exi	it Program
	F1 ▶ K F2 ♥ K F3 ♣ F4	F567 F614 F717 F8 4 F9 1	F10 F11 F12		F15 A 17.04.00
F16	■ F12 ➡ F18 曲		Help		

Step	Action
16	Once the PCGenesis system calculates and reports the 1094-C Total Employee Counts and the Full Time Employee Counts , the <i>Print 1094-C and 1095-C's Screen</i> 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 <i>Employee Counts for 1094-C Report</i> 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.							
	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.							
	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 <i>Employee Counts for 1094-C Report</i> 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.
	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.
	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 <i>Reserved</i> (<i>No longer applicable</i>). 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) twice to continue.
	Select $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Print 1094-C and 1095-C's</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	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.

	PCG Dist=8991	Rel=16.04.00	12/22/2016 PCW 001 SV C:\DEV	SYS C:\SECOND	WHITE	
			Payrol]	. System		PAYM0004
	FKeg	-	Annual Rep	orts Menu		
	_1 _2	1094-C & 10 Import / Compar	95-C Options: ADP Dependent Names, DOBs e ACA Dependents for Two Ye	and SSNs ars		
	3 4 5	Export / Export / Import /	ACA Employee Data and Creat ACA Dependent Data and Crea ACA Employee & Dependent D	e .CSV Template te .CSV Template ata from PCG Templ	late	
	6 7 8	□ Print EN □ Print 10 □ Maintai	APLOYER Copy of 1094-C & 10 94-C & Employee 1095-C's & 4 n IRS ACA Receipts)95-C's Create File		
	10 11 12	W-2 Options Print Er Print Bl Print Er	:: nployee W-2's & Create File ank W-2 Form nployer's Copy of W-2's			
	_ 15	Other Option	ns: Benefits Transmission File			
Ma F16	aster ^{Uset} list ↓ 125 Vor∰ Action	PAY VEND				16.03.01
	To print t	he repoi	t via the Uqueue Pi	rint Manager	: Select	(Uqueue).
	To print t	he repoi	t via Microsoft® W	ord: Select	Word (MS V	VORD).
	Follow the <i>Procedure</i> create the	e instruct es, Creati macro ne	ions provided in the ng the Microsoft®-Pecessary to use the fe	<u>Technical Sys</u> CGenesis QV ature where a	<u>stem Operatio</u> VORD Macro Appropriate.	<u>ns Guide</u> , User In for Report Printi
	Select F16	(F16	Exit) to roturn to	the Dawnell	System Maste	r Manu or selec

F2. Employer 1094-C and 1095-C Reports – Samples F2.1 Employee Counts for 1094-C – Error Report

REPORT ID: ACAIRSEX-ER REPORT DATE: 04/04/2015	EMPLOYEI	E COUNTS FOR 10	94-C ERROR	REPORT PAGE: 1 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 C	OVERAGE CODE IS MISSING	G EMPNO:	7074	ERROR MUST BE RESOLVED
EMP SELECTED FOR 1095-C BUT OFFER OF C	OVERAGE CODE IS MISSING	G EMPNO:	8078	ERROR MUST BE RESOLVED
ILLEGAL SSN FOR EMPLOYEE		EMPNO :	83425	ERROR MUST BE RESOLVED
EMPLOYEE BYPASSED BUT ACA1095C RECORD	EXISTS. REVIEW PERSON	NEL DATA EMPNO:	877 42	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

<u>NOTE</u>: 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 REPORT DATE: 01/11/2015 15:21	KMPLOY. BASED ON	EE COUN FIRST	TS FOR DAY OF	1094- THE M	CONTH					RI	EPORT II	PAG IG YEAT	B: 19 R: 2015
EMP NO SEN NAME STAT CLASS HIRE DATE TERM DATE REHIE	JAN E DT	FKB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
86300 999-08-6300 LASSITER, AL50 A 11 6/01/2014	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86301 999-08-6301 CH4MPION, TE4PLE À 11 6/01/2015						Y	Y	Y	Y	Y	Y	Y	PART
86302 999-08-6302 PA3RA, SY3NEY A 11 9/01/2014	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86306 999-08-6306 JA70B, TH7D A 11 6/01/2012	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86307 999-08-6307 KD6NIG, TO6ISHA A 03 8/01/2010	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
86309 999-08-6309 PA4LSON, TO4IE A 11 9/01/2015									Y	Y	Y	Y	PART
86310 999-08-6310 RU3D, LU3IEN À 30 9/01/2015									Y	Y	Y	Y	PART
86314 999-08-6314 DE7NY, CH7NCE À 03 7/01/2012	Ŷ	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
86317 999-08-6317 RU4IN, SA4DY A 03 7/01/2012	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
GRAND 1	OTALS 421 133	421 132	420 132	420 133	393 132	391 144	397 144	430 144	432 152	434 160	434 160	434 160	FULL CLASS 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 TOTAL SAFE HARBOR 2A, 2	FORMS 11 B, 2D 2	2	2	ı	ı	l	ı	0	0	0	o	0	
1094-C, PART III, COL B FULL-TIME EMP	социт 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 PCC.

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 STATE: GA ZIP: 33333 CITY OR TOWN: SMITH STATE: GA ZIP: 33333 NIME OF CONTACT: NAME CONTACT PHONE NUMBER: 999-555-5555 x 6789							
TOTAL 1095-C WITH THIS TRANSMITTAL: 00003							
1004_C DADT TT.							
AUTHORITATIVE TRANSMITTAL?: YES	GE: 1 AR: 2015 IEF: NO NO ANSITION TOR VAGE: 2 EAR: 2015 COV DEC Y Y Y Y NOV DEC Y Y Y Y						
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 JUN 2 430 JUN 2 430 JUL 2 430 AUG 3 431 SEP 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 STATE SMITH SA SMISS							
ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DE 14 OFFER OF COVERAGE 1H 1H 1H 1H 1H 1E 1E	C E 3.02						
PART III COVERED INDIVDUALS:SSNBIRTH DATEALL 12 MOJANFEBMARAPRMAYJULAUGSEPOCTNOVDECAB3EU>,FIRST999-12-3456NNNNNNYYYAB3EU>,DAUGHTER999-23-4567NNNNNNYYY							
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 DE 14 OFFER OF COVERAGE 1E 15 EE SHARE OF LOWEST PREM 53.02 16 SEC 4980H SAFE HARBOR	x						
PART III COVERED INDIVDUALS: SSN BIRTH DATE ALL 12 MO JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC AB3EU							

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.

If the Electronic File Transmission Status is returned as Accepted with errors:

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 paper correction forms 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> 1094-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

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

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

	PCG Dist=6791 Rel=15.04.00	01/06/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
		Payroll System		PAYMOOOO
	FKey 	Master Menu		
	1 Payroll S 2 Payroll U 3 Payroll (Setup Menu Jpdate Menu Check & Direct Deposit Menu		
	4 Annual F 5 Monthly	leports Menu Quarterly/Fiscal/Biennial Reports Menu		
	8 Employe 9 Update/I 10 Earnings 11 Check R 12 Update/I 13 Special 20 File Reo	e Reports/Labels Menu Display Description/Deduction/Annuity Menu History Menu econciliation Menu Display Payroll Monitor Functions Menu rganization		
Mas	tter Userlist Monthly Monthly Monthly			15.03.00
ep	Action			
2	Select 4 (F4 –	Annual Reports Menu).		
PCG Dist=8991	el=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOM	ND 1	WHITE	- 0 X
---------------------------	--	---	--	---
	Payroll System			PAYM0004
FKe	Annual Reports Menu			
	094-C & 1095-C Options: Import ADP Dependent Names, DOBs and SSNs			
2	Compare ACA Dependents for Two Years			
3	Export ACA Employee Data and Create .CSV Temp Export ACA Dependent Data and Create .CSV Tem	late plate		
5	Import ACA Employee & Dependent Data from PCG	6 Template		
6	Print EMPLOYER Copy of 1094-C & 1095-C's			
7	Print 1094-C & Employee 1095-C's & Create File Maintain IBS ACA Receints			
10	Y-2 Options: Print Employee W-2's & Create File			
<u>11</u> 12	Print Blank W-2 Form Print Employer's Conv of W-2's			
15	ther Options: Flexible Benefits Transmission File			
see		1 1		16.03.01
ter (ist D (1983) Word				10100101
Action				
	PCG Dist=8991 R	PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV CADEVSYS CASECON Payroll System FKey Annual Reports Menu 1094-C & 1095-C Options: 1 Import ADP Dependent Names, DOBs and SSNs 2 Compare ACA Dependent S for Two Years 3 Export ACA Employee Data and Create .CSV Temp 4 Export ACA Dependent Data and Create .CSV Temp 4 Export ACA Employee & Dependent Data from PCO 5 Import ACA Employee & Dopendent Data from PCO 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 11 - 12 - Print Employee W-2's & Create File 11 - Print Employer's Copy of W-2's Other Options: 15 Imaget Image Imployee Image Image Image Image Image Image I	PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV CADEVSYS CASECOND Payroll System 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 5 Import ACA Employee & Dops-C's & Create File 8 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 12 Print Employee W-2's & Create File 11 Print Employer's Copy of W-2's Other Options: 12 Flexible Benefits Transmission File	PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV CADEVSYS CASECOND WHITE Payroll System Tog4-C & 1095-C Options: 1 Import ADP Dependent Names, DOBs and SSNs 2 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 12 Print Employee 's & Create File 11 Print Blank W-2 Form 12 Print Employer's Copy of W-2's Other Options: 15 15 Flexible Benefits Transmission File

