



Dominion Payroll™

**ACA 2017
Preparation Guide**

2017 ACA Preparation Checklist

- Ensure employees have an accurate historical record of employment status. Verify hire dates, rehire dates, termination dates, etc.
- Ensure employees have an accurate historical record of employment categories with accurate effective dates
- Ensure that employees enrolled in medical coverage have benefit a medical plan assigned in iSolved with accurate start and stop dates if applicable
- Provide the Benefits Team at Dominion Payroll with updated medical plan details and renewal rates prior to expiration each plan renewal
- If self-insured or partially self-insured, verify that all dependent enrollment information is in system (including social security numbers)
- Preview your ACA Forms in iSolved under “ACA Forms Approval” and then click “Preview Report or Preview Forms”
- Approve your ACA Forms by clicking “Approve” in iSolved under “ACA Forms Approval” by January 5th, 2018**