Client Training HQ

Quarter 1 (January- March) ACA Action Items

Product Support recommends that administrators and/or users of ACAMS routinely monitor their instance for data currency and data quality, as well as for eligibility review. Therefore, we are providing you with this Q1 checklist to help you stay on track and to help ensure a more positive 1094-C and 1095-C reporting season.

Here is a checklist of items that can be completed in ACAMS this quarter.

	Event	Action
☐	**Verify Configuration**	Review and validate FEINs for the current tax year, select Affordability Settings & Headcount Method, confirm Advanced Settings, and copy and/or add new Benefit Plan Codes for the current tax year.
☐	**1095-Cs Due (Varies by Federal and State deadlines)**	Confirm 1095-C counts are correct, validate 1095-Cs for accuracy, review 1095-Cs that pose a compliance risk, send Production 1095-Cs, and approve 1095-Cs in the Tax Form Management (TFM) Portal.
☐	**1095-C Corrections (As Needed)**	Review all new and corrected forms for accuracy. If needed, make 1095-C corrections manually or via data file(s), approve any corrected forms to be sent to TFM, and exclude any new forms you wish not to be distributed. Send corrected and new forms to TFM to approve.
☐	**Validate and Send 1094-Cs to IRS and States (Varies by Federal and State deadlines)**	View/Edit each 1094-C form and confirm all information is correct (monthly employee counts, contact information, etc.). Confirm the status of each form is "Validated." You may select to validate each form individually or select all. Then, send 1094-C forms to the IRS and applicable states. Download and Review IRS Feedback and State Reporting files. If needed, take action to correct and resend any Rejected 1094/5-C forms. • Both **Rejected** and **Partially Accepted** statuses could indicate that **immediate action must be taken**. The status Partially Accepted means that, in a transmittal containing submissions for multiple FEINs, at least one of your FEIN's

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		transmittal was Accepted, and at least one FEIN's transmittal was Rejected. If your IRS transmittal is Rejected or Partially Accepted, the IRS allows up to **60 days from the original transmittal date** to correct the errors and submit a suitable replacement file. ● If your IRS transmittal is **Accepted with Errors**, the transmittal passed overall IRS validation, but an issue was identified with one or more 1094-C or 1095-C records. Review the IRS feedback file to see what issues need to be addressed, then correct the issues by uploading new data or- if necessary- by manually overriding forms. ● **Congratulations!** If your IRS transmittal is **Accepted**, no immediate action is required. Continue to monitor IRS Prep Manager for new and corrected 1095-Cs, which you may send in a later transmittal if needed or desired.
☐	**User Access Review (Quarterly)**	Review, add, edit, and remove users, as needed, in the ACA Management Solution and Tax Forms Management's Production and Test environments. ***Note:*** There is not a Test Environment for the ACA Management Solution.
☐	**Data Currency and Validation (Bi-Weekly or Monthly)**	Review the Data Quality Dashboard to help ensure that data within your solution is current and accurate according to your HRIS and benefits systems. For example: ☐ Does your **Payroll Summary - Pay Period** Snapshot show the most recent Pay Date expected? ☐ Do you have any newly hired employees that are not showing in your Employee search? ☐ Do you have any Orphaned Payroll, Benefit Transactions, or Dependent Transactions for the current tax year? ☐ Do you have employees who are showing potential A and B fines that you think should NOT be?
☐	**Eligibility Reports (Monthly)**	Review your eligibility reports to see if you have recent part-time employees who are completing an Initial Measurement Period and will become eligible for benefits. ☐ Lookback Projections ☐ Lookback Determinations ☐ All Lookback Results

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☐	**Compliance Reports (Monthly)**	Review your Compliance Scorecard to see if your FEINs are over **95%** for MEC offers. Review your Employees with Compliance Risk report to see who might be missing an offer of coverage.
☐	**PGP Key Update (Twice a year)**	Download the **Equifax® Public Key** and import into your key ring by **2/28**.

Need additional Support?

Should you have any questions regarding completion of any or all of these items, please do not hesitate to contact ACA Product Support.

More Training Available!

Check out additional training resources available on our site, Connections.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.