PCG Dist=8991 Rel=16.04.00 12/22/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Print 1095-C's and Create File	ACAEMPP
Enter W-2 year to be selected: <u>2016</u>	
Soloct 1005-C option: G Distigna and exote electronic modia	
C Create electronic media only	
ENTER = Continue, F16 = Exit Program	16.04.00

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
	• 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 <i>ACA Transmission File</i> 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 <i>ACA Transmission File</i> 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 <i>ACA Transmission File</i> 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 <u>not</u> 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	
			Pri	int 1099	5-C's and Cr	eate File		ACAEMPP
ERI	ROR - AN ORI	GINAL XML	FILE HAS A	ALREADY	BEEN SUBMIT	TED TO THE	IRS FOR YEAR 2015.	
IF	PRINTING 10	95-C FORMS	, SELECT '	PRINT P	FORMS ONLY'.			
IF An	GENERATING) CHOOSE 'RE	THE IRS TR Placement	ANSMISSION File'.	I FILE,	SELECT 'CRE	ATE ELECTR	ONIC MEDIA ONLY'	
			PRESS E	NIER KE	LY IU CONTIN	IVE 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 <i>Step 1</i> .
	To print 1095-C forms <u>only</u> , select the radio button for Print forms only in <i>Step 5</i> .
	To generate the <i>IRS Transmission File</i> <u>only</u> , select the radio button for Create electronic media only in <i>Step 5</i> .
	Refer to <i>Procedure H: Maintain IRS ACA Receipts</i> in this document for more information on maintaining IRS ACA receipt information.
10	Select Enter (Continue). Repeat this procedures starting at <i>Step 1</i> .

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 <i>ACA Transmission File</i> 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 <i>Procedure H: Maintain IRS ACA Receipts</i> 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	
₩-2	YEAR: 2015 IRS Receipt ID: 1095C-16-12345678 IRS Receipt Status: R	
IRS 1094	XML File Selected: 4C_Request_ABCDE_20160511T084717600Z.xml	
	NOTE: Please review this screen and verify that this is the XML file that you an 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.	re
	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	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 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 <i>ACA Transmission File</i> , 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:

DCG I	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 cor regarding problems with the processing of these 1094–C and 1095–C'S. Contact Name <u>ANNE C HARRISON</u>	itact
	Contact Telephone Area Code <u>706</u> Exchange <u>468</u> Phone Number <u>6350</u> Extension <u>103</u>	
	Contact EMAIL <u>aharrison@jasper.k12.ga.us</u> (Required field)	
	Location address <u>FINANCE DEPARTMENT</u> (Required field) Enter the submitter's location. For example, Attention, Suite, Room Number, e	etc.
	Enter IRS AIR System TCC ID: <u>BB76Y</u>	
	ENTER = Continue, F16 = Exit Program P2 4% P3 40 P4 100 P5 10 P5 10 P5 10 P1 P1 10 P1 P1 20 P1 10	16.04.00
A	tion	
Ve	rify the year (CCYY) in the Enter W-2 year to be selected field.	

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 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 <i>Procedure I: Electronic Media Processing, II. Applying for a TCC ID for the IRS AIR System</i> in this document for more information.
21	Select $(Enter)$ twice to continue. Select $(F3 - Print this data)$ to obtain a screen print of the <i>Print 1094-C and 1095-C's</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

If warnings are found, the following screen displays:

	PCG Dist=6791	Rel=15.04.00 01/07/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- • ×
-		PRINT 1094-C AND 1095-C'S AND CREATE FILE	ACAIRSEX
		WARNINGS FOUND! PROCESSING MAY CONTINUE, BUT REVIEW REPORTS.	
		Please see ERROR/WARNING report!	
		Press ENTER to Continue	15.04.00

Step	Action
22	If warnings are found, review the <i>Employee Counts for 1094-C Report</i> and the <i>Employee Counts for 1094-C – Error Report</i> 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 <i>Employee Counts for 1094-C – Error Report</i> . 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.

🖪 PCG D	ist=8991 Rel=17.04.00	02/01/2018 PCW 001 SV C:\DEVSY	S C:\SECOND WHITE	
	D. 9044	PRINT 1094-C AND 1095	-C'S AND CREATE FILE	ACAIRSEX
W-Z TEH	N: 2010			
1094-C,	PART III, COL A	1094-C, PART III, COL B	1094-C, PART III, COL C	1094-C, PART III, COL E
FILMINOF	ESSENTIAL OFFER	CALCED OVERRIDE	CALCED OVERRIDE	(NO LONGEN HFFLICHDLE)
JAN	Υ	324 324	422 420	
FEB	<u>Y</u>	325 <u>325</u>	425 <u>423</u>	
MAR	<u>Y</u>	324 <u>324</u>	425 <u>423</u>	
APR	Ϋ́	325 <u>325</u>	429 <u>427</u>	
MAY	<u>¥</u>	322 <u>322</u>	432 <u>430</u>	
JUN	Y	323 323	375 <u>375</u> 979 977	
JUL	T U	323 <u>323</u> 910 910	378 <u>377</u> 646 646	
SED	T U	261 261	410 <u>414</u> 522 528	
	t d	335 335	422 420	
NOU	,	342 342	432 431	
DEC	Ŷ	342 342	434 433	
PEC 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) D. 98% OFFER METHOD				
**** THE OVERTIDE TOTALS WILL DE PEINCEG ON THE FINAL IKS FORMS ****				
	R = Continue, F17 ⅔ _{F2} ◀⅔ F3 🖨 F4 🖾	= Copy Calced Totals to F567 F614 F717 F8 F9 F	Dverride Totals, F16 = Ex F10 T F11 F12 4	it Program
F16 F17	P F18 T		Help	

Step	Action
23 Once the PCGen and the Full Tin as shown above. administrator to screen also allow IRS has qualified	Once the PCGenesis system calculates and reports the 1094-C Total Employee Counts and the Full Time Employee Counts , the <i>Print 1094-C and 1095-C's Screen</i> 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 <i>Employee Counts for 1094-C Report</i> 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.
	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.
	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 <i>Employee Counts for 1094-C Report</i> 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.
	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.
	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 <i>Reserved</i> (<i>No longer applicable</i>). 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 $\mathbf{F3} \bigoplus$ (F3 – Print this data) to obtain a screen print of the <i>Print 1094-C and 1095-C's</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.
	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.

	PCG Dist=8991 Rel=15.04.00 01/13/2016 DOD 001 59 K:\SYSTEM K:\SECOND	WHITE	_ 8 ×
			ACA1095E
	Print ACA 1095-C Forms		
	Are 1095-C forms inserted? (YES,NO)		
	F16 = Exit		15.04.00
p	Action		
5	Insert the 1095-C forms.		

	PCG Dist=8991 Rel=15.04.00 01/13/2016 DOD 001 5V K:\SYSTEM K:\SECOND WHITE	
	VERIFY ACA 1095-C FORMS ARE INSERTED !!!	ACA1095E
	Select the desired print option.	
	O Print All 1095-C's Indicate Desired Print Sequence	
	© Employee name ○ Work location, then name	
	© Restart print of 1095-C's from SSN: <u>000000000</u>	
	C Reprint 1095-C's for the following SSN's:	
ENTER	Enter = Continue, F16 = Exit	15.04.00
F16		
-n	Action	
7	To print all 1005 Class	
/	<u>10 print an 1095-C 8</u> :	
	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.	
3	To restart print of 1095-C's from the last Social Security Number (SS	N) printed:

Select the (Radio button) to the left of the Restart print of 1095-C's from SSN label.

Select the - (Radio button) to the left of the Result print of 1095-C s nom SSIV

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) twice to continue.

The following dialog box displays:

Select Printer		
Select Printer:	AprintserverA2275-HPLJ4300dtn	
Called By: CALL1099	Microsoft Office Document Image Writer HP LaserJet 4 - Virtual Generic / Text Only Adobe PDF	
Orientation: Portrait C Landscape	\\printserver\199-HPCLJ8550GN \\printserver\2240-HPLJ4300 \\printserver\2276-HPLJ4300DTN \\printserver\2277-HPLJ4300dtn \\printserver\38283-X4517	
Default Printer	\\printserver\2275-HPLJ4300dtn	
Selected Printer	\\printserver\2275-HPLJ4300dtn	
	<u> </u>	

Step	Action
41	Within the <i>Select Printer</i> 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).

