Copyright © 2005, 2019, Oracle and/or its affiliates. All rights reserved.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

If this document is in public or private pre-General Availability status:

This documentation is in pre-General Availability status and is intended for demonstration and preliminary use only. It may not be specific to the hardware on which you are using the software. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to this documentation and will not be responsible for any loss, costs, or damages incurred due to the use of this documentation.

If this document is in private pre-General Availability status:

The information contained in this document is for informational sharing purposes only and should be considered in your capacity as a customer advisory board member or pursuant to your pre-General Availability trial agreement only. It is not a commitment to deliver any material, code, or functionality, and
should not be relied upon in making purchasing decisions. The development, release, and timing of any
features or functionality described in this document remains at the sole discretion of Oracle.

This document in any form, software or printed matter, contains proprietary information that is the
exclusive property of Oracle. Your access to and use of this confidential material is subject to the terms
and conditions of your Oracle Master Agreement, Oracle License and Services Agreement, Oracle
PartnerNetwork Agreement, Oracle distribution agreement, or other license agreement which has
been executed by you and Oracle and with which you agree to comply. This document and information
contained herein may not be disclosed, copied, reproduced, or distributed to anyone outside Oracle
without prior written consent of Oracle. This document is not part of your license agreement nor can it be
incorporated into any contractual agreement with Oracle or its subsidiaries or affiliates.

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website

Oracle customers that have purchased support have access to electronic support through My Oracle
Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://
www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

Sample Code

Oracle may provide sample code in SuiteAnswers, the Help Center, User Guides, or elsewhere through
help links. All such sample code is provided “as is” and “as available”, for use only with an authorized
NetSuite Service account, and is made available as a SuiteCloud Technology subject to the SuiteCloud
Terms of Service at www.netsuite.com/tos.

Oracle may modify or remove sample code at any time without notice.

No Excessive Use of the Service

As the Service is a multi-tenant service offering on shared databases, Customer may not use the Service
in excess of limits or thresholds that Oracle considers commercially reasonable for the Service. If Oracle
reasonably concludes that a Customer’s use is excessive and/or will cause immediate or ongoing
performance issues for one or more of Oracle’s other customers, Oracle may slow down or throttle
Customer’s excess use until such time that Customer’s use stays within reasonable limits. If Customer’s
particular usage pattern requires a higher limit or threshold, then the Customer should procure a
subscription to the Service that accommodates a higher limit and/or threshold that more effectively aligns
with the Customer’s actual usage pattern.

Beta Features

Oracle may make available to Customer certain features that are labeled “beta” that are not yet generally
available. To use such features, Customer acknowledges and agrees that such beta features are subject
to the terms and conditions accepted by Customer upon activation of the feature, or in the absence of
such terms, subject to the limitations for the feature described in the User Guide and as follows: The beta
feature is a prototype or beta version only and is not error or bug free and Customer agrees that it will
use the beta feature carefully and will not use it in any way which might result in any loss, corruption or
unauthorized access of or to its or any third party’s property or information. Customer must promptly
report to Oracle any defects, errors or other problems in beta features to support@netsuite.com or
other designated contact for the specific beta feature. Oracle cannot guarantee the continued availability
of such beta features and may substantially modify or cease providing such beta features without
entitling Customer to any refund, credit, or other compensation. Oracle makes no representations or
warranties regarding functionality or use of beta features and Oracle shall have no liability for any lost
data, incomplete data, re-run time, inaccurate input, work delay, lost profits or adverse effect on the
performance of the Service resulting from the use of beta features. Oracle’s standard service levels,
warranties and related commitments regarding the Service shall not apply to beta features and they may
not be fully supported by Oracle’s customer support. These limitations and exclusions shall apply until the
date that Oracle at its sole option makes a beta feature generally available to its customers and partners
as part of the Service without a “beta” label.
Send Us Your Feedback

We'd like to hear your feedback on this document.

Answering the following questions will help us improve our help content:

- Did you find the information you needed? If not, what was missing?
- Did you find any errors?
- Is the information clear?
- Are the examples correct?
- Do you need more examples?
- What did you like most about this document?

Click [here](#) to send us your comments. If possible, please provide a page number or section title to identify the content you're describing.

