Service Partners: Guide to the ACA Workflow
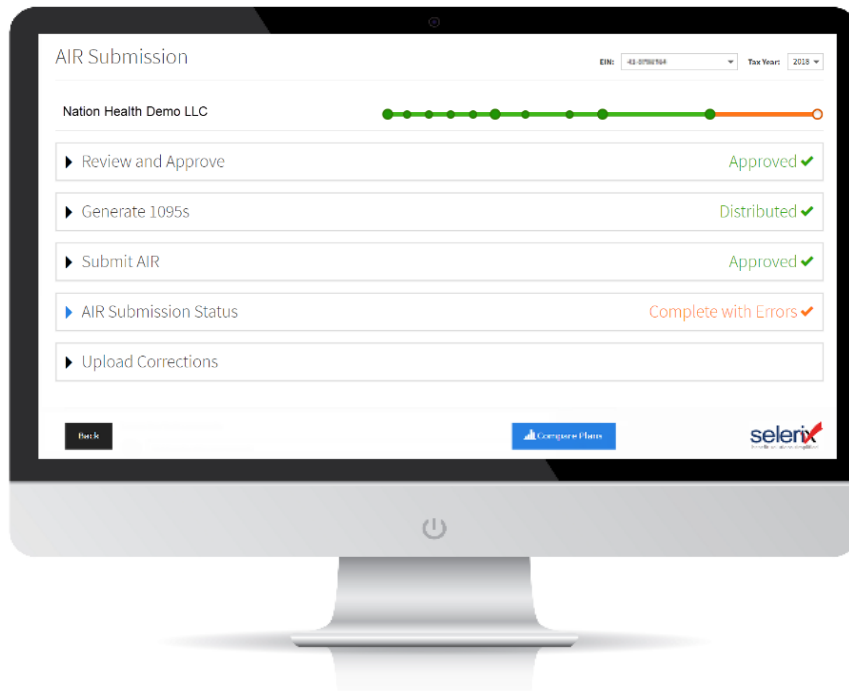
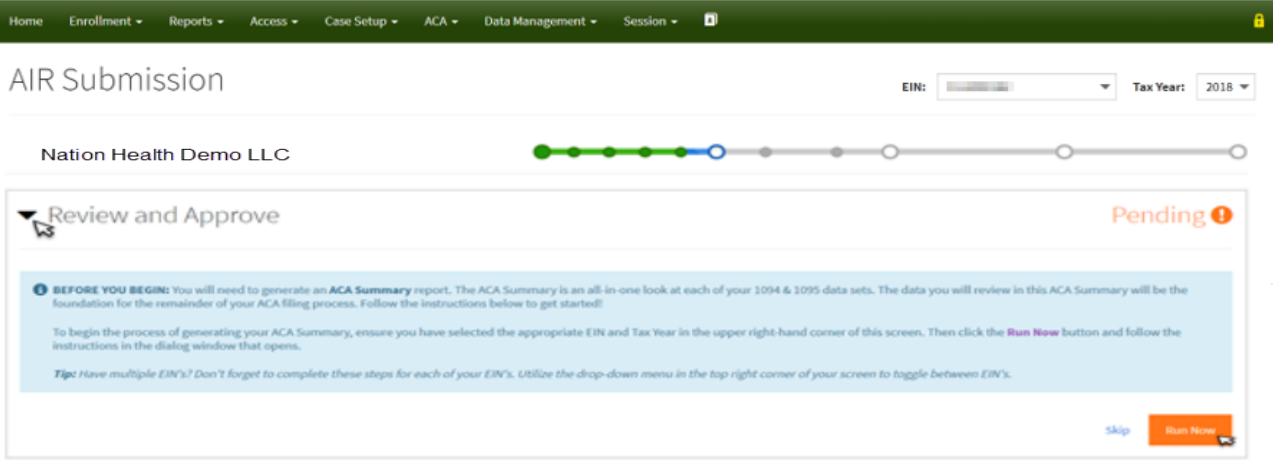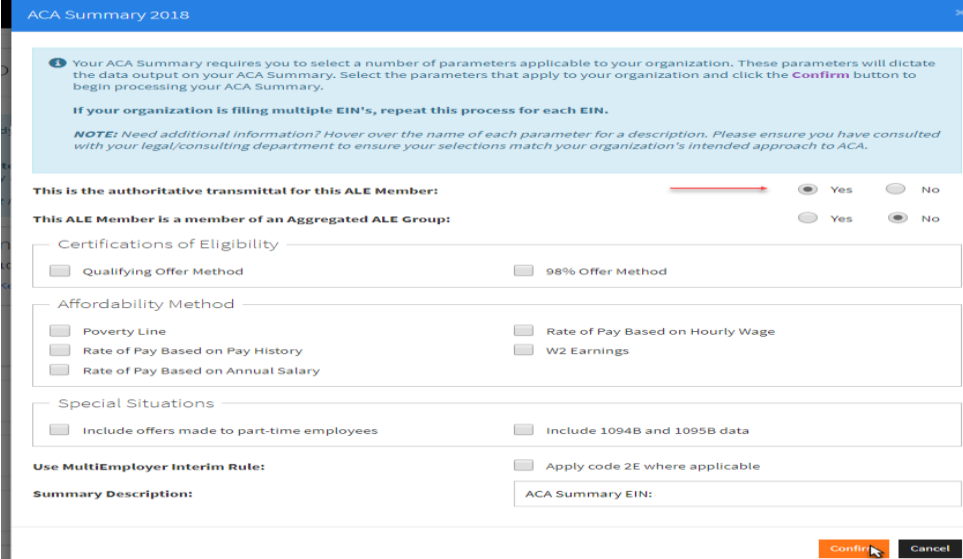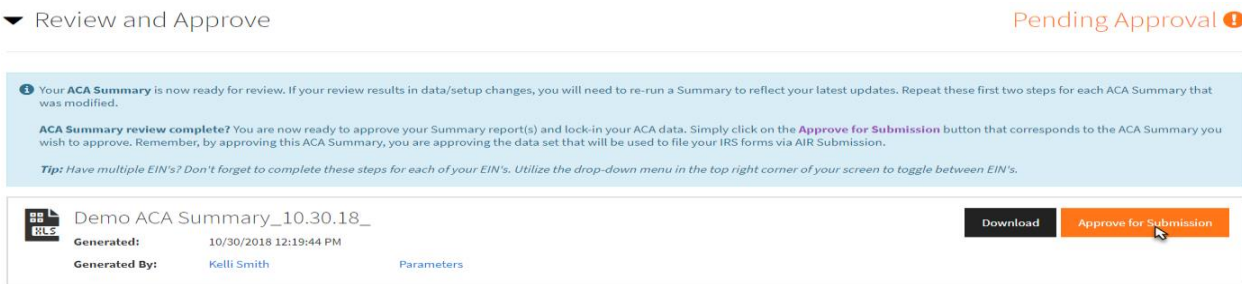*Final ACA Summary Review & Approval:* The final ACA Summary process allows the employer to review the data contained within the report specifically focusing on the data found under Line 14, Line 15 and Line 16 which represent the Part II of the 1095-C Form provided to employees. The information produced on the final ACA Summary is what would eventually be populated on the 1095-C Form.