🔲 PCG Dist=8991	Rel=15.04.00 01/13/201	6 DOD 001 SV K:\SYSTEM	K:\SECOND	WHITE	
					CALL1095
	9	Setup for 1095-C			
	Current Printer Selected	2275-HPLJ4300dtn on pr	intserver (redirec	ted 2)	
			-	-	
Please Make	Selection				
	F1 - Select Prir	nter			
	E2 - Print Same	le 1095-C			
	F8 - Prints OK,	Continue			
	F16 - Cancel and	d Exit			15.04.00
l					
Action					
Action					
		_			

Bicp	Action
43	Print a sample 1095-C form:
	Insert an <u>actual 1095-C</u> form into the printer's feeder tray, and select $F2$ (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.
	<i>To exit the Print Test Option, select</i> F16 (<i>F16 -Cancel and Exit</i>), and to return to the <i>Payroll System – Annual Reports Menu.</i>
44	Print employee 1095-C forms:
	Select F8 (F8 – Prints OK, Continue).

🗮 PCG Dist=8991 Rel=15.04.00 01/13/2016 DOD 001 5¥	K:\SYSTEM	K:\SECOND	WHITE	_
-				ACA109
* * * 1095-0	C Form Pr	inting *	* *	
Success	этит сомр	Tecton		
Print totals:				
Total employees =	11			
10Tal 1095-0'S =	12			
Total employees with one 1095-C =	10			
Total employees with two 1095-C's =	1	(Multiple 10	95-C forms may be	printed for
Total employees with three 1095-C's =	0	employees w	ith more than 18	dependents.)
ENTER	R or F16	to Exit		15.04.

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

	PCG Dist=8991 Rel=15.04.00 01/13/2016 DOD 001 SV K:\SYSTEM K:\SECOND WH	
-		ACAEMPP
	**** REMOUE 1095-C FORMS from PRINTER ****	
	Dusas FUTED to Destinue	45 01 00
	Fress EMIEK to Continue	15.04.00
	Action	
_		



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 <i>Successful Completion</i> 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.

	PCG Dist=8991	Rel=16.04.00	12/22/2016 PCW 001 SV	C:\DEVSYS C:\SE	COND	WHITE		x
			P	ayroll System	1		PAYMOO	04
	FKeg	y -	Annu	al Reports Me	nu			
	1	1094-C & 10 Import A Compa	195-C Options: ADP Dependent Names, re ACA Dependents for 1	, DOBs and SSN (wo Years	s			
	3 4 5	Export Export Import	ACA Employee Data and ACA Dependent Data an ACA Employee & Depen	l Create .CSV Te d Create .CSV T dent Data from I	emplate emplate PCG Template			
	6 7 8	Print El Print 10 Maintai	MPLOYER Copy of 1094 194-C & Employee 1095 n IRS ACA Receipts	I-C & 1095-C's -C's & Create Fil	e			
	10 11 12	W-2 Options Print Er Print Bl Print Er	s: nployee W-2's & Create ank W-2 Form nployer's Copy of W-2's	: File				
	_15	Other Option	ns: e Benefits Transmission	n File				
Ma F16	ster ^{User} list ← PS ^{Vor} Action						16.03.	01
	To print t	he repoi	rt via the Uquei	ie Print M	anager:	Select	(Uqueue)	
	To print t	he repoi	rt via Microsoft	® Word:	Select) (MS V	VORD).	
	Follow the <i>Procedure</i> create the	e instruct es, Creati macro ne	ions provided in ing the Microsof eccessary to use the	the <u>Techni</u> t®-PCGen he feature y	<u>ical Systen</u> esis QWO where appi	<u>n Operatio</u> RD Macro ropriate.	<u>ns Guide</u> , Us for Report I	er h Print
			5					

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

REPORT ID: ACAIRSEX-ER REPORT DATE: 04/04/2015	EMPLOYEE	COUNTS FOR 10	94-C ERROR	REPORT PAGE: 1 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 C	OVERAGE CODE IS MISSING	EMPNO:	7074	ERROR MUST BE RESOLVED
EMP SELECTED FOR 1095-C BUT OFFER OF C	OVERAGE 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 PERSONN	EL DATA EMPNO:	877 42	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

<u>NOTE</u>: 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 REPORT DATE: 01/11/2015 15:21	EMPLOYE BASED ON	E COUN FIRST 1	TS FOR DAY OF	1094-0 THE M	C ON TH					RI	EPORT IN	PAG IG YEA	B: 19 R: 2015
EMP NO SSN NAME STAT CLASS HIRE DATE TERM DATE REHIRE DT	JAN	FKB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
86300 999-08-6300 LASSITER, AL50 A 11 6/01/2014	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86301 999-08-6301 CH4MPION, TE4PLE À 11 6/01/2015						Y	Y	Y	Y	Y	Y	Y	PART
86302 999-08-6302 PA3RA, SY3NEY A 11 9/01/2014	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86306 999-08-6306 JA70B, TH7D A 11 6/01/2012	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PART
86307 999-08-6307 KO6NIG, TO6ISHA À 03 8/01/2010	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
86309 999-08-6309 PA4LSON, TO4IE A 11 9/01/2015									Y	Y	Y	Y	PART
86310 999-08-6310 RU3D, LU3IEN À 30 9/01/2015									Y	Y	Y	Y	PART
86314 999-08-6314 DE7NY, CH7NCE À 03 7/01/2012	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
86317 999-08-6317 RU4IN, SA4DY A 03 7/01/2012	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	FULL 1095
GRAND TOTAL:	S 421 133	421 132	420 132	420 133	393 132	391 144	397 144	430 144	432 152	434 160	434 160	434 160	FULL CLASS PART CLASS
1094-C, PART III, COL C TOTAL EMP COUN	T 554	553	552	553	52.5	535	541	574	584	594	594	594	TOTAL EMP
TOTAL 1095-C FORM TOTAL SAFE HARBOR 2A, 2B, 21	S 11 D 2	2	2	l	1	l	1	0	0	0	o	0	
1094-C, PART III, COL B FULL-TIME EMP COUN	т 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 PCC.

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).

	PCG Dist=6791 Rel=15.04.00	01/06/2016 PCW 001	SV C:\DEVSYS C:\SECO	ND WHITE	
			Payroll System		PAYMOOOO
	FKey		Master Menu		
	Payroll _2 Payroll _3 Payroll	i Setup Menu I Update Menu I Check & Direct Depo	osit Menu		
	4 Annual 5 Monthl	Reports Menu y/Quarterly/Fiscal/Bie	ennial Reports Menu		
	8 Employ 9 Update 10 Earning 11 Check 12 Update	/ee Reports/Labels M :/Display Description/ gs History Menu Reconciliation Menu :/Display Payroll Mon	Aenu /Deduction/Annuity M itor	enu	
	<u>13</u> Specia <u>20</u> File Re	l Functions Menu organization			
Mast	ter Usetlist				15.03.00
F16	PAY Words PAY VENE				

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

	PCG Dist=8991 Rel:	16.04.00 12/22/2016 PCW 001 SV C	:\DEVSYS C:\SECOND	WHITE	
		Pay	ıroll System		PAYM0004
	FKey	Annual	. Reports Menu		
	109	1-C & 1095-C Options:			
	1	Import ADP Dependent Names, [OOBs and SSNs		
	2	Compare ACA Dependents for Tw	o Years		
	3	Export ACA Employee Data and (Create .CSV Template		
	4	Export ACA Dependent Data and	Create .CSV Template		
	5	Import ACA Employee & Dependo	ent 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 F	file		
	<u>11</u>	Print Blank W-2 Form			
	12	Finit Linpioyer's copy of 11-2 s			
	Oth	r Options:			
		Flexible Benefits Transmission	File		
	(
Mast	ier ^{User} list				10.03.01
F16]
	Action				
	Action				
3	Select 8	(F8– Maintain IRS A	CA Receipts).		