To report software issues, contact NetSuite Customer Support.
# Table of Contents

Affordable Care Act (ACA) Reporting ........................................................................................................... 1

Setting Up the ACA Reporting SuiteApp ........................................................................................................ 2

ACA Pre-Filing .................................................................................................................................................. 4
  Identifying Part-Time Employees .................................................................................................................. 4
  Creating an ACA Offer of Coverage Plan ..................................................................................................... 5
  Assigning an ACA Offer of Coverage Plan to Multiple Employees ................................................................. 7
  Setting Up Employer Information .................................................................................................................. 7

ACA Filing ........................................................................................................................................................ 8

Updating Employee Records for ACA ............................................................................................................... 10

Assigning an ACA Offer of Coverage Plan to an Employee ............................................................................ 10

Adding Covered Individuals to an Employee .................................................................................................. 11

Adding Safe Harbor Codes to an Employee .................................................................................................... 12

Excluding an Employee from ACA Reporting ................................................................................................. 13

State-Specific ACA Reporting for DC and NJ .................................................................................................... 13

Viewing ACA Filing History ............................................................................................................................ 15
Affordable Care Act (ACA) Reporting

If you are an Applicable Large Employer (ALE) in the United States, you must comply with Affordable Care Act (ACA) reporting requirements. The ACA Reporting SuiteApp enables you to set up and track the health coverage offered to full-time employees, and electronically file the required health care coverage forms (1094–C and 1095–C) to the Internal Revenue Service (IRS).

ACA reporting is required for ALEs, which are employers that have 50 or more full-time or full-time-equivalent employees. Employees are considered full-time if they work on average at least 30 hours per week, or 130 hours per month.

With the ACA Reporting SuiteApp, you record and track employee health care information throughout the year as employees are hired, pass probation periods, and are offered coverage. Then, at year end, you can review and adjust the information as needed, before printing and distributing forms to employees and filing forms electronically with the IRS.

For more information about ACA reporting requirements, go to https://www.irs.gov/instructions/i109495c.

Important: For the 2019 reporting year, the deadline for filing is January 17, 2020.

ACA Reporting SuiteApp Features

The ACA Reporting SuiteApp enables you to do the following:

- View average hours of employment by employees for the specified measurement periods to assist in determining full-time equivalent status.
- Specify health coverage plans offered to groups of full-time employees at once, or to individuals as they become eligible.
- Review the information that will be submitted to the IRS on the 1094–C and 1095–C forms, with individual previews for each form, and a detailed report.
- Transmit the ACA information to process the electronic IRS filing, and print and distribute the forms to employees.

The following topics provide details about the ACA filing process:

- Identifying Part-Time Employees
- Creating an ACA Offer of Coverage Plan
- Assigning an ACA Offer of Coverage Plan to Multiple Employees
- Setting Up Employer Information
- ACA Filing
- Updating Employee Records for ACA
- Assigning an ACA Offer of Coverage Plan to an Employee
- Adding Covered Individuals to an Employee
- Adding Safe Harbor Codes to an Employee
- Excluding an Employee from ACA Reporting
- State-Specific ACA Reporting for DC and NJ
- Viewing ACA Filing History
Setting Up the ACA Reporting SuiteApp

This section includes the requirements and procedures for installing the ACA Reporting SuiteApp.

Prerequisites for Installing the ACA Reporting SuiteApp

**Important:** To use the ACA Reporting SuiteApp, SuitePeople U.S. Payroll must be actively used during the filing year.

Before installing the ACA Reporting SuiteApp, the following features must be enabled:

- Payroll — Setup > Company > Setup Tasks > Enable Features > Employees
- Custom Records — Setup > Company > Setup Tasks > Enable Features > SuiteCloud
- Client SuiteScript — Setup > Company > Setup Tasks > Enable Features > SuiteCloud
- Server SuiteScript — Setup > Company > Setup Tasks > Enable Features > SuiteCloud

Applicable Large Employer (ALE) Member Information

To use the ACA Reporting SuiteApp, you must enter the legal name as it should appear on tax forms and an employer identification number (EIN) for at least one subsidiary. For more information, see the help topic Creating Subsidiary Records. Subsidiaries should also have at least one payroll earning item type. For more information, see the help topic Creating Payroll Items.

Installing the ACA Reporting SuiteApp

Only users with the Administrator role can install the ACA Reporting SuiteApp. This is a managed bundle and is automatically updated whenever there are updates.