Step	Generate Final ACA Summary report(s) using AIR Submission within ACA workflow
1.	The key to ensuring the report runs accurately is to verify the ACA Setup & Summary parameters. This information should be confirmed with the employer and maintained on file. The ACA Summary report will produce an Excel spreadsheet with containing the following tabs for each form type 1094 and 1095 as well as a Warnings tab that would identify any errors. *Warnings identified under the Warnings Tab should be addressed with the employer and the applicable updates/corrections completed to clear the warning(s).*

To access the ACA Workflow, use the tool bar to select **ACA** and using the drop down to select the **AIR Submission**:

Once the AIR Submission (aka ACA Workflow) landing page will be displayed the following steps should be completed:

1. Expand **Review and Approve**
2. Click **"Run Now"**

Tip: Have multiple EIN's? Don't forget to complete these steps for each of your EIN's. Utilize the drop-down menu (as shown below) in the top right corner of your screen to toggle between EIN's

Step	Complete ACA Summary Report Parameters
2.	Update Report Parameters based on information confirmed by the employer for each unique EIN. _**If the employer is filing multiple EIN's, repeat this process for each EIN.**_
	You will be prompted to complete the required report parameter information with a pop-up, click "confirm. The file will automatically begin processing…
	🔊 _Best Practice:_ Summary Description should offer a unique naming convention. (e.g. EmployerName_Final ACA Summary_mm.dd.yy)

Step	Complete ACA Summary Approval
3.	Once the ACA Summary report is complete the following steps should be completed: 1. Expand **Review and Approve** 2. Click "**Download**" to review the completed ACA Summary excel file, once reviewed 3. Click **"Approve for Submission"**
	🔊 _Best Practice:_ Approval for Submission is designed to be completed by the Employer and serve as their data review acknowledgement.
	A confirmation notification will be generated to the user submitting the approval as well as the user who generated the ACA Summary.
3a.	## Revising the Approved ACA Summary If a revised file is required, the following steps are required: 1. Undo Approval of most recent ACA Summary 2. Select Parameters to rename file to capture date & ER details of previously approved file 3. Click "Run Now" to generate a new ACA Summary (*be sure you verify the parameters) 4. Review newly create ACA Summary to ensure no Warnings are triggered