	PCG Dist=6131 Rel=16							
			Maintain AC	A IRS Receipt	s		ACAIRSRC	
	Enter	r W−2 year:	<u>2015</u>					
EI	nter=Create/Update	2, F3=Print				FIE Q	16.02.00	
EI Ente F16	nter=Create/Update ✓ ● ← F17 F18 F19	e, F3=Print POUP▲ PODN▼ F20 F21	А111 _twy ▲ twy F9 ■ F22 F23 F24	F25		FIE C	16.02.00	
EI Ente F16 ⁻¹	nter=Create/Update ✓ ● ← F17 F18 F19 Action	e, F3=Print pop ▲ pop ▼ F20 F21	A11 LHUY▲ LHUY▼ F9 ■ F22 F23 F24	F25		FIE C	16.02.00	
EI ENTE F16	nter=Create/Update ✓	F3=Print F20 F21	A11 Libn▼ F0 ■ F22 F23 F24 Dr (CCYY) j1	F25	W-2 year	FIE Q	16.02.00 ed field	
EI	ter=Create/Update F17 F18 F19 Action Enter or verif Ranad on the	For \mathbf{F}_{1} For \mathbf{F}_{2} For \mathbf{F}_{2} For \mathbf{F}_{2} For \mathbf{F}_{2} fy the yea	All $L_{LVV} \land L_{LVV} \lor F_9 \blacksquare$ F22 F23 F24 ar (CCYY) in atm. PCC an	F25	W-2 year	to be selecte	16.02.00 ed field.	
EI ENTI Fre	Image: Create/Update Image: Create Image: Cre	F3=Print F20 F21 fy the yea field's en d.	All Linv F9 F F22 F23 F24 Ar (CCYY) in htry, PCGent	F25 The Enter esis will dis	W-2 year play the IR	to be selecters	16.82.88 ed field. tries for the re	rpoi
EI	Image: Create/Update Image: Create Image: Cre	Fy the year $field$'s end	All Luw Luw Fe ■ F22 F23 F24 ar (CCYY) in <i>ntry, PCGen</i>	F25 The F25 Th	W-2 year play the IR	to be selecte	16.82.88 ed field. tries for the re	spor
EI ENTI F15	Action Action Enter or verif Based on the year specified Select	F3=Print F20 F21 fy the yea <i>field</i> 's end to contin	All filter A $filter V$ $filter Pfilter A$ $filter V$ $filter Afilter A$ $filter Afilter Afilter A$ $filter Afilter Afilter A$ $filter Afilter Afilte$	F25 The Enter esis will dis	W-2 year play the IR	to be selecte	16.02.00 ed field. tries for the re	epor

	P	CG Di	st=6131	Rel=1	5.01.01	L 05/11/2	2016	PCW 001	SV C	\DEVS	YS C:	SECOND		WHI	TE			- • ×
	-2	V a 31	- 28-	15				Mainta	in AC	A IR	S Rec	eipts						ACAIRSRC
	~		. 20															
К	GΡ	נסט (T 0940 DRIGINA	;_кеці ЭL Ті	ans	Status	2016 (Y	or N):	184717 <u>N</u>	IRS	Rcpt	Status:	N	IRS	Rcpt 1	[D:		
R	CP	002		Ті	ans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt]	[D:	-	-
R	CP	003		Ті	ans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt]	[D:	-	-
R	CP	004		Ті	ans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt]	[D:	-	-
R	CP	005		Ті	rans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt 1	[D:	-	-
R	CP	006		Ті	rans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt 1	[D:	-	-
R	CP	007		Tı	ans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt 1	[D:	-	-
R	CP	008		Ті	rans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt]	[D:	-	-
R	CP	009		Tı	rans	Status	(Y	or N):		IRS	Rcpt	Status:	:	IRS	Rcpt]	[D:	-	-
ENT	V	F17	E10	E 19	PGUP	PGDN▼			F9 🖬	E25					F15	Q		16.02.00
F16	4-	1.17	1.10	115	120	121	1 22	12.5	124	12,5								

Step	Action
6	The XML Filename and the <i>ACA Transmission File</i> 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 PEPLACE 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:
	\mathbf{Y} – the file has been transmitted to the IRS \mathbf{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 <i>Section 13. Checking IRS Transmission Status</i> 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 to continue.

P(CG Dist	=6131 R	el=16.01.	01 05/11/	2016 F	CW 001	SV C:	\DEVS	YS C:\	SECOND		WHITE	-	-	- 0 X
4-2	Voar	2015			h	lainta	in ACA	A IRS	Rec	eipts					ACAIRSRC
w-2	rear .	. 2015													
	001 0F	1094C_ RIGINAL	Request Trans	Status	20160 (Y C	or N):	847170 <u>Y</u>	IRS	Rcpt	Status:	<u>s</u> I	RS Rcpt	ID:	<u> 1095C</u> -	<u>16</u> - <u>12345678</u>
RCP	002		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	003		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	004		Trans	5 Status	5 (Y C	or N):		IRS	Rcpt	Status:	I	RCpt	ID:	-	-
RCP	005		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	006		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	007		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	008		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
RCP	009		Trans	5 Status	; (Y c	or N):		IRS	Rcpt	Status:	I	RS Rcpt	ID:	-	-
Val	idati	ions pa	ssed. S	Save you	ir cha	anges.									
	F17	F18	 Разви <li< th=""><th>▲ _{PGDN}▼</th><th>LNUP▲ F22</th><th>Lndn▼ F23</th><th>ға 🖬 F24</th><th>F25</th><th></th><th></th><th></th><th></th><th>-15 Q</th><th></th><th>16.02.00</th></li<>	▲ _{PGDN} ▼	LNUP▲ F22	Lndn▼ F23	ға 🖬 F24	F25					-15 Q		16.02.00

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

PCG Dist=6131 Rel=16.01.01 05/11/2016 PCW 001 SV CADEVSYS CASECOND	WHITE
W-2 Year: 2015	ACAIRSRC
RCP 001 1094C_Request_ABCDE_201605111084/176002.xml ORIGINAL Trans Status (Y or N): Y IRS Rcpt Status: S	IRS Rcpt ID: <u>1095C</u> - <u>16</u> - <u>1234567</u>
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 Rcot Status:	IRS Rcpt ID:
RCP 005 Trans Status (Y or N): IRS Port Status	IRS Rent ID:
RCP 006	IDS Dept ID.
RCP 007	Ins nupu IV
Trans Status (Y or N): IRS Rept Status:	IRS Rept ID:
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.	
ENTE F <td>F15 Q 16.02.00</td>	F15 Q 16.02.00
Action	

12	Verify "Data saved" displays, and select $\mathbf{F16} - \text{Exit}$ (F16 – Exit) to return to the Enter W-2 Year screen.
13	Select F16 – Exit) to return to the <i>Payroll System</i> – Annual Reports Menu.

	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 & 10!	95-C Options:		
	1 Import A	DP Dependent Names, DOBs and SSNs		
	<u>2</u> Compare	e ACA Dependents for Two Years		
	3 Export A	CA Employee Data and Create .CSV Template		
	4 Export A	CA Dependent Data and Create .CSV Template	1-4-	
	<u> </u>	ca Employee & Dependent Data from PCG Temp	ומוכ	
	6 Print EM	IPLOYER Copy of 1094-C & 1095-C's		
	8 Maintair	14-C & Employee 1095-C's & Create File IRS ACA Receipts		
		·		
	W-2 Options: 10 Print Em	: Infovee W-2's & Create File		
	11 Print Bla	ink W-2 Form		
	12 Print Em	ployer's Copy of W-2's		
	Other Option	s:		
	15 Flexible	Benefits Transmission File		
. Mar	4 Set			16.03.01
Mas	ster ^{User} list PAY VEND			16.03.01
Ma: F16	ster Userlist PAY VEND			16.03.01
Ma: F16	ster Userlist PAY MONITOR MONITOR			16.03.01
Ma: F15	Action			10.03.01
Ma: F15	Action	6 -Exit) to return to the <i>Payroll</i>	System Master	Menu, or select

H1.1 ACA IRS Receipts Report

REPORT DATE: 03/11/2016 09:42:19 PROGRAM: ACAIRSRC	ACA IRS RECEIPTS	p	AGE 2
2015 MANIFEST 1094C Request BB1LX 20160310T1. Transmission Status: Y IRS Receipt S	23456789Z.xml tatus: IRS ACA file accepted w/ NO errors	IRS Receipt ID: 10	95C-15-12121212
2015 MANIFEST 1094C Request BB1LX 20160310T0 Transmission Status: Y IRS Receipt S	03456789Z.xml tatus: IRS ACA file accepted with errors	IRS Receipt ID: 10	95C-15-13131313
2015 MANIFEST 1094C Request BB1LX 20160309T1 Transmission Status: Y IRS Receipt S	234567892.xml tatus: IRS ACA file accepted w/ NO errors	IRS Receipt ID: 10	95C-15-14141414
2015 MANIFEST 1094C Request BB1LX 20160308T1. Transmission Status: Y IRS Receipt S	234567892.xml tatus: Lost receipt ID	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160307T0 Transmission Status: Y IRS Receipt S	85848350z.xml tatus: IRS ACA file rejected	IRS Receipt ID: 10	95C-15-15151515
2015 MANIFEST 1094C Request BB1LX 20160304T1 Transmission Status: N IRS Receipt S	53359200Z.xml tatus: No status defined	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160302T0 Transmission Status: N IRS Receipt S	034567892.xml tatus: No status defined	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160301T0 Transmission Status: N IRS Receipt S	03456789Z.xml tatus: No status defined	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160224T1 Transmission Status: Y IRS Receipt S	30837780Z.xml tatus: IRS ACA file accepted with errors	IRS Receipt ID: 10	95C-15-01234567
2015 MANIFEST 1094C Request BB1LX 20160223T1 Transmission Status: N IRS Receipt S	234567892.xml tatus: No status defined	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160222T1 Transmission Status: N IRS Receipt S	234567892.xml tatus: No status defined	IRS Receipt ID:	
2015 MANIFEST 1094C Request BB1LX 20160221T1. Transmission Status: N IRS Receipt S	234567892.xml tatus: 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.

