



Dominion Payroll™

ACA Preparation Guide



Dominion Payroll™

2018 ACA Is Upon Us!

ACA for 2015, 2016, and 2017 is behind us, all forms were submitted timely to the IRS and all forms were accepted by the IRS. Hopefully you find that the review and approval process gets easier with each passing year. On that note, we're already looking forward to 2018 ACA reporting. We want to be sure that you're prepared for this well in advance of year end.

The key to ACA success? Simply maintaining accurate and up-to-date records in iSolved. In order to assist you with this, we've developed a guide to walk you through the fields in iSolved that need to be maintained throughout the year to produce accurate 1094-C and 1095-C forms come year end. Should you follow this guide, your forms come year end should only require a quick review and approval.

Please feel free to contact our benefits team with any questions at benefits@dominionpayroll.com

Thank you,

Your Dominion Payroll - Benefits Team

ACA Success = Maintaining Accurate Employee Records in iSolved

The 3 Major Driving Forces:

It is imperative that these fields are maintained accurately throughout the year. These fields will drive the codes that are produced on the 1095C forms for ACA reporting. If they are not maintained correctly your 1095C forms will not populate correctly.

1. Employment Status History

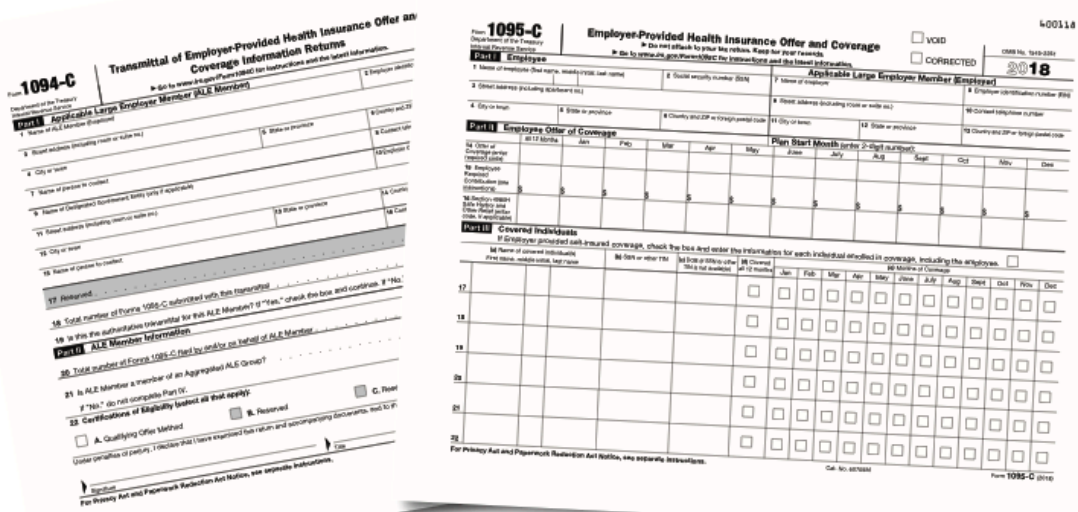
Each employee must have an accurate history of employment status with accurate effective dates in iSolved. This should include accurate hire date, and if applicable termination date, rehire date, etc. iSolved will use this data to determine the correct code to populate on Line 14 (Offer of Coverage) of the 1095C-Form for each month of the calendar year.

2. Employment Category History

Each employee must have an accurate employment category history with correct effective dates in iSolved. iSolved will use this data to determine the correct code to populate on Line 14 (Offer of Coverage) of the 1095C-Form for each month of the calendar year.

3. Medical Plan History

Each employee that is enrolled in a medical plan must have a medical plan assigned to their employee record in iSolved Health with correct effective dates. iSolved will not recognize the medical deduction, it is programed to recognize the assignment of the medical plan to the employee. If the plan is not assigned to the employee, the 1095C form will not reflect their enrollment.



The image shows two 1095-C forms. The top form is the 'Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns' (Form 1095-C). The bottom form is the 'Employee-Provided Health Insurance Offer and Coverage' (Form 1095-C).