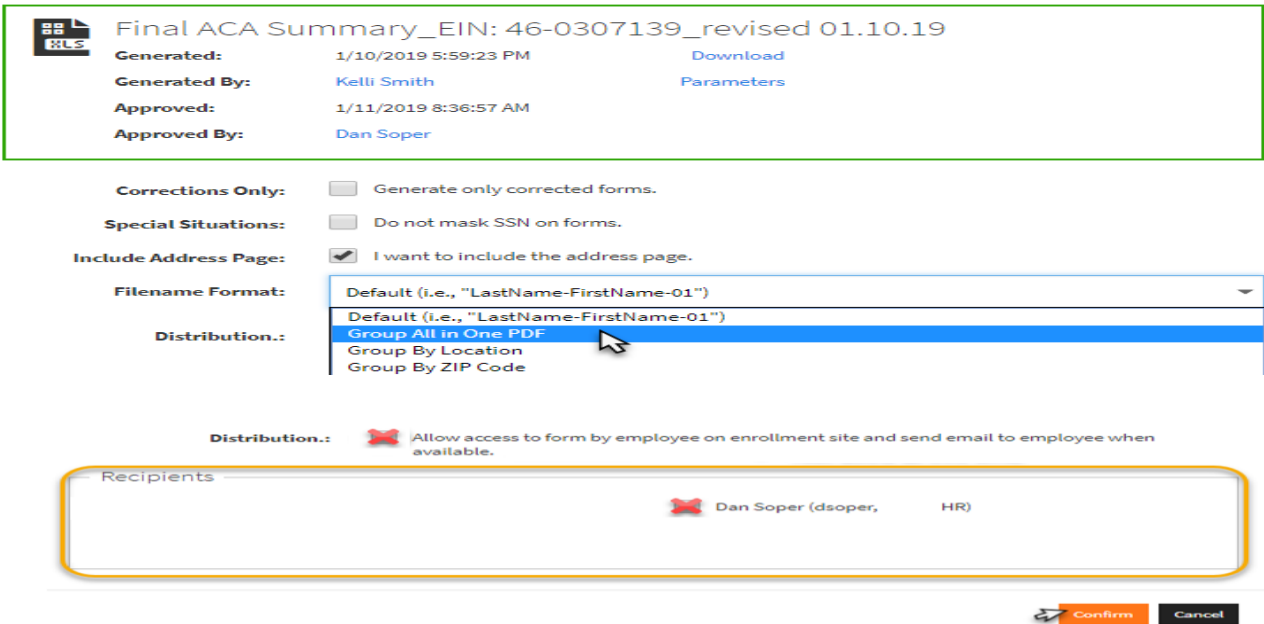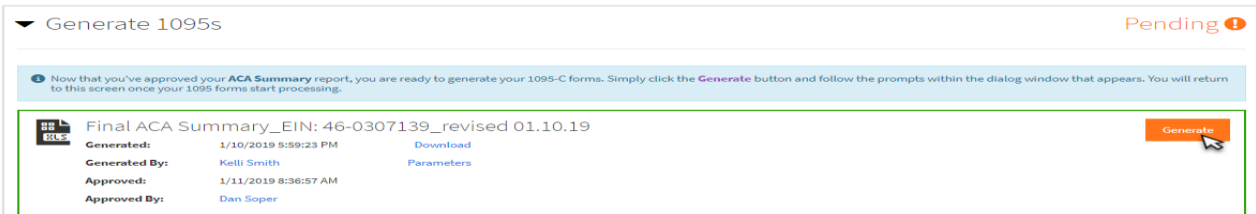| Step	Reviewing ACA Summary used to create AIR Submission File
1.	The following outline is intended as a guide to assist in your review of the "Approved" ACA Summary within the workflow to ensure you have the most recent file required for AIR Submission. Please ensure you have verified if any corrected 1095-C Forms were produced and/or if any data corrections were required that would need to be captured. If no corrected 1095-C Forms or data corrections were required proceed to the next step "Reviewing Your 1094-C Output". **Review and Approve:** Make sure the approved "Ready for Submission" file was regenerated to capture any required 1095-C Form corrections and/or data corrections to be included in the AIR Submission.

Step	*1095-C Form Generation*
1.	Now that the final ACA Summary report(s) are approved you are ready to generate your 1095-C Forms. 1. Expand **Generate 1095s** 2. Click **Generate** and follow the prompts within the dialog window that appears.
	  🔊 *Best Practice:* The Standard preference for all 1095-C forms generated are groups into a single PDF document, by selecting Group ALL in One PDF from the dropdown menu. When selected, this option will compile all of your 1095-C Forms within a single PDF document for printing.

2.	You will return to this screen once your 1095 forms start processing.

🔊 *Best Practice:*

Use the Download link to review and verify the PDF files look as you anticipate prior to releasing to the employer. All final 1095-C PDF reports should be generated from within the workflow to archive the finalized PDF file.

As a reminder: Part III (Covered Individuals) is only completed on individuals who *elect the offer of coverage* **AND** the employer's medical plan is *self-funded.*

3.	Once the Generate 1095s process has been completed and reflects "**Distributed**", click **Continue**

IRS Form Filing: this final phase formally begins the IRS forms and filing process. The services in this phase can vary depending on the number of unique EINs for any given client.

Step	Generating IRS File using AIR Submission within workflow
	This process is performed only *AFTER* all 1095-C PDF files have been successfully distributed. This would include a file sent to the client directly for printing/mailing or, if using a vendor for printing/mailing. The following steps will guide you through the process of: 1. Verifying all required data elements will be captured within the AIR Submit file to the IRS 2. Submitting your electronic file to the IRS 3. Correction of errors preventing the production of the AIR file in the IRS required XML format (aka Manifest/Request) 4. Managing the IRS responses and feedback, if applicable 5. Managing TIN (Tax Identification Number) and other required corrections, if applicable 6. Employer follow up with AIR File Transmission Confirmation
Step	Verify All Corrected Data Elements Are Captured, if applicable
1.	Were corrected 1095-C Forms produced or any data correction made *AFTER* the approval of the final ACA Summary used to generate the finalized 1095-C Forms within the ACA work? If yes, the next step "Revising the Approved ACA Summary" would be required to ensure the ACA Summary within the ACA Workflow is current and contains all data updates/changes.
Step	Reviewing ACA Summary used to create AIR Submission File
	The following outline is intended as a guide to assist in your review of the "Approved" ACA Summary within the workflow to ensure you have the most recent file required for AIR Submission. Please ensure you have verified if any corrected 1095-C Forms were produced and/or if any data corrections were required that would need to be captured. If no corrected 1095-C Forms or data corrections were required proceed to the next step "Reviewing Your 1094-C Output". **Review and Approve:** Make sure the approved "Ready for Submission" file was regenerated to capture any required 1095-C Form corrections and/or data corrections to be included in the AIR Submission.
	<u>Revising the Approved ACA Summary</u> If a revised file is required, the following steps are required: 1. Undo Approval of most recent ACA Summary 2. Select Parameters to rename file to capture date & ER details of previously approved file 3. Click "Run Now" to generate a new ACA Summary (*be sure you verify the parameters) 4. Review newly create ACA Summary to ensure no Warnings are triggered

Step	Reviewing Your 1094-C Output
1.	The following outline is intended as a guide to assist in your review of the employers 1094-C tab within the ACA Summary.