Transmission Status Details Please see details for this transmission below. Click Download to be prompted to save an XML response message to your co Receipt ID: 1095C-16-00039562 Date and Time: 05/09/2016 12:55:53 PM UTC Status: Accepted with Errors
Please see details for this transmission below. Click Download to be prompted to save an XML response message to your co Receipt ID: 1095C-16-00039562 Date and Time: 05/09/2016 12:55:53 PM UTC Status: Accepted with Errors
Receipt ID: 1095C-16-00039562 Date and Time: 05/09/2016 12:55:53 PM UTC Status: Accepted with Errors
Errors
The following errors are issues reported by the system for your transmission. If your transmission is "Accepted" no further ac needed. If your transmission is "Rejected" please correct the errors and try your transmission again.
For further assistance, please contact us.
Error Code Error Details
AIRTN500 TIN Validation Failed

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 <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

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:



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.

Ack 1095C-16-00002727	01-2	25-2016 10-18-59PM UTC vml 2/9/2016 10-	13 AN	4	XML Document	441 KB
JasperGrossImport.csv		Open	BAN	л	Microsoft Excel C	90 KB
Ack_1095C-16-0000175		Edit	5 PN	1	XML Document	2 KB
🖺 UNSET_67913_20151021		Open with		Microsoft InfoPath 2010	icrosoft Excel C	859 KB
Records.csv		Send to other devices with SHAREit	~	Microsoft Visual Studio 2010	licrosoft Excel C	3 KB
PCG Only D Records.csv		PowerISO •	W	Microsoft Word	AK File	3 KB
PCG One E Record.csv		10. 5.0		Notenad	licrosoft Excel C	4 KB
PCG One E Record.csv.t	E	UltraEdit		IlltraEdit Professional Text/Hey Editor	AK File	2 KB
PCG ACA Data Test.xlsx	۵	Scan for threats	<u> </u>	WordPad	licrosoft Excel W	15 KB
🖳 PCG ACA Data Test.csv		Restore previous versions		VML Editor	licrosoft Excel C	34 KB
🖺 UNSET_67912_20151021			00	AME Editor	licrosoft Excel C	954 KB
ACA_67913_SHBP_Bene		Send to		Choose default program	licrosoft Excel C	1,672 KB
ACA_67913_SHBP_Bene		Cut	35 P	M	Microsoft Excel C	61 KB
ACA_67913_SHBP_Bene		Сору	35 P	Μ	Microsoft Excel C	34 KB
ACA_67913_SHBP_Bene			35 P	M	Microsoft Excel C	39 KB
ACA_67913_SHBP_Bene		Create shortcut	35 P	M	Microsoft Excel C	33 KB
ACA_67913_SHBP_Bene		Delete	35 P	Μ	Microsoft Excel C	38 KB
ACA_67913_SHBP_Bene		Rename	85 P	M	Microsoft Excel C	45 KB
ACA_67913_SHBP_Bene		Properties	85 P	M	Microsoft Excel C	89 KB

Step	Action
2	Open the Acknowledge Error File in the Microsoft® WORD application.
	Right-click and select <i>Open with</i> menu option, and then select the <i>Microsoft</i> ® <i>WORD</i> application.

Microsoft Word			
The file contains custom XML elements which are no longer supported by Word. If you save this file, these custom XML elements will be removed permanently.			
Was this information helpful?			
Step	Action		
3	In the <i>Microsoft</i> ® WORD dialog box, select OK.		



Example of Acknowledge Error File with the status 'Accepted with Errors'

Step	Action
4	The <i>Acknowledge Error File</i> 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 ' <i>Accepted with Errors</i> '. The second line of the file shows the IRS Receipt ID of the <i>ACA Transmission File</i> .

Step	Action
5	Following the IRS Receipt ID and status is the identifying information of the records in the <i>ACA Transmission File</i> 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 <i>Microsoft</i> ® <i>WORD</i> . 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 1

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

The following screen displays:

Action

PCG Dist=6791 Rel=15.04.00 01/06/2016 PCW 00	01 SV C:\DEVSYS C:\SECOND	WHITE	- • ×
	Payroll System		PAYMOOOO
FKey	Master Menu		
1 2 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Check & Direct De	eposit Menu		
_4 Annual Reports Menu _5 Monthly/Quarterly/Fiscal/	Biennial Reports Menu		
8 Employee Reports/Labels 9 Update/Display Descripti 10 Earnings History Menu 11 Check Reconciliation Mer 12 Update/Display Payroll M 13 Special Eurocions Menu	s Menu on/Deduction/Annuity Menu nu Aonitor		
20 File Reorganization			
M - 1 18a2			15 83 89
			12.00.00

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

	PCG Dist=8991 Rel:	16.04.00 12/22/2016 PCW 001 SV C	:\DEVSYS C:\SECOND	WHITE	
		Pay	ıroll System		PAYM0004
	FKey	Annual	. Reports Menu		
	109	1-C & 1095-C Options:			
	1	Import ADP Dependent Names, [OOBs and SSNs		
	2	Compare ACA Dependents for Tw	o Years		
	3	Export ACA Employee Data and (Create .CSV Template		
	4	Export ACA Dependent Data and	Create .CSV Template		
	5	Import ACA Employee & Dependo	ent 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 F	file		
	<u>11</u>	Print Blank W-2 Form			
	12	Finit Linpioyer's copy of 11-2 s			
	Oth	r Options:			
		Flexible Benefits Transmission	File		
	(
Mast	ier ^{User} list				10.03.01
F16]
	Action				
	Action				
3	Select 8	(F8– Maintain IRS A	CA Receipts).		

	PCG Dist=6131 Rel:	=16.01.01	05/11/201	16 PCW 001	SV C:\DEVS	IS C:\SECO	ND	WHITE				
				Mainta	in ACA IRS	Receipt	5			ACAI	RSRC	
	Ent	ter W-2	year: <u>2</u>	<u>915</u>								
EI	nter=Create/Upda	ate, F3= ∌ _{PCUP} ▲	Print A		F9 🔲				FIS Q	16.0	12.00	
	nter=Create/Upda	ate, F3= 3 pour▲ 9 F20	Print A PGDN V Linu F21 F	111 117 Lton▼ 122 F23	_{F8} ■ F24 F25				F15 Q	16.0	12 - 00	
EI	nter=Create/Upda ♥ F17 F18 F1 Action	ate, F3= 9 F20	Print A roon▼ Liu F21 F	111 ¹ 122 F23	F8 ■ F24 F25				FIS	16.0	12 . 90	
EI	nter=Create/Upda ► F17 F18 F1 Action Enter or ve	ate, F3= ■ rov ▲ 19 F20 rify the	Print A roon▼ Lin F21 F e vear	11 ¹ 22 F23 (CCYY	^{F®} ■ F24 F25 Y) in the	Enter	W-2 v	year to	FIS Q be selec	16.8 ted field	12.00	
EL	Immediate Immediate Immediate <td>ate, F3=</td> <td>Print A F21 F F21 F e year</td> <td>111 22 F23 (CCYY)</td> <td>F24 F25 Y) in the</td> <td>Enter will dis</td> <td>W-2 y</td> <td>vear to</td> <td>be selec</td> <td>16.0 ted field</td> <td>12.00 1.</td> <td></td>	ate, F3=	Print A F21 F F21 F e year	111 22 F23 (CCYY)	F24 F25 Y) in the	Enter will dis	W-2 y	vear to	be selec	16.0 ted field	12.00 1.	
EI	nter=Create/Upda F17 F18 F1 Action Enter or ver Based on the year specifi	ate, F3= 19 F20 rify the he field ied.	Print A FON Line F21 F e year	111 22 F23 (CCYY <i>ry, PC</i> 0	F24 F25 Y) in the	Enter will dis	W-2 y play th	vear to	be selec	16.0 ted field ntries fo	12.00 1. <i>r the r</i>	epor
EI	nter=Create/Upda Image: Second state Image: Second state Action Enter or ver Based on the year specifie	ate, F3= 19 F20 rify the he field ied. 7	Print A F20N V Like F21 F e year		F24 F25 Y) in the	Enter will dis	W-2 y play th	vear to	be selec	16.8 ted field ntries fo	12.00 1. <i>r the r</i>	epor
FIG	Action Enter or ver Based on th year specifi	rify the field ied.	Print A F21 F e year l's ent	111 122 F23 (CCYY <i>try, PCC</i> 1e.	F24 F25 Y) in the Genesis	Enter will dis	W-2 y play th	v <mark>ear to</mark> ne IRS 1	be selec	16.8 ted field	12.00 1. r the r	epor

