## HUMAN RESOURCES ACA & NON-EMPLOYEE PARTICIPANTS

## 1 Adding Non-Employees for ACA Reporting

Municipalities sometimes provide health insurance to non-employees. To provide these individuals with a 1095C and include them in the IRS transmission, add each as a "pseudo" employee. Create a position and bargaining unit with the minimum information necessary to establish an employee. Communicate this activity to the **Human Resources, Payroll** and **Risk Management** staff.

- 1. Go to Human Resources ▶ Tables ▶ Position Segments to see if a segment exists for ACA Reporting. If not, create one with a description indicating this was created for ACA/NON-EMPLOYEE reporting purposes.
- 2. Go to Human Resources ▶ Tables ▶ Position Category to see if a category exists for ACA Reporting. If not, create one with description indicating this was created for ACA/NON-EMPLOYEE reporting purposes
- 3. Add a **Bargaining Unit** exclusively for this purpose.



4. Add a position, using the Category, Segment, and Bargaining unit established for ACA Reporting.

Position Position Description	<mark>1992ACAACA -02</mark> NON-EMPLOYEE ACA	A REPORTING	ent Employees:	Create a position using the category, bargaining unit, and schedule set up for ACA	
Position Category Fimesheet Group Bargaining Unit Schedule Brade Step	ACA REP 4 JUNKNOW-001 1 ACA -1095 6 ACAINS 6 1 1	ACA non-employe UNKNOWN ACA NON EMPLOYE ACA 1095C NON E	e reporting E REPORTING - N MPLOYEE REPORTI	IO PAYROL NG - NO	Non-Employee Reporting
Budget Group Pay Group EEO Category EEO Type Workers Comp Code FLSA Code Employment Type Employment Status Accrual Group Entity Default Account# Full Time Equivalent Supervisor Position Supervisor Position Budget Salary Budget Fringe Amount		ACA 1095C NON E 00-00-00-00000 For FY 0000 Pos For FY 0000 Pos	MPLOYEE REPORTI	NG	Set the Allow Multiple Employees button to [Yes]; all others should be [No].
Allow Multiple Employe Allow Employee in this Budgeted Position	es position to take anoth	● Y her Position	ies () No ies () No ies () No	Encumber Positio	n ⊖Yes ⊚No



Notify ADMINS staff when ready to add the employee – a change will have to be made to allow out-ofrange dates





5. Add employees, using the position established above:



- 6. Fill in the required fields; Grade, Step and salary information can be all "ones" as shown above (these individuals will neither be brought into the payroll, nor receive a W2 or 1099R).
- 7. On the **[1 Contact Tab]**, enter the employee contact information, including social security number (SSN) and a valid mailing address. (If the SSN is not available, use the date of birth on the covered individual line on the **[V ACA]** tab.)
- 8. Select the **[5 Payroll]** tab and enter an Entity to ensure that the data submitted to the IRS will include all the necessary contact information for the Applicable Large Employer (ALE).

	No picture on File	
Goto Actions	Employee Number         071280         KAREN MOORE         Employee Attachments           Position         [7992RET1095-01]         RETIREE ACA 1095C         REPORTING         1         Of         1         Employee Position Attachments	<b>&amp;</b>
1 Contact 2 Per	sonal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom	U Accidents V ACA
Pay Classificati	on Y Salary Change Group Information  Timesheet Group TOWN -TOWN TOW Pay Group 1095C ACA FLSA Code NONE NO Lump Sum Indicator	N OF ADMINS IN I 1095C NON EMPLOY FLSA

- 9. Go to the **[V ACA]** tab, and select the ACA bargaining unit.
- 10. Enter the dates for ACA Offer, Reporting, Full Time
- 11. Enter the date for the Coverage Start
- 12. Select the [Yes] radio button for Reportable?

**ADMINS Unified Community** 

Human Resources

🚾 [AUC] 6489-Employee ACA [theresa]							-	o ×
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	on	File						
Goto Employee Number	IT 071276 MARK MART	IN		Emplo	mployee Attachr yee Position Att	nents achments	8	
I Add Employee								<u> </u>
P Add Position			с	O All Position	s T992ACAA 000	CA COBRA COV	ERAGE FOR AC	A PU 1.0000
Q ACA Edit List								
1 Contact 2 Personal 3 Ded/Ben	4 Add Wages 5 Payrol	6 Accounting	7 Salary	8 Dates/Class	9 Degrees	0 Custom	UAccidents	VACA
Reportable? Pes III No Yes Cartes: ACA Offer Star / F ACA Reporting Bargain Dates: ACA Offer Star / F ACA Reporting Sta ACA Full Time Sta ACA Coverage De	#1           ing Unit         ACA         -CBRA           ind         15-Dec-2018	8 #2 9		#3	- - - -	#4		
Add Line Covered Individuals: First line	must be the Employees info	ormation			7	1	0	
Line First Name	Middle Initial	Last Name	Suffix	SS#	Birth Date	Covera	ge Start Cove	rage End
Clear 1 MARK		MARTIN		665-33-2114		#1 15-Dec #2 #3	-2018	

- 13. Use the **Year End Processing > 1095 Processing Steps** menu to build the 1095 Work file.
- 14. Make any changes as needed on Lines 14, 15 and 16 on the Edit 1095 Work File screen.

🚾 [AUC] 7574-Edit 1095 Work File Edit Ledgers Purchas ो 🛍 🛍 🎒 🥰 ዞ ♦ •	File [theresa] e Orders Acc ✦ 孙 榮 ≧	ounts Payab	le Fixed As	sets Hun	nan Resource	es Budget	Colle	ection:	s Tax	Moto	r Excis	ie Mi	isc Billin	g Syster	m Fav	vorites	– Help	-		×
	2019				Edit 109	95 Work	File	•												
Goto	Employee# <mark>)71277</mark>	<b>1 Name of</b> KAREN F	f Employee OX								2 S XXX	<b>S#</b> ⟨-XX-4	4922		Re	porting	; Entity	Unit		
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EMPLOYEE OFFER AND COVERAGE Plan Start Month 01																				
14 Offer of Coverage	12 Mths 1G	Jan	Feb	Mar	Apr	May		Jun	J		Au		Sep	Oct		Nov	Dee			
15 Employee Share								Ī												
16 Applicable Section	20																			
COVERED INDIVIDUALS If Employer provided self-insured coverage, check the box												-								
(a) Name of Covered			(b) SS#	(C) [	OB	(d) 12 l	With J	Jan	Feb	Mar A	pr l	day .	Jun Ju	l Aug	Sep	Oct	Nov De	c i		
17 KAREN FOX			XXX-XX-	4922		X														
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Ready																				

March 2019