🔊 *Best Practice:*

Please ensure you have involved the necessary parties at the Employer level to ensure your data is in line with their expectation, if any elements are unclear within the ACA Setup.

Reviewing Part 1

Lines 1-6: Make sure the address lines up with the employer address used on the Forms 1095-C for employees. This is identified by unique EIN within the case ACA Setup. The 1094-C Form Lines 1 – 6 are identified under columns B – I of the 1094-C Tab of the ACA Summary.

B	C	D	E	F	G	H	I
EMPLOYER NAME	EMPLOYER EIN	TAX YEAR	EMPLOYER ADDRESS 1	EMPLOYER CITY	EMPLOYER STATE	EMPLOYER ZIP	EMPLOYER COUNTRY
ABC ELECTRIC SERVICES, LLC	47-0928397	2018	6222 St Louis Street	Meridian	MS	39307	USA

Line 7 – 8: This is the name and number of the person to contact with any questions at the Employer. This contact should be someone at the employer who can speak authoritatively to any questions the forms may raise. This is identified by unique EIN within the case ACA Setup and can differ by EIN. The 1094-C Form Lines 7 – 8 are identified under columns J – K of the 1094-C Tab of the ACA Summary.

J	K
EMPLOYER CONTACT PERSON NAME	EMPLOYER PHONE
Leslie Employer	(601) 483-2384

Lines 9-16: Most companies will leave these blank, unless the employer has a designated government entity filing on behalf of the employer. Full DGE definition is covered in question 24 of the IRS FAQ Link. The 1094-C Form Lines 9 – 16 are identified under columns L – T of the 1094-C Tab of the ACA Summary.

L	M	N	O	P	Q	R	S	T
DESIGNATED GOVT ENTITY	DESIGNATED GOVT EIN	DESIGNATED GOVT ADDRESS 1	DESIGNATED GOVT CITY	DESIGNATED GOVT STATE	DESIGNATED GOVT ZIP	DESIGNATED GOVT COUNTRY	DESIGNATED GOVT CONTACT PERSON NAME	DESIGNATED GOVT PHONE

Line 17: Skip line 17. This line is reserved for future use and is not included on the 1094-C Tab of the ACA Summary.

Line 18: Total number of Forms 1095-C (those going to employees) associated with this EIN filing. Remember, the number of forms should match the final number of 1095-C Forms distributed for this EIN. The 1094-C Form Line 18 is identified under column U of the 1094-C Tab of the ACA Summary.

U
NUM FORMS
591

Line 19: Confirm the authoritative transmittal is indicated. This indicator is required for each unique EIN. The 1094-C Form Line 19 is identified under column X of the 1094-C Tab of the ACA Summary.

X
AUTHORITATIVE TRANSMITTAL
Yes

Reviewing Part 2

Lines 20-21: Line 20 is the aggregated data and total number of 1095-C Filed

For line 21, indicates if during ANY MONTH of the calendar year the Employer (ALE) was a member of an Aggregated ALE Group. Reminder, not all Employers will be identified as an Aggreged Employer. If check yes, you will need to review Parts III and IV. The 1094-C Form Lines 20 – 21 are identified under columns V - Y of the 1094-C Tab of the ACA Summary.

V	W	Y
AGGREGATE YES	AGGREGATE NO	ALE NUM FORMS
Yes		591

Line 22: Certifications of Eligibility options: Qualified Offer Method or 98% Offer Method. You will need to ensure the parameter outlined by the Employer (ALE) in the Configuration Guide and outlined in the "parameter" of the ACA Summary matches Line 22. The 1094-C Form Line 22 is identified under columns Z – AA of the 1094-C Tab of the ACA Summary. If elected, a "YES" indicator will be identified under one or both of the Certifications of Eligibility.

Z	AA
QUALIFYING OFFER METHOD	98 PERCENT OFFER METHOD

If the Employer (ALE) is claiming a *Certificate of Eligibility*, it will impact the coverage codes and calculations on Lines 14, 15 and 16 of the Forms 1095-C you file for employees. *This is not a mandatory section*.
Keep in mind, the Certificates of Eligibility are "and / or," meaning it may be appropriate to claim none or more than one.

Reviewing Part 3

Lines 23 – 35: In column A:
- If the employer (ALE) offered minimum essential coverage to at least 95% of its full-time employees and their dependents for the entire calendar year, a "Yes" checkbox on line 23 should be checked for "All 12 Months" or for each of the 12 calendar months. The 1094-C Form Line 23 is identified under column "AC" of the 1094-C Tab of the ACA Summary.
- If the employer offered minimum essential coverage to at least 95% of its full-time employees and their dependents only for certain calendar months, a number will be populated for each month minimum essential coverage was offered. The 1094-C Form Line 24 – 35 are identified under columns "AD - AO" of the 1094-C Tab of the ACA Summary.
  NOTE: If the "All 12 Months" is not populated with a "YES" please verify that no "override" indicator is present on the file.