	PCG D	ist=8991	Rel=16.01.0	1 05/12/2	2016 PCW	001 SV C:\	DEVSYS C:\	SECOND	WHITE	- C ×
□ _	2 Yea	r - 28	15		Mai	ntain ACA	IRS Rec	eipts		ACAIRSRC
	- 1cu	40010		ADODE	0.047.054	170012427				
<u>к</u> ц	17 17	ORIGINA	L Trans	Status	(Y or	N): <u>Y</u>	IRS Rcpt	Status:	<u>S</u> IRS Rcpt	ID: <u>1095C-16-12345678</u>
RC	P 002		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 003		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 004		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 005		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 006		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 007		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 008		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
RC	P 009		Trans	Status	(Y or	N):	IRS Rcpt	Status:	IRS Rcpt	ID:
ENTE	🖌	F18	F19 F20	▲ pgdn▼	i LNUP▲ LND F22 F2	▼ _{F9} 🖬 23 F24	F25		F1	<u></u> 16.02.00
F 16				. = ,						

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 <i>Section 13. Checking IRS Transmission Status</i> for instructions.
7	Enter the IRS Rcpt ID (IRS Receipt ID) field obtained from the IRS website. <i>Refer to Section I3. Checking IRS Transmission Status in this document for instructions on obtaining the IRS Receipt ID.</i>
8	Select to continue.

P	CG Dist=6131	Rel=16.01.01	L 05/11/2	016 PCV	/001 SV C	:\DEVSYS	C:\SECOND		WHITE			- 🗆 🗙
₩-2	Year: 20	15		Mai	ntain AC	A IRS R	eceipts					ACAIRSRC
RCP	001 1094 Origin	C <u>Request</u> AL Trans	ABCDE_2 Status	016051 (Y or	1T084717 N): <u>Y</u>	6002.xm IRS Rc	l pt Status:	<u>E</u> I	RS Rcpt	ID:	<u>10950</u> - <u>16</u>	- <u>12345678</u>
RCP	002	Trans	Status	(Y or	N):	IRS Rc	pt Status:	I	RS Rcpt	ID:	-	-
RCP	003	Trans	Status	(Y or	N):	IRS Rc	pt Status:	I	RS Rcpt	ID:	-	-
RCP	004	Trans	Status	(Y or	N):	IRS RC	pt Status:	I	RS Rcpt	ID:	_	-
RCP	005	Trans	Status	(Y or	N):	IRS RC	pt Status:	I	RS Rcpt	ID:	-	-
RCP	006	Trans	Status	(Y or	N):	IRS RC	pt Status:	I	RS Rcpt	ID:	-	-
RCP	007	Trans	Status	(Y or	N):	IRS Rc	pt Status:	I	RS Rcpt	ID:	_	-
RCP	008	Trans	Status	(Y or	N):	IRS Rc	pt Status:	I	RS Rcpt	ID:	_	-
RCP	009	Trans	Status	(Y or	N):	IRS Rc	pt Status:	I	RS Rcpt	ID:	-	-
Val	lidations	<mark>passed.</mark> Sa	ave your	<mark>r chang</mark>	jes.							
	F17 F18	F19 F20	PGDN▼ F21	L <mark>N</mark> UP▲ LN F22 F	DN ▼ F9 🖬 23 F24	F25			р Г. П.	-15 Q		16.02.00
	Action											
	Verify '	'Validat	ions p	assea	l. Save	your	changes.	" dis	plays,	and	select	F8 🖬 (]

Changes).

Step 9

RCP 001 1094C_I	Request_ABCDE_ Trans Status	20160511T084717 (Y or N): <u>Y</u>	<mark>6002.xml</mark> IRS Rcpt Status: <u>E</u>	IRS Rcpt ID: <u>10</u>	<u>950-16-12345678</u>
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 Rept 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.					
F16 F17 F18 I	● ●	ImpA ImpA Fe F22 F23 F24	F25	F15 Q	16.02.00
Action					

	Sereen.
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 <i>ACA Transmission File</i> .
	Select a button (F17 - F25) corresponding to the desired ACA Transmission File.

	PCG Dist=8991	Rel=16.01.01	05/12/2016	PCW 001	SV C:\DEVSYS	C:\SECON	D	WHITE		- 0	x
v-	-2 Year: 20	15		Maintai	N ACA IRS F	Receipts				ACAIR	SRC
XI Tr	¶L Filename: 'ans Status:	1094C_Req Y IRS	uest_ABCDI Rcpt Statu	E_201605 JS: E	11T08471760 IRS Rcpt 1	002.xml [D:1095C	-16-1234	5678 X	KML File	e Type: ORIG	INAL
	Enter	IRS Recor	d Number:		Employe	e SSN:	000 00 0	000 Er	nployee	Num: 000000	
ET	nter IRS Rec	ord Number	. pgpn ▼ 1 F21 F22	LINDN F23	F24 F25			_	F15Q	16.02	. 00
F16	F17 F18	113 120									
P D	Action	113 120									

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 <i>Acknowledge Error File</i> .

Select (ENTER).

	PCG Dist=899	1 Rel=1	6.01.01	05/12/2016	PCW 001	SV C:\DEVSYS	C:\SECO	ND	WHITE		- • ×
⊌-2	Year 2	315			Mainta	in ACA IRS	Receipts	5			ACAIRSRC
 		400.0	C. Dogu	act OPCD		C44T0067474	007 um1				
Tra	ins Status	10940 Y	IRS R	cpt Stat	15: E	IRS Rcpt	ID:10950	-16-1234	5678	XML File Ty	De: ORIGINAL
	Enter	· IRS I	Record	Number:	<u>93</u>	Employ	ee SSN:	899 18 79	760	Employee Num	087960
Ent	er IRS Red	ord Nu	umber								
	P	-	PGUP			F9				F15 Q	16.02.00
F16	F17 F18	F19	F20	F21 F22	2 F23	F24 F25					

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 <i>Acknowledge Error File Report</i> 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 FIG (F16 – Exit) to return to the <i>List of Receipts</i> screen.

	PCG Dist=8991	Rel=16.01.01 05/12/2016 PCW 001	SV C:\DEVSYS C:\SECOND	WHITE	
W-	2 Year: 2015	Maintai 5	n ACA IRS Receipts		ACAIRSRC
RC 	P 001 1094C_ 17 Original	_Request_ABCDE_20160511T08 L Trans Status (Y or N):	47176002.xml Y IRS Rcpt Status: J	<u>E</u> IRS Rcpt ID: <u>109</u>	5C- <u>16</u> - <u>12345678</u>
RC	P 002	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 003	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 004	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 005	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 006	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 007	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 008	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
RC	P 009	Trans Status (Y or N):	IRS Rcpt Status:	IRS Rcpt ID:	
	ter IRS Recor	Image: Poor ► Poor ► Lor ► Linn ► F F19 F20 F21 F22 F23 F	F24 F25 Image: Constraint of the second sec	F15	16.02.00
	Action				
	Select F16	(F16 – Exit) to re	turn to the Enter W-	2 Year screen.	
	Select FIE	(F16 – Exit) to re	turn to the Payroll S	System – Annual I	Reports Men

the

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 O 1 Import ADP De 2 Compare ACA	ptions: pendent Names, DOBs and SSNs Dependents for Two Years		
	3 Export ACA En 4 Export ACA De 5 Import ACA En	nployee Data and Create .CSV Template pendent Data and Create .CSV Template nployee & Dependent Data from PCG Templ	ate	
	6 Print EMPLOY 7 Print 1094-C & 8 Maintain IRS /	ER Copy of 1094-C & 1095-C's Employee 1095-C's & Create File ACA Receipts		
	W-2 Options: 10 Print Employe 11 Print Blank W 12 Print Employe	e W-2's & Create File 2 Form r's Copy of W-2's		
	Other Options: <u>15</u> Flexible Bene	fits Transmission File		
Ma:	Ster Userlist PAT MONITOR MONITOR			16.03.01
	Action			
	Select FIG (F16 - I (Master) to return to	Exit) to return to the Payroll the Business Applications Ma	System Master ster Menu.	Menu, or sele
	With the information PCGenesis Employee <i>Personnel Update Me</i> corrections to the data	obtained by cross-referencing ID Number , proceed to <i>the</i> <i>nu</i> , to review the employees'	the IRS Recor <i>Personnel Syster</i> ACA data. Mal	d Number to t m Master Men ke any necessa

Refer to the <u>Personnel System Operations Guide</u>, Section F: Personnel Update Processing for more information.