After the ACA Reporting SuiteApp is installed, the Affordable Care Act (ACA) subtab is added to the employee record and access to the ACA landing page is available. For more information, see the help topics Updating Employee Records for ACA and Viewing the ACA Landing Page.

The ACA Reporting SuiteApp can be disabled at any time. After it is disabled, billing stops and information for the current year is deleted. All filing data for prior years is retained for at least 7 years.

To install the ACA Reporting SuiteApp, go to Customization > SuiteBundler > Search & Install Bundles, and then click Advanced.

Use the following information to search for the SuiteApp:

- **Bundle Name** — Affordable Care Act (ACA) Reporting
- **Bundle ID** — 147355

For more information about installing SuiteApps, see the help topic Installing a Bundle.

**Note:** If the Install button is not available or if you cannot find this SuiteApp, this SuiteApp might not have been shared with your account. To get access to the SuiteApp, contact Customer Support.

After the ACA Reporting SuiteApp is installed

Before using the ACA Reporting SuiteApp, the following must be completed:
Setting Up the ACA Reporting SuiteApp

- Specify the day of the month to use for determining the monthly employee count that will appear on the 1094-C form. For details, see the help topic Setting Up Employer Information.
- Provide a default recipient for ACA-related email. For details, see the help topic Setting Up a Default Recipient for ACA Notifications.
- Set up roles and permissions. For details, see the help topic Roles and Permissions.

Roles and Permissions

Each role that requires access to the ACA Reporting SuiteApp must be specified on the ACA Grant Permissions page. To assign roles, go to Setup > Customization > ACA Grant Permission (Administrator).

Roles assigned to this permission can perform the following tasks:

- Assigning an ACA Offer of Coverage Plan to an Employee
- Adding Covered Individuals to an Employee
- Adding Safe Harbor Codes to an Employee
- Excluding an Employee from ACA Reporting
- Identifying Part-Time Employees
- Creating an ACA Offer of Coverage Plan
- Assigning an ACA Offer of Coverage Plan to Multiple Employees
- Setting Up Employer Information
- ACA Filing
- Viewing ACA Filing History

Setting Up a Default Recipient for ACA Notifications

You should set up a default recipient for ACA notifications. The default recipient receives an email message whenever changes applied to multiple employees for ACA reporting purposes have completed. This includes when an ACA offer of coverage plan has been assigned to multiple employees, and when multiple employees have been identified as part-time.

To set up a default recipient for ACA notifications:

1. Go to Setup > Company > Preferences > General Preferences (Administrator).
2. Click the Custom Preferences subtab.
3. From the Email Notification Recipient list, select the default recipient. The recipient must be an employee.
4. Click Save.

Viewing the ACA Landing Page

To access the ACA landing page, go to Transactions > Employees > Affordable Care Act (Administrator) or Payroll and HR > Payroll > Affordable Care Act (Payroll Manager). Here you will find the steps you need to complete for pre-filing and filing.

For more information, see the following help topics:
ACA Pre-Filing

Before filing, there are a number of pre-filing tasks to perform. Pre-filing involves identifying part-time employees, setting up and assigning an offer of coverage to employees, and entering employer ACA information. The information entered during pre-filing is used to file the 1094–C and 1095–C forms that are required for ACA reporting at year-end.

The ACA landing page guides you through each of the required pre-filing steps. To make filing at year-end manageable, this information can be easily tracked and updated on a monthly basis.

For information about the 1094–C and 1095–C forms, go to https://www.irs.gov/instructions/i109495c. For information on filing, see the help topic ACA Filing.

ACA pre-filing includes:

- Identifying Part-Time Employees
- Creating an ACA Offer of Coverage Plan
- Assigning an ACA Offer of Coverage Plan to Multiple Employees
- Setting Up Employer Information

Identifying Part-Time Employees

The first step for ACA pre-filing is identifying employees that do not meet the minimum number of hours to be considered full-time for a specified period.

**To identify part-time employees:**

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. If applicable, select the specific employer from the View list.
3. Click Set Up Hours.
4. Select the payroll items that are considered eligible hours of service, and that will be used for determining an employee's full-time status, as defined under Section 4980H. ACA-eligible payroll items include:
   - Earning: Wage
   - Earning: Salary
   - Earning: Vacation
   - Earning: Sick
   
   The payroll items are automatically selected, but the list can be modified, if necessary. For more information about payroll items, see the help topic Payroll Items Setup. For more information about eligible hours of service, go to https://www.irs.gov/instructions/i109495c.
5. Click Done to save the changes and return to the ACA landing page.
6. To identify employees that do not meet the minimum number of hours to be considered full-time, click Set Part-Time.
7. Select one or more employees, and click Set to Part-Time.
8. Specify the date range during which the employee will be considered part-time.
For example, an employee that had an average of less than 30 hours per week, from January 1 to December 31, 2018, may be set to part-time from January 1 to December 31, 2019 for the purposes of ACA. For more details, see https://www.irs.gov/instructions/i109495c.