EMPLOYER NAME	EMPLOYER EIN	EIN 65	Override
Nation ACA Demo	45-6789999		

  If no override is included review month by month counts found under columns "AP – BB" in the step below:
- For the months, if any, for which the employer did not offer minimum essential coverage to at least 95% of its full-time employees and their dependents, a number will be populated for each month minimum essential coverage was not offered. The 1094-C Form Line 24 – 35 are identified under columns "AP - BB" of the 1094-C Tab of the ACA Summary.
- The 1094-C Form Part III section (b) & (c) are identified under columns "BC - CL" of the 1094-C Tab of the ACA Summary. These represent the FT employee count by month & total employee count by month.

	Reviewing Part 4
	If the Employer is a member of an aggregated ALE group, the information about your sibling organizations will be displayed here. It can include up to 30. The 1094-C Form Line 36 – 55 are identified under columns "DB - FI" of the 1094-C Tab of the ACA Summary.

DB	DC	DD	DE	DF	DG
ER NAME 36	EIN 36	ER NAME 37	EIN 37	ER NAME 38	EIN 38
The INDUSTRIAL CONSTRUCTION LLC	274987688	ABC Construction Company	640429766	The Maintenance Company	640920057

Note: Columns "FJ" of the 1094-C Tab found on the ACA Summary is the "Override" field and should not have a "YES" indicator. Special situations can occur to require and override of the 1094-C data however it is not recommended.

Step	**Submit AIR**

1.	Once the review of the 1094-C data is complete and accurate the following steps should be completed:
	  1. **Review and Approve**: the revised ACA Summary, if applicable, should be "Approved for Submission" then click "continue". If the approval is already complete, just click "Continue"
	  2. **Generate 1095s**: click "skip"
	  3. **Submit AIR**: click "Run and Submit" (See below)

Final ACA Summary_Edwards Electric_EIN: 47-0928397_revised 01.19.19 — Ready for Submission ✔

Generated: 1/19/2019 10:32:18 AM — Download
Generated By: Kelli Smith — Parameters
Approved: 1/21/2019 9:11:35 AM
Approved By:

Newly created ACA Summary naming convention should be indicated as the file being submitted

Run and Submit

You will be prompted to confirm with a pop-up, click "confirm" and move into **AIR Submission Status**

AIR Submission Status — Processing

Your AIR files are currently being generated. If the AIR files are successfully generated, they will be automatically submitted to the IRS.

AIR Submission — Refresh
Receipt ID: Pending
Submitted: Processing
Submitted By: Kelli Smith
Status: Processing
Last Check: 2/28/2019 3:28:19 PM

Indicates file is working to create Manifest & Request in the XML file format required by the IRS and then transmit that file to the IRS

Once the report finishes processing, one of two scenarios will occur:
Scenario 1: Manifest/Request XML files completes **without** errors.

AIR Submission Status — Awaiting Response

Your AIR files are currently being generated. If the AIR files are successfully generated, they will be automatically submitted to the IRS.

AIR Submission — Refresh
Receipt ID: 1094C-19-00100014 — Download
Submitted: 3/3/2019 11:33:39 PM
Submitted By: Kelli Smith
Status: Awaiting Response
Last Check: 3/3/2019 11:33:39 PM

Allows you to download the Manifest & Request in the IRS required XML format

In the screenshot above, you will notice the download hyperlink: This hyperlink will open a zip file containing the Request & Manifest files. The Request file contains the 1094 & 1095-C data and the Manifest file contains information about your submission. Both files are in the required IRS XML format.

Scenario 2: Manifest/Request XML files completes **with** errors.
If your AIR Submission completes with errors, you will need to expand the "Errors" feature to identify the specific errors. For more details on the errors, click on the download hyperlink that contains the error.

In the screenshot above, you will notice the download hyperlink: The download hyperlink that will open a zip file containing the Request file & the validation error file. The Request file contains the 1094 & 1095-C data and the validation file contain the elements that are triggering the error.

Once the zip file downloads, open the first document listed in the folder, (the text document). This document contains a list of data errors that failed a series of checks defined by the IRS.
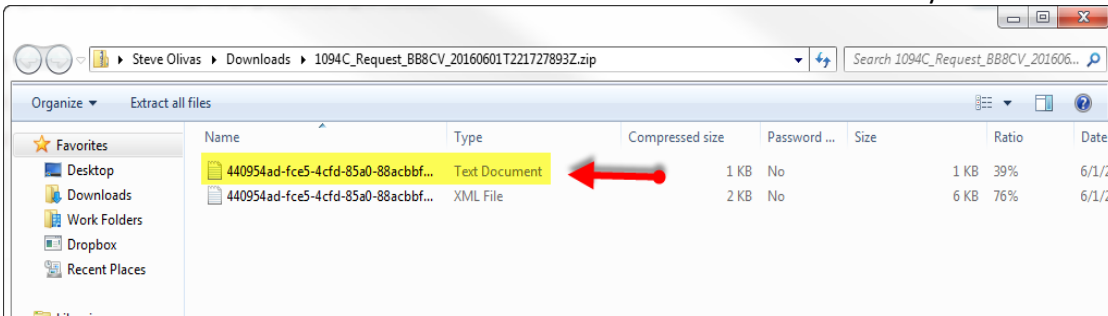
Most of these errors will be tied to data issues/inconsistencies:
In the example below, Line 92 of the report failed due to an employee's last name containing an invalid (numeric) character "Employee4".
In this instance, once the Employee last name is corrected in the enrollment site, you are able to re-run the AIR file **(AIR Submit; Steps 3 above)** and the error should be resolved.
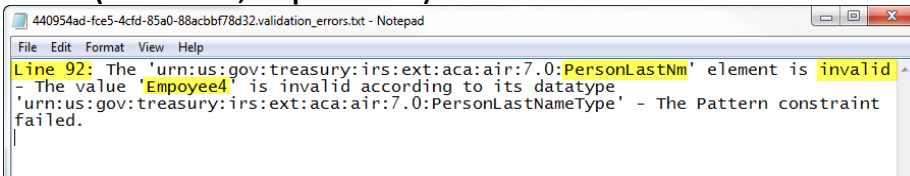
Please note: *If your file completes with a significant amount of errors or if you are unsure of how to proceed, please contact Selerix Support.*