Procedure I: Electronic Media Processing

11. 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!!!

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

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.

12. Uploading Production ACA File to IRS

NOTE: 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>.

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
	Note: Microsoft® Internet Explorer does not work for this process.
2	Enter the following URL:
	https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program

۵ IRS	S		Help News L	anguage ~ Chari	Search ties & Nonprofits Tax	Q Pros
File	Рау	Refunds	Credits & Deductions	Forms & Ins	tructions	
ome → <u>Tax Pros</u>	> Affordable Care A	Act Information Return Al	R Program on Returns (AIR) Pr	ogram		Eng
Enrolled Agents		Affordable Care Act (AC filed through the ACA I	CA) information returns and transmittals are nformation Return system, also known as A	e electronically NR.	UI Channel Link	e
Annual Filing Sea Participants	ason Program	Program Over	view		AIR UI Channel Login – AA (Testing)	<u>ATS</u>
Enrolled Retiren	ient Plan Agents	Under the Affordable C companies, and large b their employees must individual's health insu	are Act (ACA), insurance companies, self-in ousinesses and businesses that provide hea submit information returns to the IRS repor urance coverage.	isured alth insurance to rting on	• <u>AIR UI Channel Login -</u> <u>Production</u>	>
Enrolled Actuari	rganizations (CPEO) Other non-ACA informative transmitted through the transmit		ation returns, such as Forms 1099, can be el le <u>Filing Information Returns Electronically</u> R system has different requirements than F	lectronically <u>system</u> , also IRE.You must	A2A Certificates	
E-File Providers		follow the AIR procedu FIRE.	res explained on this page even if you have	previously used	AIR Automated Enrollme	<u>ent</u>
Modernized e-Fil	e	ACA information return	ns include:		<u>(AE)</u>	
		 Form 1094-B, Trans Form 1095-B, Healt Form 1094-C, Trans Coverage Informati Form 1095-C, Empl 	smittal of Health Coverage Information Ret ch Coverage smittal of Employer-Provided Health Insura ion Returns oyer-Provided Health Insurance Offer and (urns unce Offer and Coverage	Quick Links	
		Anyone required to file electronically. This req separately to each type electronically file even	250 or more information returns, must file uirement applies separately for each type of of corrected return. All filers are encourag if you have less than 250 returns.	them of return and jed to	AIR Operational Status AIR Webinars AATS (Testing) AIR Schemas/Business Ri Year 2015 and 2016	<u>ules</u>
		Here's what you need	to know to get started with AID.		Information	
		Here's what you need	to know to get started with Aik:			

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

WIRS	
Sign Up Don't have an account? Create one now. CREATE ACCOUNT	Log In Already have a username? Welcome back! Username
	Forgot Username PTIN and FIRE users need a separate account in this system
WARNINGI By accessing and using this gov purposes. Unauthorized use of, or access to <u>IRS Privac</u>	ernment computer system, you are consenting to system monitoring for law enforcement and other this computer system may subject you to criminal prosecution and penalties.

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

WIRS .
Select Organization
Select the organization you will represent in this session:
Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization. You will be able to perform work for only that organization.
 Individual (ACA) GEORGIA DEPARTMENT OF EDUCATION, 205 JESSE HILL JR DRIVE SE, ATLANTA, GA, 30334 Submit Selected Organization
e-Services Privacy Policy_

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

The following screen displays:

	SUBSTREEL OF LEODOR
Affordable Care Act Information Returns	\$
A	В
Upload ACA Forms	Check Transmission Status
Upload your completed ACA form and manifest file in XML.	Once you have completed your transmission in Step A, you may shock the transmission at the disease form
Prior to transmission, please read the instructions to ensure	Bloss a base user Decelet ID reads
in the correct structure. Please have the following XML forms ready for upload.	Prease nave your receipt to ready.
ACA Manifest of basic submitter information ACA Form 1094B/1095B or 1094C/1095C	
UPLOAD ACA FORMS	CHECK TRANSMISSION STATUS

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Step	Action
6	Select the Upload ACA Forms button.

	Contact Us Home Loop
ACA Transmis	sion File Upload
Upload Manifest	
Browse for your Manifes	it file in XML format.
Note: Only one Manifest	t file may be selected to coincide with this transmission.
Manifest File	
7	Elicowsa
Upload Form	
Browse for your Form fill format. Once you have t	e containing Form 1994B and all associated 1995Bs or Form 1994C and all associated 1995Cs in XML selected your files select "Transmit" to process the transmission.
Note: Only one Form file 100MB and may only inc	e may be selected to coincide with this transmission. Your total transmission file size may not exceed clude XML file types.
Form File	Visikarah 1916 Bar
7	DROWSE
Transmission	
Once you click "Trans-	mit", you will NOT be able to cancel your transmission.
If your file is successf transmission. It is reco error page will be show	uity received after clicking "Transmit", a confirmation page will appear that contains the Receipt ID for this ommanded that you save your Receipt ID in a secure location. If there was a problem with your file, an m. Please correct the problem and thy your transmission again.
Note: Due to file size I	imitations, please allow sufficient time for larger Form files to be transmitted

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 <i>Transmit</i> button to upload the files.

	Print Contact Us Home Log
I ransmission Confirmation	
Your uploaded file has been transmitted. Please see d	etails of this transmission below. It is highly recommended to print this p
Your uploaded file has been transmitted. Please see d to keep for your records. Remember to check the stat file is accepted. Receipt ID: 1095C-16-00034716 Date and Time: 04/18/2016 02: 12: 18 PM UTC	etails of this transmission below. It is highly recommended to print this us of this transmission by using the Receipt ID provided below to ensure y
Your uploaded file has been transmitted. Please see d to keep for your records. Remember to check the stat file is accepted. Receipt ID: 1095C-16-00034716 Date and Time: 04/18/2016 02:12:18 PM UTC Your Transmitted Form File	etails of this transmission below. It is highly recommended to print this us of this transmission by using the Receipt ID provided below to ensure y
Your uploaded file has been transmitted. Please see d to keep for your records. Remember to check the stat file is accepted. Receipt ID: 1095C-16-00034716 Date and Time: 04/18/2016 02:12:18 PM UTC Your Transmitted Form File File Name	etails of this transmission below. It is highly recommended to print this us of this transmission by using the Receipt ID provided below to ensure y File Size

Step	Action
8	The Transmission Confirmation page displays.
9	Screen-print the <i>Transmission Confirmation</i> page and record the Receipt ID . The Receipt ID is required to view the <i>Transmission Status</i> .
	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 <i>Acknowledgement</i> for a transmission.
	During peak processing periods, the Acknowledgement may not be ready for several hours, or even days, after the Receipt ID is received.
10	Before closing the <i>Transmission Confirmation</i> page window, update the Transmission Status of the XML Filename to <i>Yes - transmitted</i> ('Y') and update the IRS Receipt Status to <i>ACA file submitted/waiting acknowledgment</i> ('S') in the <i>Maintain IRS ACA Receipts</i> module.
	Follow the instructions in <i>Procedure H: Maintain IRS ACA Receipts</i> 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
	Note: Microsoft® Internet Explorer does not work for this process.
2	Enter the following URL:
	https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program

۵ IRS	5		Help News	Language ~ Chariti	Search Q es & Nonprofits Tax Pros
File	Рау	Refunds	Credits & Deductions	Forms & Instr	ructions
ome > <u>Tax Pros</u>	> Affordable Care A	Act Information Return Al	^{R Program} on Returns (AIR) Pr	rogram	
Enrolled Agents		Affordable Care Act (AC filed through the ACA II	CA) information returns and transmittals a nformation Return system, also known as	re electronically AIR.	Eng UI Channel Link
Annual Filing Season Program Participants		Program Over	view		AIR UI Channel Login – AATS
Enrolled Retirement Plan Agents		Under the Affordable Care Act (ACA), insurance companies, self-insured companies, and large businesses and businesses that provide health insurance to <u>Production</u>			
Certified Profess Organizations (C	sional Employer CPEO)	individual's health insu	submit information returns to the IRS repo irance coverage.	orting on	
Enrolled Actuaries		transmitted through th known as FIRE. The All	<u>y system</u> , also FIRE.You must	A2A Certificates	
		follow the AIR procedures explained on this page even if you have previously used FIRE.			AIR Automated Enrollment
Modernized e-Fi	le	ACA information return	ns include:		<u>(AE)</u>
		 Form 1094-B, Trans Form 1095-B, Healt Form 1094-C, Trans Coverage Informati Form 1095-C, Empl 	smittal of Health Coverage Information Re sh Coverage smittal of Employer-Provided Health Insur ion Returns oyer-Provided Health Insurance Offer and	turns ance Offer and Coverage	Quick Links
		Anyone required to file electronically. This req separately to each type electronically file even	250 or more information returns, must filuirement applies separately for each type e of corrected return. All filers are encoura if you have less than 250 returns.	e them of return and ged to	AIR Operational Status AIR Webinars AATS (Testing) AIR Schemas/Business Rules Year 2015 and 2016 Information
		Here's what you need	I to know to get started with AIR:		mometon