9. Click OK.

10. Verify that the date range that the specified employees will be set to part-time status is correct in the 2019 Part-Time Status column.

11. Click OK.

The contact set up as the default recipient for ACA notifications receives an email message after the changes have been applied. For more information, see the help topic Setting Up a Default Recipient for ACA Notifications.

To make changes, click Edit Hours from the ACA landing page.

Creating an ACA Offer of Coverage Plan

An offer of coverage plan contains information about the health coverage for employees. Assign them to employees from the employee record, or to multiple employees from the pre-filing section of the ACA landing page. For more information, see the help topics Assigning an ACA Offer of Coverage Plan to an Employee and Assigning an ACA Offer of Coverage Plan to Multiple Employees.

To create an ACA offer of coverage plan:

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. If you have a NetSuite OneWorld account, select the subsidiary from the View list.
3. Click Add Coverage.
4. In the Name field, enter the name of the plan.
5. If a carrier provides coverage, enter the name in the Carrier field.
6. If the plan is self-insured, check the Self-Insured box.

**Note:** Enter the covered individuals for a self-insured plan. For instructions, see the help topic Adding Covered Individuals to an Employee.

7. Select the offer of coverage code from the Code list. Codes specify the type of coverage available to the employee, their spouse, and dependents. For more information about coverage codes, visit https://www.irs.gov/instructions/i109495c.

The list of coverage codes includes:

- **1A** — Qualifying Offer: Minimum essential coverage providing minimum value offered to full-time employee with employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
- **1B** — Minimum essential coverage providing minimum value offered to employee only.
- **1C** — Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) (not spouse).
- **1D** — Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to spouse (not dependent(s)).
- **1E** — Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) and spouse.
8. If 1B, 1C, 1D, 1E, 1J, or 1K is selected, enter the employee's lowest monthly premium for self-only minimum essential coverage in the **Lowest Cost of Employee Coverage** field, a **Start Month**, and a **Start Year**.

9. Click **Add**.

10. If the premium changed throughout the reporting year, add additional lines. Dates cannot overlap.

11. Click **Save**.

### Making an ACA Offer of Coverage Plan Inactive

Make plans inactive to prevent them from appearing in lists. A plan is still assigned to an employee when it is inactive. For instructions, see the help topic **Making an ACA Offer of Coverage Plan Inactive**

**To make an ACA offer of coverage inactive:**

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. Click the **Coverages** link beside **Set Up & Assign Coverage**.
3. Click **Edit** next to the plan to inactivate.
4. Check the **Offer of Coverage Inactive** box.
5. Click **Save**.

### Deleting an ACA Offer of Coverage Plan

Delete a plan when it is unassigned and not needed.

**To delete an ACA offer of coverage plan:**

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. Click the **Coverages** link beside **Set Up & Assign Coverage**.
3. Click **Edit** next to the plan to delete.
4. Select **Delete** from the **Actions** menu.
5. Click **OK**.
Assigning an ACA Offer of Coverage Plan to Multiple Employees

After an offer of coverage plan has been set up, it can be assigned to a group of employees from the ACA landing page. The information entered here is used to generate the 1095-C forms to be filed for each employee. For more information, go to https://www.irs.gov/instructions/i1095c.

To assign an ACA offer of coverage plan to multiple employees:

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. If you have a NetSuite OneWorld account, select the specific subsidiary from the View list.
3. Click Assign Coverage.
4. By default, employees who were not full-time or not employed for the entire reporting year are excluded. The list of employees that are displayed in the list can be controlled using the filters.
5. From the list, select the employees to assign this coverage to.
6. Click Assign Coverage.
7. Select the offer of coverage plan, from the Plan list.
8. Enter a start date when the coverage plan is offered to the selected employees.
9. To record that coverage was offered after the employee's limited non-assessment period, instead of the specified start date, check the Override start date with employees eligibility date box. This will only be implemented when the eligibility date is later than the specified start date.
10. Check the Auto-assign Safe Harbor Code 2C box if each employee that was offered health coverage was enrolled in the coverage offered.
11. Click Assign.
12. Make sure the information displayed in the Plan column, and the Coverage column are correct.
13. If you have multiple plans that are assigned to different groups of employees, repeat the above steps.
14. Click Save.