Step	AIR Submission Status
1.	Once the Submit AIR finishes and is successfully submitted to the IRS, one of the scenarios will occur: • Processing/Awaiting Response • Rejected • Approved with Errors • Approved **Tip: During peak submission time, IRS responses can and will be delayed** **Scenario 1:** Status: Rejected This is a result of a "Fatal" error that the IRS will not accept and requires correction. This submission constitutes a file that was NOT accepted by the IRS and MUST be resubmitted. **Scenario 2:** Status: Accepted with Errors This is a result of a "Non-Fatal" error that typically is a TIN (Tax Identification Number) and name mismatch with the IRS. This submission status constitutes a successfully accepted AIR File and a revised file can be submitted to clear the errors if the discrepancy can be corrected. ***Tip**: Refer to "Troubleshooting" guide for details on resolving a Rejected or Accepted with Error status*

Scenario 3: Status: Accepted
No errors were found when processed by the IRS. No further action required with the IRS.

▼ AIR Submission Status   Complete ✔

> ⓘ Congratulations, your AIR submission has been accepted by the IRS with no errors. The AIR Submission process is complete for the EIN associated with the approval!

AIR Submission		Accepted ✔
Receipt ID:	1094C-19-00100021 Download	
Submitted:	3/3/2019 11:44:24 PM	
Submitted By:	Kelli Smith	
Status:	Accepted	
Last Check:	3/4/2019 12:22:45 AM	

Allows you to download the Manifest & Request in the IRS required XML format

Reviewing IRS feedback statuses

Status	Definition	Action Required
Accepted 😀	The 1094-C and 1095-Cs transmitted for this EIN were accepted, and no errors were found when processed by the IRS.	No further action is required!
Accepted with Errors 🙂	The entire transmission for this EIN was accepted, which means you have successfully filed as of the date your forms were transmitted, but the IRS identified some records that require correction.	**You may need to file a corrected return.** Please review the specific IRS feedback to determine which records require attention and how to address them.
Partially Accepted 😑	This means you have a combination of Accepted and Rejected data: for this EIN, at least one record was Accepted, and at least one record was Rejected.	**You may need to file a replacement return.** Please review the specific IRS feedback to determine which records require attention, and please see "Rejected" immediately below for more information.
Rejected 😟	The entire transmission for this FEIN was rejected. **You have 60 days from the original transmittal date to re-transmit corrected, acceptable returns and still be timely**. If you do successfully retransmit within the 60-day window, you will be treated as having filed on the original transmittal date.	**You may need to file a replacement return.** Please review the specific IRS feedback to determine which records require attention and how to address them.

The Two Most Common Errors

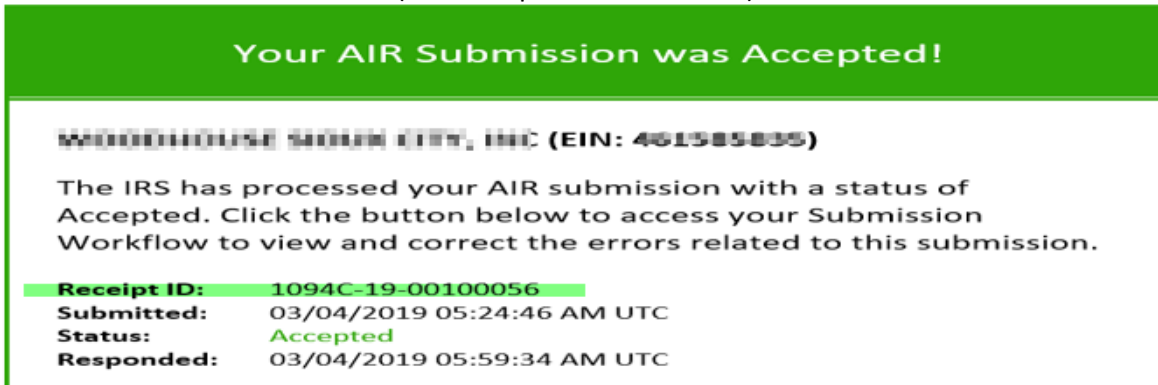| Error Codes(s)	Description	Cause
1	FEIN and Employer Name Do Not Match	This error occurs when the employer name on Forms 1094-C and 1095-C does not exactly match the legal name stored in the IRS database for that FEIN, which can cause all or part of the transmission to be rejected. The legal employer name is the name that was entered on Form SS-4, Application for Employer Identification Number.
2	SSN and Employee Name Do Not Match	This error occurs when the individual name on a Form 1095-C does not exactly match the legal name stored in the IRS database for that SSN or Tax Identification Number (TIN). Common culprit: dependent SSNs!