Form 1095-C (Transmittal): This form is used by employers to report health insurance offers to employees. It includes fields for:

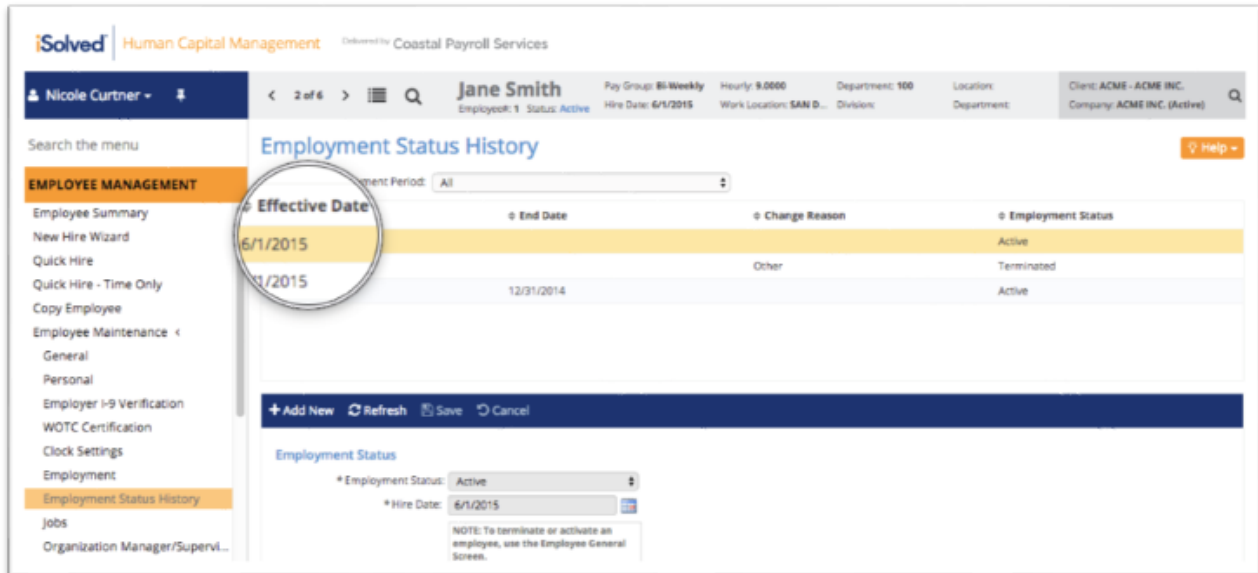
- 1. Name of employee (last, first, middle initial, last name)
- 2. Social Security number (SSN)
- 3. Dates of coverage
- 4. City or town
- 5. State or province
- 6. County ZIP or ZIP+4
- 7. City or town
- 8. State or province
- 9. County ZIP or ZIP+4
- 10. City or town
- 11. State or province
- 12. County ZIP or ZIP+4
- 13. Plan start month (year 2-digit number)
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Form 1095-C (Employee-Provided): This form is used by employees to report health insurance offers to the IRS. It includes fields for:

- 1. Name of employee (last, first, middle initial, last name)
- 2. Social Security number (SSN)
- 3. Dates of coverage
- 4. City or town
- 5. State or province
- 6. County ZIP or ZIP+4
- 7. City or town
- 8. State or province
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1a. Managing Employment Status in iSolved

The status history for each employee can be verified and edited on the Employment Status History screen: Employee Management > Employee Maintenance > Employment Status History.



The screenshot shows the 'Employment Status History' screen for Jane Smith. The table below represents the data visible in the screenshot:

Effective Date	End Date	Change Reason	Employment Status
6/1/2015			Active
6/1/2015	12/31/2014	Other	Terminated
			Active

Below the table, there is an 'Add New' button and a form for 'Employment Status' with fields for 'Employment Status' (set to Active) and 'Hire Date' (set to 6/1/2015). A note states: 'NOTE: To terminate or activate an employee, use the Employee General Screen.'

Employers Should:

- ✓ Ensure employees have accurate Hire Dates
- ✓ Ensure employees have accurate Termination Dates (if applicable)

Note + Path:

- Terminate employees using the 'Terminate' button on the 'General' Screen
- Terminated employees should NOT have a status of 'Inactive'
- Employee Management > Employee Maintenance > General > Terminate

- ✓ Ensure employees have accurate Rehire Dates (if applicable)

Note + Path:

- If someone was previously employed with the company they should be 'Rehired' and not treated as a new hire. You can locate previous employees by changing the employment status view to 'Terminated' and clicking 'Apply'
- Employee Management > Employee Maintenance > General > Rehire