The contact set up as the default recipient for ACA notifications receives an email message after the changes have been applied. For more information, see the help topic Setting Up a Default Recipient for ACA Notifications.

Setting Up Employer Information

You use the Employer Information page to enter information about the ALE member, which is used to file the 1094-C form at year end. ACA employer setup includes entering information for all ALE members of an aggregated group.

For example, company A is the parent of company B and company C. Combined, these companies have 100 full-time employees. Each separate employer in an ALE aggregated group is subject to the employer shared responsibility provisions, and each is subject to the associated information reporting requirements. Each separate employer must file its own 1094-C form, using its own Employer Identification Number (EIN).

To set up employer information:

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. If you have a NetSuite OneWorld account, select the specific subsidiary from the View list.
3. Click Set Up Employer.
4. NetSuite automatically inserts information from the company or subsidiary record. To make changes, you can edit the information here.
5. Enter the name and contact number of the person who is responsible for answering questions from the IRS regarding the filing.
6. If there is a parent company, each separate employer is subject to the employer shared responsibility provisions, and must be entered under the Other ALE Members subtab. Select the months that the company was a member of the same ALE group, enter the company names, and unique EIN numbers of each affiliated ALE member.
7. Click Add.
8. If your employer is eligible for transition relief, select the certifications that apply from the Certifications of Eligibility subtab:
   - **Qualifying Offer Method** — If a qualifying offer was offered to one or more full-time employees, for every month during the year that the employees were considered full-time.
   - **98% Offer Method** — If affordable health coverage, providing minimum value to at least 98% of your employees, and minimum essential coverage to those employees’ dependents was offered.
9. On the Preferences subtab, from the Employee Count Based On list, select the day of the month to use for determining the monthly employee count on the 1094-C form.
   
   For example, when you select First Day of Each Month, and an employee leaves the company in the middle of the month, they are still included in the monthly count.
10. In the Limited Non-Assessment Period Override field, enter the number of days (0-90) for which the Limited Non-Assessment Period can be overridden. This number is added to the employee’s hire date or date of exclusion from ACA to determine the Limited Non-Assessment Period End Date, unless you have chosen to set this date manually.
    
    If you want to apply this new override value to all existing employees, then click OK in the confirmation popup that appears. To only apply this change to future employees, click Cancel.
11. Click Save.

### ACA Filing

When the reporting year is done (for 2018, January 1, 2019; for 2019, January 1, 2020), the required health coverage forms (1094-C and 1095-C) can be electronically filed to the IRS. When you file your company’s ACA files, the data is examined by Ceridian, your payroll partner. If it passes validation, Ceridian forwards your files to the IRS.

**Important:** For the 2019 reporting year, the deadline for filing is January 17, 2020.

### Filing for ACA

**To file for ACA:**

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. Click Generate from the Ready to File section of the ACA landing page.
3. To preview the 1094-C and 1095-C forms, click Preview, or click the View Audit Log link to open a file that can be viewed in Microsoft Excel.

4. When you are ready to transmit, click File. The File section shows the filings you have sent, with a filing number and date and time.

Checking for ACA Filing Errors and Refiling

To check for ACA filing errors and refile:
1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. On the ACA landing page, the Ready to File section shows the status of your filings, along with the filing number and date and time of your transmission. If your filing did not pass the Ceridian validation, an Errors button appears beside the filing. Click the Errors button to view the errors returned by Ceridian. A popup window appears showing the errors that occurred.
3. Correct the errors as indicated in the popup window. For assistance resolving these errors, contact NetSuite Customer Support.
4. For any employees who had errors in the filing, edit the employee record and clear the errors.
5. When you have corrected the errors, return to the ACA landing page and click Re-Generate.
6. Click Preview and View Audit Log to confirm that your data is ready to be sent.
7. Click Refile.