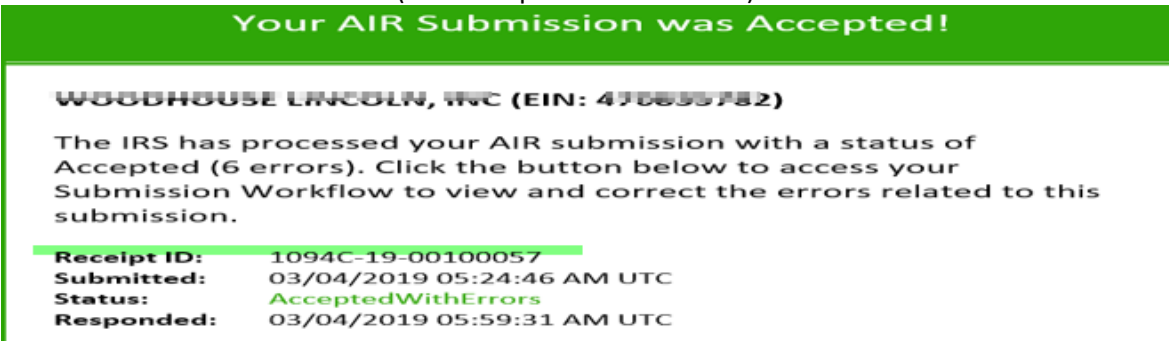| Step	Communication: AIR Submission Status to Employer
1.	**IMPORTANT:** Once you transmit your files, **you will receive a confirmation notification via email with a Receipt ID number. You must save this via screenshot or printing to PDF file under the client Project Folder.** This is the key identifier that verifies the AIR Submission was accepted and is required for any future reference to the reporting year filing.
2.	🔊 *Best Practice:* Provide the Employer with the AIR Submission status which includes the AIR Submission Confirmation for each unique EIN. Along with any TIN, errors triggered as part of the *Approved with Errors status*. **Status: Accepted** IRS AIR Filing Status (Accepted NO Errors) to the Employer which would include the AIR Submission confirmation via PDF file format. (See example of confirmation) **Status: Accepted with Errors** IRS AIR Filing Status (Accepted w Errors) to the Employer which would include the AIR Submission confirmation via PDF file format. (See example of confirmation) 🔊 *Best Practice:* A separate secure email should be provided to the Employer containing the excel ACA Error (TIN) file. The error file is downloaded from the AIR Submission within the workflow as identified below:

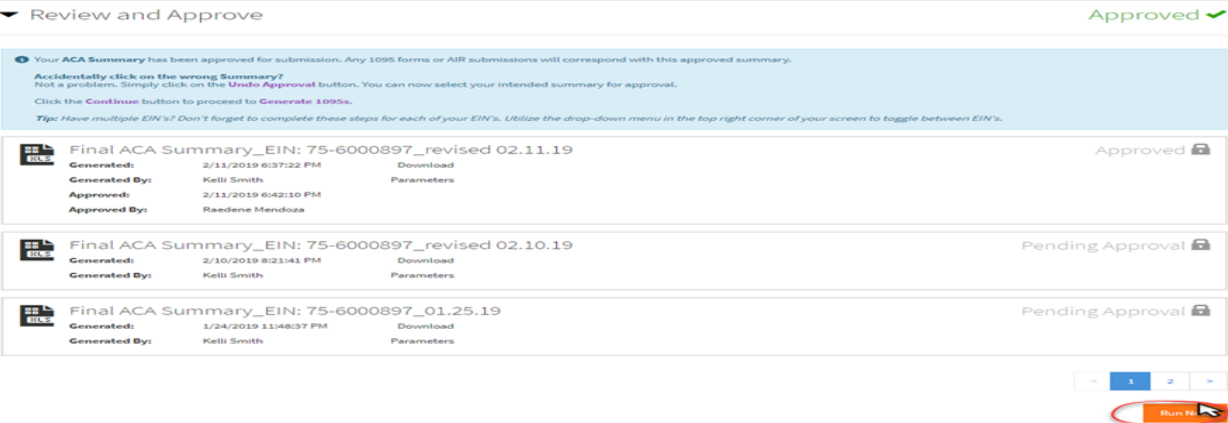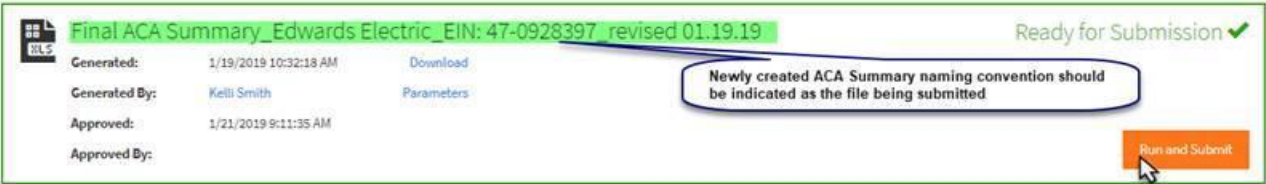| Step	ACA Reporting Complete
1.	Once the Employer receives the IRS AIR Filing Status of Accepted (No errors) or has confirmed no updates are required for TIN errors associated with the IRS AIR Filing Status of Accepted with Errors. 🔊 *Best Practice:* Provide the Employer a formal COMPLETE email offers an opportunity to receive an official acknowledgement from the employer.