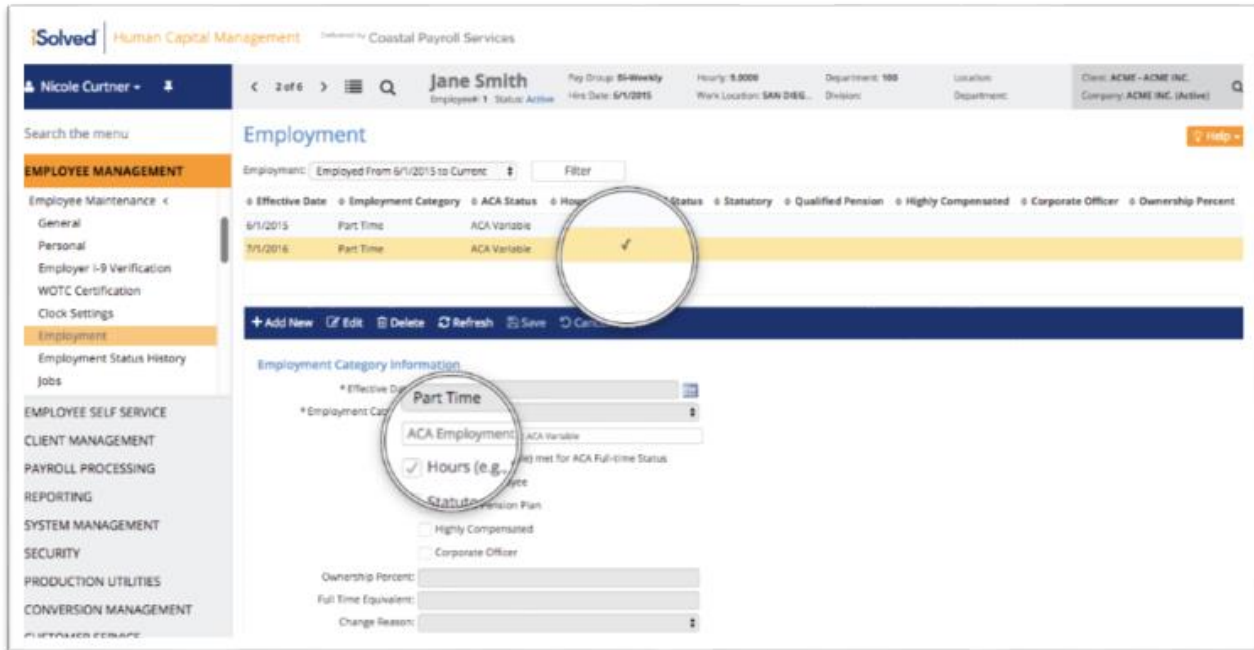
- ✓ Ensure employees have accurate Leave of Absence (LOA) Dates (if applicable)

Path:

- Employee Management > Employee Maintenance > Employment Status History

2a. Managing Employment Category in iSolved

The category history for each employee can be verified and edited on the Employment screen: Employee Management > Employee Maintenance > Employment.



The screenshot shows the iSolved Human Capital Management interface for employee Jane Smith. The 'Employment' section displays a table with columns for Effective Date, Employment Category, ACA Status, Hours, Status, Statutory, Qualified Pension, Highly Compensated, Corporate Officer, and Ownership Percent. Two rows are visible, both for 'Part Time' employees with 'ACA Variable' status. A red circle highlights the 'Part Time' status in the second row. Below the table, the 'Employment Category Information' form is shown, with a red circle highlighting the 'Part Time' dropdown menu. The form includes fields for Effective Date, Employment Category, Hours, Status, Statutory, Qualified Pension, Highly Compensated, Corporate Officer, and Ownership Percent.

ACA Look-Back Change in Status Report

This report should be run with every payroll. It will identify employees who have completed their Initial Measurement period for ACA reporting/tracking employee hours. It will only populate with data if someone has reached the end of their measurement period during that pay period. If a part-time employee has averaged over 30 hours a week during this time then the system will automatically create a new employment category + effective date and mark them as 'Hours met for ACA Full-time Status'. As such, their 1095C form will reflect that an offer of benefit coverage was made. An employer should extend an offer of coverage.

The ACA Look-Back Change in Status Report can be generated within Client Reports: Reporting > Client Reports > ACA Look-Back Change in Status Report