Removing Ineligible Employees from ACA Reporting

After you have already transmitted your ACA filing to the IRS, you can remove employees from ACA reporting. For example, you would remove an employee from reporting if they become ineligible or if you added them in error. To do this, you void their 1095-C form on their employee record and then refile. If you have not filed your ACA information with the IRS and you want to remove an employee from reporting before filing, you can exclude them. For more information, see the help topic Excluding an Employee from ACA Reporting.

To remove ineligible employees from ACA reporting:
1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click Edit next to the employee you want to remove from reporting.
3. Click the Affordable Care Act (ACA) subtab.
4. Check the Void 1095-C Form box.
5. Click Save.
6. Refile your ACA data. For more information, see the help topic Checking for ACA Filing Errors and Refiling.

Tracking Minimum Essential Coverage

Before making your ACA filing, you can see whether or not you are complying with ACA rules regarding minimum essential coverage. You can view the Minimum Essential Coverage Offer Indicator in two ways:

- From the ACA landing page, click Preview. The Preview 1094C page appears, showing the Minimum Essential Coverage Offer Indicator for the whole filing year and for each month. If you are compliant for a given period, then Yes is checked for that period.
From the ACA landing page, click View Audit Log. Open the XML file that is downloaded in Microsoft Excel. Click the 1095-C Part III tab. Under Part III: ALE Member Information — Monthly, a Minimum Essential Coverage Indicator row appears for the entire year and for each month with a Yes or No in the Data column.

The ACA SuiteApp determines the minimum essential coverage offer indicator value in the following way:

- The value is Yes if at least 95 percent or all but five of your employees are assigned an offer of coverage. For example, if you have 50 employees and 48 have an offer of coverage, you are compliant because you have 96 percent of employees covered. As another example, if you have 50 employees and five of them do not have an offer of coverage, you are compliant even though you only have 90 percent covered.
- The value is No if less than 95 percent of your employees are covered and fewer than five of your employees are covered.


Updating Employee Records for ACA

When the ACA Reporting SuiteApp is installed, the Affordable Care Act (ACA) subtab appears on the employee record. From this subtab, you can assign an offer of coverage plan, add any covered individuals who are included in the plan, and apply a safe harbor code.

These topics detail the ACA setup tasks you can complete on the employee record:

- Assigning an ACA Offer of Coverage Plan to an Employee
- Adding Covered Individuals to an Employee
- Adding Safe Harbor Codes to an Employee
- Excluding an Employee from ACA Reporting

Assigning an ACA Offer of Coverage Plan to an Employee

Before an ACA offer of coverage plan can be assigned, one must be created first. For details on how to create a plan, see the help topic Creating an ACA Offer of Coverage Plan.

To assign an plan to multiple employees at one time, go to the ACA landing page. For more information, see the help topic Assigning an ACA Offer of Coverage Plan to Multiple Employees.

The Limited Non-Assessment Period End Date is calculated as the end of the employee's third full calendar month of full-time employment, based on the employee's hire date, or the end of their exclusion from ACA. It is used to report when the employee is considered full-time for the purpose of ACA reporting. We recommend that you use the calculated Limited Non-Assessment Period End Date, but you can override it. For example, if your employees are eligible for benefits after 30 days of employment, you could choose to set this date manually to 30 days after the hire date for each employee.

To assign an ACA Offer of Coverage Plan to an employee:

1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click Edit next to the employee who was offered coverage.
3. Click the Affordable Care Act (ACA) subtab.
4. Click the Offer of Coverage subtab.

5. From the Plan list, select the offer of coverage plan. If there is no offer of coverage plan shown, check to make sure one was created. For more information, see the help topic Creating an ACA Offer of Coverage Plan.

6. Enter the Start Month and Start Year for this offer of coverage plan. Only enter an End Month and End Year when the employee has left the company, or if they changed to another offer of coverage plan.

7. Click Add.

8. Add additional lines if the employee was offered more than one coverage plan during the reporting year.

9. To set a different Limited Non-Assessment Period End Date, check the Override Limited Non-Assessment Date box and enter a different date.

10. Click Save.

Adding Covered Individuals to an Employee

On the Covered Individuals subtab, in the Affordable Care Act (ACA) subtab on the employee record, you add the employee after you have assigned an offer of coverage plan to the employee. The employee's name and date of birth (if included on the employee record) are sourced from the employee record automatically, since this information is an IRS requirement. You also add the employee's spouse, dependents, or both, who are covered under the offer of coverage plan. Covered individuals are only required when the offer of coverage plan is self-insured. When a coverage plan is self-insured, it indicates that the employer assumes the financial risk of providing health care benefits to its employees. The individuals entered on the Covered Individuals subtab should meet the criteria of the coverage that is set up on the plan.