Step	Corrected AIR Submission
1.	If a revised AIR Submission is required, the following steps are required (e.g.: TIN errors are corrected) 1. **Review and Approve**: Click "Run Now" to generate a revised ACA Summary (*be sure you verify the parameters), next, "Approved for Submission" then click "continue". 2. **Generate 1095s**: click "skip", 🔊 *Best Practice:* Review the newly create ACA Summary to ensure the updates/changes you anticipate are reflecting and no Warnings are triggered.

Step	Submit Revised AIR
1.	**Submit AIR**: click "Run and Submit" (See below) You will be prompted to confirm with a pop-up, click "confirm" upon confirmation you will move to the AIR Submission Status: ***Please note:** If your file completes with a significant amount of errors or if you are unsure of how to proceed, please contact Selerix Support for assistance.*

Step	AIR Submission Error(s): Troubleshooting

Status	Definition	Action Required
Rejected 😖	The entire transmission for this FEIN was rejected. **You have 60 days from the original transmittal date to re-transmit corrected, acceptable returns and still be timely.** If you do successfully retransmit within the 60-day window, you will be treated as having filed on the original transmittal date.	**You may need to file a replacement return.** Please review the specific IRS feedback to determine which records require attention and how to address them.

Most Common Error: FIEN and Employer Name Do Not Match

This error occurs when the exact employer name on the Forms 1094-C and 1095-C do not exactly match the legal name stored in the IRS database for that FEIN, which can cause all or part of the AIR Submission to be REJECTED. The legal employer name is the name that was entered on the Form SS-4, Application for Employer Identification Number

Common Error Codes_TY2018

Rule Number	Business Rule Text	Error Category	
1094C-004-01	Form 1094C 'BusinessName' and 'EmployerEIN' in 'EmployerInformationGrp' must match the IRS database.	Data Mismatch	
1094C-008-02	Form 1094C 'MailingAddressGrp' within 'EmployerInformationGrp' must have a value (either USAddressGrp or ForeignAddressGrp).	Missing Data	
1094C-009-01	If Form 1094C 'BusinessName' in 'EmployerInformationGrp' has a value, then 'ContactNameGrp' within 'EmployerInformationGrp' must have a value.	Missing Data	
1094C-010-01	If Form 1094C 'BusinessName' in 'EmployerInformationGrp' has a value, then 'ContactPhoneNum' within 'EmployerInformationGrp' must have a value.	Missing Data	

Status	Definition	Action Required
Accepted with Errors 😊	The entire transmission for this EIN was accepted, which means you have successfully filed as of the date your forms were transmitted, but the IRS identified some records that require correction.	**You may need to file a corrected return.** Please review the specific IRS feedback to determine which records require attention and how to address them.

Most Common Error: SSN and Employee Name (or covered dependent name) Do Not Match

This error occurs when the individual (Employee and/or covered dependent) name on the Form 1095-C does not exactly match the legal name stored in the IRS database for that SSN or TIN. *Common culprit: dependent SSNs!*

Common Error Codes_TY2018

Rule Number	Business Rule Text	Error Category	Severity	
1095C-007-02	If 'OtherCompletePersonName' in 'EmployeeInfoGrp' has a value, then 'SSN' must have a value.	Missing Data	Report Error and Reject if over Threshold	
1095C-010-01	Form 1095C 'OtherCompletePersonName' and 'SSN' in 'EmployeeInfoGrp' must match IRS database.	Data Mismatch	Report Error and Reject if over Threshold	
1095C-011-02	Form 1095C 'MailingAddressGrp' within 'EmployeeInfoGrp' must have a value (either USAddressGrp or ForeignAddressGrp).	Missing Data	Report Error	

"OtherCompletePersonName" Identifies: *Employee's*

"CoveredIndividualInd" Identifies: *(Employee, Spouse and/or dependent(s)) under Part III Covered Individual*

Rule Number	Business Rule Text	Error Category	Severity	
1095C-028-03	If Form 1095C checkbox 'CoveredIndividualInd' is checked, then at least one instance of 'CoveredIndividualGrp' must have a value.	Missing Data	Report Error and Reject if over Threshold	
1095C-033-01	If Form 1095C 'SSN' in 'CoveredIndividualGrp' has a value, then the corresponding 'TINRequestTypeCd' must have a value of	Incorrect Data	Report Error and Reject if over Threshold	
1095C-034-01	If Form 1095C checkbox 'CoveredIndividualInd' is checked, then at least one 'SSN' or 'BirthDt' in 'CoveredIndividualGrp' must have a value.	Missing Data	Report Error and Reject if over Threshold	
1095C-035-01	If Form 1095C 'CoveredIndividualName' in 'CoveredIndividualGrp' has a value, then the corresponding 'SSN' or 'BirthDt' in	Missing Data	Report Error and Reject if over Threshold	
1095C-036-01	If Form 1095C 'BirthDt' in 'CoveredIndividualGrp' has no value and checkbox 'CoveredIndividualAnnualInd' or any checkbox in 'CoveredIndividualMonthlyIndGrp' is checked, then the corresponding 'SSN' in 'CoveredIndividualGrp' must have a value.	Missing Data	Report Error and Reject if over Threshold	