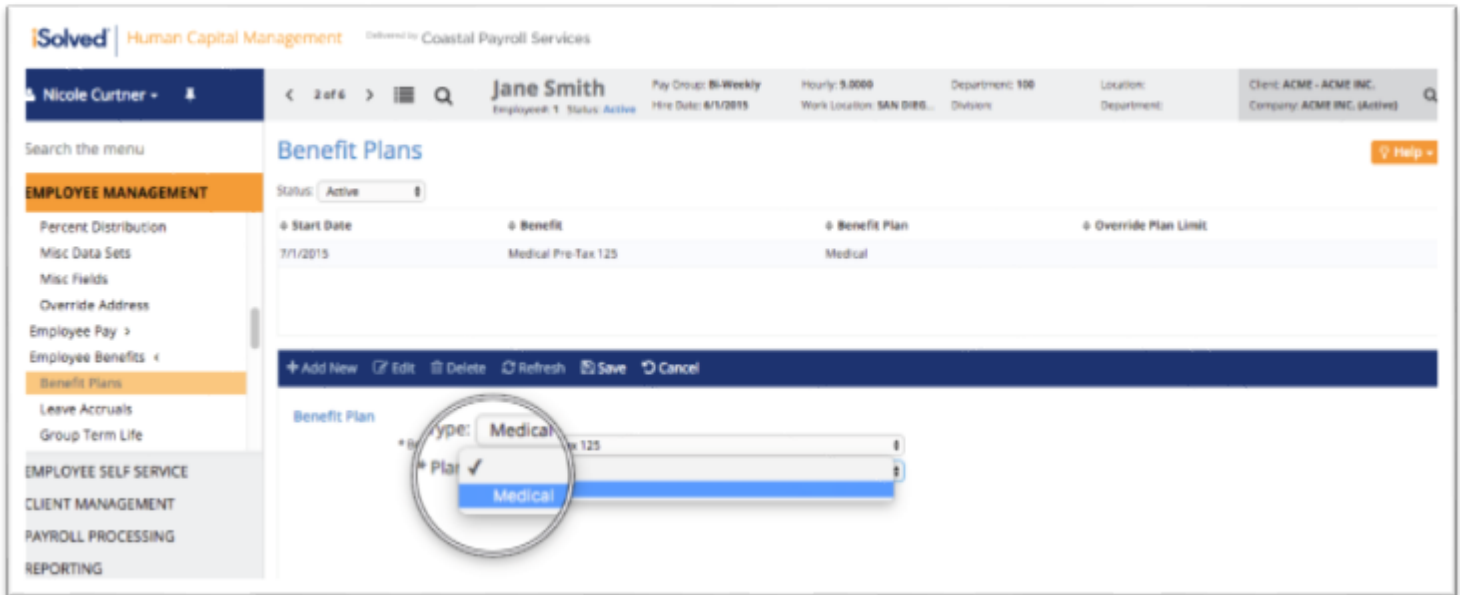
Employers Should:

- ✓ Ensure employees have an employment category with an accurate effective date and, if applicable, a history of category changes with accurate effective dates.
- ✓ Run the ACA Look-Back Change in Status Report each payroll & offer medical benefits if necessary



3a. Managing Medical Plans in iSolved

The benefit plan history for each employee can be verified and edited on the Employee screen:
Employee Management > Employee Benefits > Benefit Plans.



Adding the Benefit Plan

+Add New > Select Medical from the 'Benefit Type' > Select the Plan > Select the Coverage Level > Adjust the Start Date if Necessary > Save

Stopping the Benefit Plan

Employee Management > Employee Benefits > Benefit Plans > Edit > Add the Stop Date* > Save

**Note: This will only need to be done for Active employees who are ending their coverage. The stop date will automatically populate as the last day of the month for employees that are terminated. No additional action (beyond terminating) is required.*

Employers Should:

- ✓ Ensure any employees enrolled in a medical plan have a plan assigned in iSolved with accurate start, and if applicable, stop dates.



100118

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CORRECTED

OMB No. 1545-0041
2018

1095-C
Form 1095-C
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1095C for instructions and the latest information.

Part I Employee

1 Name of employee (first name, middle initial, last name) 2 Social security number (SSN) 7 Name of employer 8 Employer identification number (EIN)

3 Street address (including apartment no.) 4 City or town 5 State or province 6 Country and ZIP or foreign postal code 9 Street address (including room or suite no.) 10 Contact telephone number 11 City or town 12 State or province 13 Country and ZIP or foreign postal code

Part II Employee Offer of Coverage

14 Other of Coverage (other than required) 15 Employee (Required) Contributions (see instructions) 16 Section 504(c)(2) Health and State Health and Other Dental and Other (if applicable)

Plan Start Month (enter 2-digit number): Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec

Part III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.

17	18 Name of covered individual(s) First name, middle initial, last name	19 (a) SSN or other TIN	20 (b) Code (if SSN or other TIN is not available)	21 (c) Covered all 12 months	16 Months of Coverage														
					Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
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22 For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat No. 60760M Form 1095-C 2018

It's That Easy!

If all these fields are maintained throughout the year, then you should be ready for ACA reporting come year end! You will need to provide us with the new medical rates at your renewal, and reassign benefit plans to employees as necessary annually.



2018 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 update and attached to the enrollment (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 February 2nd, 2019**