For example, if the coverage plan code is 1C, be sure to only add dependents to the list, not the employee's spouse. For more information on the types of coverage, see the help topic Creating an ACA Offer of Coverage Plan.

Note: On the Covered Individuals subtab, you must list the employee first and then list the spouse, dependents, or both as applicable.

To add covered individuals to an employee:

1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click Edit next to the employee to add covered individuals to.
3. Click the Affordable Care Act (ACA) subtab.
4. Click the Covered Individuals subtab.
5. If you have not added the employee to the covered individuals list, then click Add Employee. The employee's name and date of birth (if included on the employee record) are populated. Confirm or enter the employee's Date of Birth and the Start Month and Start Year for the coverage. Optionally, enter the End Month and End Year. Click Add.
6. For each of the employee's spouse, dependents, or both, enter the First Name and Last Name, Date of Birth, and the Start Month and Start Year for the coverage. Optionally, enter the End Month and End Year. Click Add.
7. Add additional lines for each individual that is covered under the plan.
8. Click Save.
Adding Safe Harbor Codes to an Employee

Safe harbor codes apply when an employee qualifies for an exemption from the assessable payment. Manual entry is not required for employees that were not full-time, terminated, excluded from ACA, or in a limited non-assessment period. Instead, the applicable safe harbor code is automatically added when generating the ACA filing. Manual entry is required when safe harbor codes 2E, 2F, 2G, or 2H are applicable or if an existing code must be overridden.

For more information about safe harbor codes, see https://www.irs.gov/instructions/i109495c and Automatically Applied Safe Harbor Codes.

Automatically Applied Safe Harbor Codes

This includes:

- **2A** — Automatically added for any months that an employee was not employed on any day of the calendar month. This includes employees who were not yet hired, excluded from ACA, or terminated before the first day of the reporting month.
- **2B** — Automatically added for any months that an employee was not considered full-time, including employees who were excluded from ACA or terminated during the reporting month.
- **2C** — Can be applied automatically when assigning an ACA offer of coverage plan to multiple employees. For details, see the help topic Assigning an ACA Offer of Coverage Plan to Multiple Employees.
- **2D** — Automatically added for any months that an employee was in a limited non-assessment period.

To add safe harbor codes to an employee:

1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click **Edit** next to the employee you want to add a safe harbor code to.
3. Click the **Affordable Care Act (ACA)** subtab.
4. Click the **Safe Harbor Codes** subtab.
5. From the **Code** list, select the safe harbor code.

The safe harbor codes include:

- **2A. Employee not employed during the month** — This safe harbor code is automatically applied during filing.
- **2B. Employee not full–time** — This safe harbor code is automatically applied during filing.
- **2C. Employee enrolled in coverage offered** — Use this code for any month the employee enrolled for each day of the month in health coverage offered by the ALE member, regardless of if any other code in Code Series 2 might also apply.

Do not use this code:
- For any month in which the multi-employer interim rule relief applies. Instead, enter code 2E.
- If code 1G is entered in the **Code** list on the ACA offer of coverage plan. For more information, see the help topic Creating an ACA Offer of Coverage Plan.
- For any month that an employee is enrolled in COBRA continuation coverage or other post-employment coverage. Instead, enter code 2A.
- For any month that the employee enrolled in coverage that was not minimum essential coverage.
- **2D. Employee in a Section 4980H (b) limited non-assessment period** — This safe harbor code is automatically applied during filing.
2E. Multi-employer interim rule relief — Use this code for any month for which the multi-employer arrangement interim guidance applies for that employee, regardless of whether any other code in Code Series 2 (including code 2C) might also apply.

2F. Section 4980H affordability from W-2 safe harbor — Use this code if the ALE member used Section 4980H Form W-2 safe harbor to determine affordability for purposes of Section 4980H(b) for this employee for the year. If an ALE member uses this safe harbor for an employee, it must be used for each month of the calendar year for which the employee is offered health coverage.

2G. Section 4980H affordability federal poverty line safe harbor — Use this code if the ALE member used Section 4980H federal poverty line safe harbor to determine affordability for purposes of section 4980H(b) for this employee for any month(s).