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

WIKS .	
Sign Up	Log In
Don't have an account? Create one now.	Already have a username? Welcome back!
CREATE ACCOUNT	Username
	PTIN and FIRE users need a separate account in this system
WARNING! By accessing and using this go purposes. Unauthorized use of, or access to	vernment computer system, you are consenting to system monitoring for law enforcement and ot o, this computer system may subject you to criminal prosecution and penalties.
	av Boliav I Sasurity Code Terms and Conditions I Associatibility

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

WIRS (
Select Organization
Select the organization you will represent in this session:
Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization. You will be able to perform work for only that organization.
Individual (ACA) GEORGIA DEPARTMENT OF EDUCATION, 205 JESSE HILL JR DRIVE SE , ATLANTA, GA, 30334
Submit Selected Organization
e-Services Privacy Policy

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

ffordable Care Act Information Return	IS
Α	В
Upload ACA Forms	Check Transmission Status
Upload your completed ACA form and manifest file in XML. Prior to transmission, please read the instructions to ensure that the form has been completed correctly and is organized in the correct structure. Please have the following XML forms ready for upload: • ACA Manifest of basic submitter information • ACA Form 1094B/1095B or 1094C/1095C	Once you have completed your transmission in Step A, you may check the transmission status of your form. Please have your Receipt ID ready.
UPLOAD ACA FORMS	CHECK TRANSMISSION STATUS

Step	Action
6	Select the Check Transmission Status button.

WIRS	
	Contact Us Home Logout
Transmission Status Record	
All fields with * are required.	
You may enter a Receipt ID applicable for the current tax year in the search to Receipt ID exactly how it is written in your transmission confirmation.	ool to find a specific transmission. You must enter the
TCC *	
Receipt ID *	
FIND CLEAR	

Step	Action
7	The Transmission Status Record screen displays.
	Enter the TCC ID and the Receipt ID you obtained earlier in <i>Section 12. Uploading Production ACA File to IRS.</i>Select the <i>FIND</i> button.

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

MIRS		
		Print Contact Us Home Logout
Tran	smission Status Details	
Please	see details for this transmission below.	
Receip Date ar <mark>Status:</mark>	t ID: 1095C-16-00034732 Id Time: 04/18/2016 02:22:49 PM UTC Processing	
< в/		

Georgia Department of Education December 21, 2018 • 10:19 AM • Page 127 of 131 All Rights Reserved. If the transmission is <u>rejected</u>, the following *Transmission Status Details* screen displays:

	Print Contact Us Home Logo
Transmission	Status Details
Please see details for t	nis transmission below. Click Download to be prompted to save an XML response message to your comput
Receipt ID: 1095C-16-0 Date and Time: 04/18/3 Status: Rejected	0034716 2016 02:17:55 PM UTC
Errors	
The following errors are needed. If your transmi	issues reported by the system for your transmission. If your transmission is "Accepted" no further action is ssion is "Rejected" please correct the errors and try your transmission again.
For further assistance,	please <u>contact us</u> .
Error Code	Error Details
AIRMF3006	Rejected transmission - Duplicate UUID

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

WIR	S	
		Print Contact Us Home Logout
	Transmission Status Details	
	Please see details for this transmission below.	
	Receipt ID: 1095C-16-00034732 Date and Time: 04/18/2016 05:58:04 PM UTC Status: Accepted	
	K BACK PRINT	

Step	Action
8	The Transmission Status Details screen displays.
	The processing time varies before a status is returned.
	This status will display <i>Processing</i> 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 <i>Accepted</i> 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 <i>Rejected</i> :
	If a file has been rejected by the IRS, it must be replaced.
	There may be numerous reasons that an <i>ACA Transmission File</i> 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 need the test scenario
	 The district's FCC ID did not pass the test scenario The transmission file became corrupted after PCGenesis generation
	Note: 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 <i>ACA Transmission File</i> 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 <i>Accepted with errors</i> , 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 " <i>Accepted with Errors</i> ", the IRS provides an <i>Acknowledge Error File</i> 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.
	tion the Transmission Status is returned as Accepted with errors: a file is "Accepted with Errors" by the IRS, then landscape 1095-C paper correction ms must be mailed to the IRS to fix the data. hen the Transmission Status is returned as Accepted with errors, the majority of the ACA ansmission File records have been accepted by the IRS with <u>no</u> errors. However, errors do ist on a subset of the records submitted to the IRS. hen an ACA Transmission File is "Accepted with Errors", the IRS provides an knowledge Error File with a list of the Transmission File record numbers and the responding error messages associated with each record numbers and the tresponding error messages associated with each record number. In this case, 1095-C per correction forms must be mailed to the IRS to fix the data. Prections are filed after the ACA file transmissions are accepted by IRS. Corrections bude errors identified either by the IRS, the Transmitter, Issuer or Employer, or by the xpayer. Any correction must be sent to the IRS via paper 1095-C correction forms. e following steps must be taken for an "accepted with errors" file: 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 . 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. 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. 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 empl
	1 Update the status of the IRS Receipt ID to <i>ACA file accepted with errors</i> ('E') in the <i>Maintain IRS ACA Receipts</i> module. Follow the instructions in <i>Procedure H: Maintain IRS ACA Receipts</i> in this document to update the IRS Receipt Status .
	2 Read the <i>Acknowledge Error File</i> and print the report from <i>Microsoft</i> ® <i>WORD</i> . Follow the instructions in <i>Procedure H: Maintain IRS ACA Receipts, H2. Reading the Acknowledge Error File from the IRS.</i>
	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 <i>the Personnel System Master Menu</i> , and the <i>Personnel Update Menu</i> , 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 <i>Procedure G: Print Employee 1095-C's and Create File, G1. Supported IRS Forms for 1095-C</i> for information about the correction 1095-C landscape forms.

Appendix A: Supported 1095-C Form - Example

Part DAPPUCABLE LARGE EMPLOYER'S name, street address, eity or town, clate or province, country, ZIP or foreign postal code, and telephone no.		Plan Start Mo. (Enter 2-digit no.): All 12 Months	Employ Coverage (enter required code)	ree Offer 1 15 E al Lo North Sett-C Value \$	and Coverage imployee Share west Cest thy Premium, for Only Minimum e Coverage			1000	16 Applicable Section 4980H Sale Harbor (enter code, It applicable)				Provided Health Insurance Offer and Coverage				
			Jan		\$												
information about Form	n 1095-C and	its senarate	Mar	-	5 c				+				١.	For	Priva	cv	
Instructions is at w	ww.irs.gov/to	rm1095c.	Apr	\$	5									Act and			
EMPLOYEE'S name, address, ZIP posta	al code & country		Мау	-	\$	\$					Paperwor					rk an	
			June		\$						_		Act Notice.				
			July		5				+			_	in se	se si Istru	epara ection	te s.	
			Sept	-	3				+			_					
APPLICABLE LARGE EMPLOYER'S	EMPLOYEE	S social security	Oct		\$				-								
Idensication number (cirit)	numeer (aar	•?	Nov		\$								Deg	anna Canad	ent of t	he	
Dont III. Comment Individuate	N Farder		Dec	L .	8		lac 1			hard of			L,	1035		Ĩ.	
Covered individuals	in Emblohou be	ovided sen-insured cove	rage, check th	e box and e	(d)	iorma	HOU IC	or 60.0	e) M	aniha	of co	audi. Were	ce	_		-	
(a) Name of covered individu	uol(s)	(b) SSN	not ava	sitsple)	Covered all 12 mos.	Jan	Feb	Mar A	pt Me	ylun	e July	Aug	Sipl	Oct	Nov D	ec	
	T								-	1						1	
7							_	_	_			-	_	_	_	_	
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1									-	-	-		_	-		_	
2																	
60 						H			-		\vdash					1	
3									_	-				\downarrow		_	
4						\vdash	+	-	+-	-			-	-		-	
5																	
6							-	-	-	-			-	-		-	
7																	
							-		-				1				
8							_			_			_	-			
9							-	-	+	-	\vdash	+	-+	-		-	
0																	
																1	
1						\vdash	-	+	-				+	+	+	-	
2																	
						\vdash	-	+	\uparrow			-		-	-	1	
3													_				
				- 1			1		1			- 1					