



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**.



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



5. Add employees, using the position established above:

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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).

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?**



[AUC] 6489-Employee ACA [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Employee ACA

Employee Number: 071276 MARK MARTIN

Current Positions: T992ACAACA COBRA COVERAGE FOR ACA PU 1,0000

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Dates/Class 9 Degrees 0 Custom U Accidents V ACA

Reportable? Yes No

Reporting Entity #1: ACA -CBRA #2: - #3: - #4: -

Dates: ACA Offer Start / End: 15-Dec-2018

ACA Reporting Start / End: 15-Dec-2018

ACA Full Time Start / End: 15-Dec-2018

ACA Coverage Declined

Add Line Covered Individuals: First line must be the Employees information

Line	First Name	Middle Initial	Last Name	Suffix	SS#	Birth Date	Coverage Start	Coverage End
1	MARK		MARTIN		665-33-2114		#1 15-Dec-2018	
							#2	
							#3	

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 [theresa]

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2019 Edit 1095 Work File

Employee# 071277 1 Name of Employee KAREN FOX 2 SS# XXX-XX-4922 Reporting Entity XXX-XX-4922

3 Street Address

Plan Start Month 01

EMPLOYEE OFFER AND COVERAGE	12 Mths	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
14 Offer of Coverage	1G												
15 Employee Share													
16 Applicable Section	2C												

COVERED INDIVIDUALS If Employer provided self-insured coverage, check the box

(a) Name of Covered	(b) SS#	(c) DOB	(d) 12 Mth	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
17 KAREN FOX	XXX-XX-4922		X												

Ready