2H. Section 4980H affordability rate of pay safe harbor — Use this code if the ALE member used Section 4980H rate of pay safe harbor to determine affordability for purposes of Section 4980H(b) for this employee for any month(s).

6. Enter the **Start Month** and **Start Year** of the period when the exemption applied for the employee. Enter the **End Month** and **End Year** if this code applied for a short period of time. Note that this date cannot be before the employee's hire date.

7. Click **Add**.

8. Click **Save**.

### Excluding an Employee from ACA Reporting

Unless otherwise specified, all employees are included in ACA reporting. They can be excluded from the Exclude from ACA subtab on the employee record for all or part of the reporting year, if they were not considered full-time, as defined under Section 4980H, or are not considered an employee for the purpose of ACA reporting. For example, a contractor, a sole proprietor, or a partner may not be an employee for the purposes of ACA reporting.

**To exclude an employee from ACA reporting:**

1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click **Edit** next to the employee to exclude from ACA reporting.
3. Click the **Affordable Care Act (ACA)** subtab.
4. Click the **Exclude from ACA** subtab.
5. From the **Reason** list, select why the employee is excluded from ACA reporting.
6. Enter the **Start Month** and **Start Year** for the exclusion.
7. Optionally, enter the **End Month** and **End Year** for the exclusion.
8. Click **Add**.
9. Click **Save**.

### State-Specific ACA Reporting for DC and NJ

If you have employees who reside in the District of Columbia (DC) or the state of New Jersey (NJ), then you have additional state-specific reporting requirements under the Affordable Care Act. You must report any employees who resided in either or both of these two jurisdictions during a particular reporting year. You must also report the specific months when those employees resided in either or both jurisdictions.
Before filing your ACA reporting with state-specific information, ensure that you have done the following:

- Define your workplaces for all jurisdictions where you have a tax ID and maintain paid employees. For more information, go to Entering Workplace Records for Payroll.
- Confirm your tax information for each jurisdiction, specifically the State ID for each of the two mandated states. For more information, go to Setting Preferences for Jurisdictions.

Confirming your State ID

When filing state-specific reporting, the relevant State ID is required. By default, the State ID reported will be defined in the jurisdiction settings.

To confirm your State IDs:

1. Go to Setup > Payroll > Setup Tasks > Set Up Payroll.
2. Click the Jurisdictions subtab.
3. Click the subtab for the two mandated states:
   a. For the District of Columbia, the State ID is sourced from the OTR Account Number.
   b. For New Jersey, the State ID is sourced from the Taxpayer Identification Number.

If the states are not configured in the jurisdiction settings, then the Employer Identification Number (EIN) in the Company and Subsidiary settings is used.

Viewing and Editing an Employee’s State History

The state history records an employee’s residence in the two mandated states (DC and NJ). If the employee moved into or out of a mandated state partway through a month, they are considered to have resided in that state during that month.

When you install or update the ACA SuiteApp, the employees’ state histories are generated from the system notes on the employee record. Subsequently, when you edit an employee’s address on the employee record, their state history will be updated.

To view or edit an employee’s state history:

1. Go to Payroll and HR > Lists > Employees (Payroll Manager).
2. On the Employees list, click Edit next to the employee whose state history you want to view.
3. Click the Affordable Care Act (ACA) subtab.
4. Click the State History subtab.
5. If you need to correct information in the state history, click the row of the field you want to edit.
6. For each period of time in 2019 when the employee resided in a mandated state, enter the State, Start Month, Start Year, End Month, and End Year. To indicate that you have manually edited the state history, check the Is Manually Added box.
7. Click Save.

Verifying Employee State History Information

When you are ready to file your ACA compliance, you can view the state history information in the audit log to confirm that it is correct.
To verify employee state history:

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. Click Generate from the Ready to File section of the ACA landing page.
3. Click the View Audit Log link to open a file that can be viewed in Microsoft Excel.
4. Click the DC State Info or NJ State Info tabs to view the months of the year, the full-time employee count, and overall employee count for employees residing in those states. Each tab also shows the appropriate State ID.

Viewing ACA Filing History

If you have the used the ACA Reporting SuiteApp to report compliance for the previous year, you can view your filing history on the ACA landing page.

To view ACA filing history:

1. Go to Payroll and HR > Payroll > Affordable Care Act (Payroll Manager).
2. On the ACA landing page, in the Filing History section, click View to view the previous year’s filing.