

## Selective Printing in Worxtime

### Overview

Due to the passage of the Paperwork Burden Reduction Act, employers are no longer required to distribute Forms 1095 to employees provided they adhere to the Alternative Method of Furnishment requirements. To provide flexible form distribution options to application users, the Selective Printing feature can be used. Users have the ability to choose to print all, a subset, or none of the Forms 1095 in Worxtime. This document walks through the process of selecting print options.

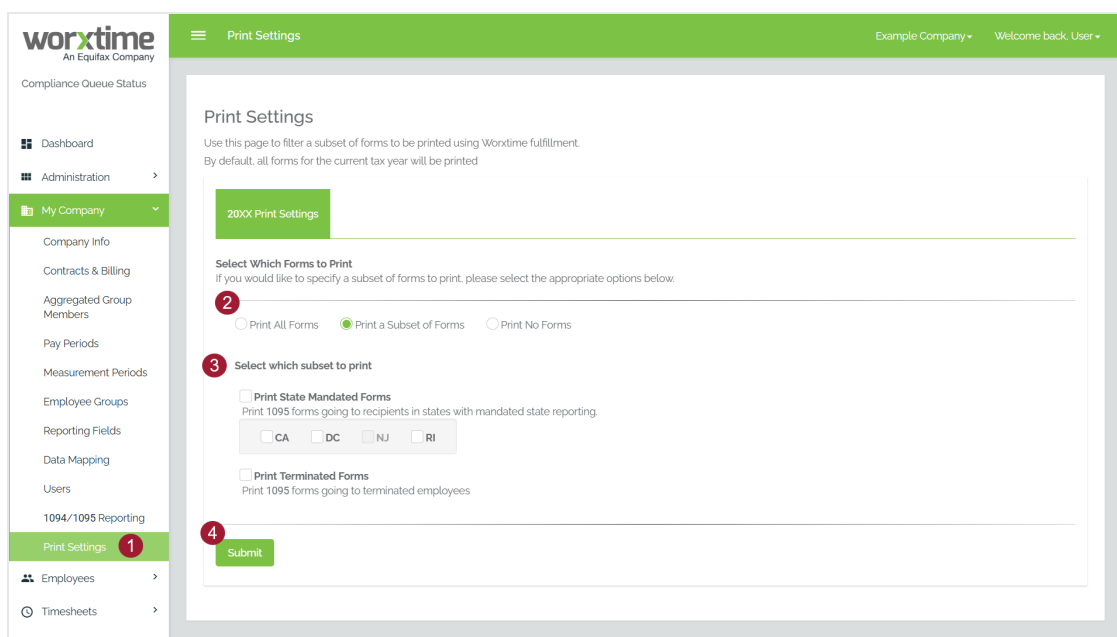
### Selective Printing Process

To begin, access Worxtime.

- 1) From the left navigation menu, under **My Company**, select **Print Settings\***.
- 2) Under **Select Which Forms to Print** select the relevant print option.
- 3) If selecting **Print a Subset of Forms**, select which forms to print.

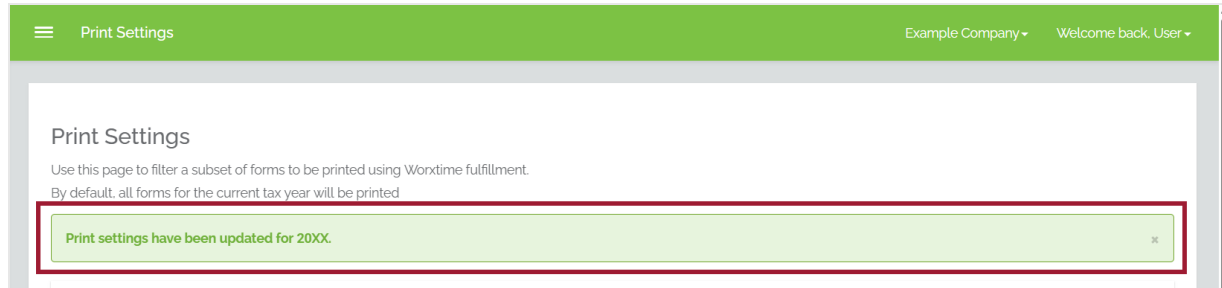
**Note:** If a state is not within your contract, it will not be selectable.

- 4) Select **Submit** to save the Print Settings.



*Images are examples and for information purposes only. They may vary across platforms and are subject to change.*

A message will appear at the top of the page confirming the changes have been saved.



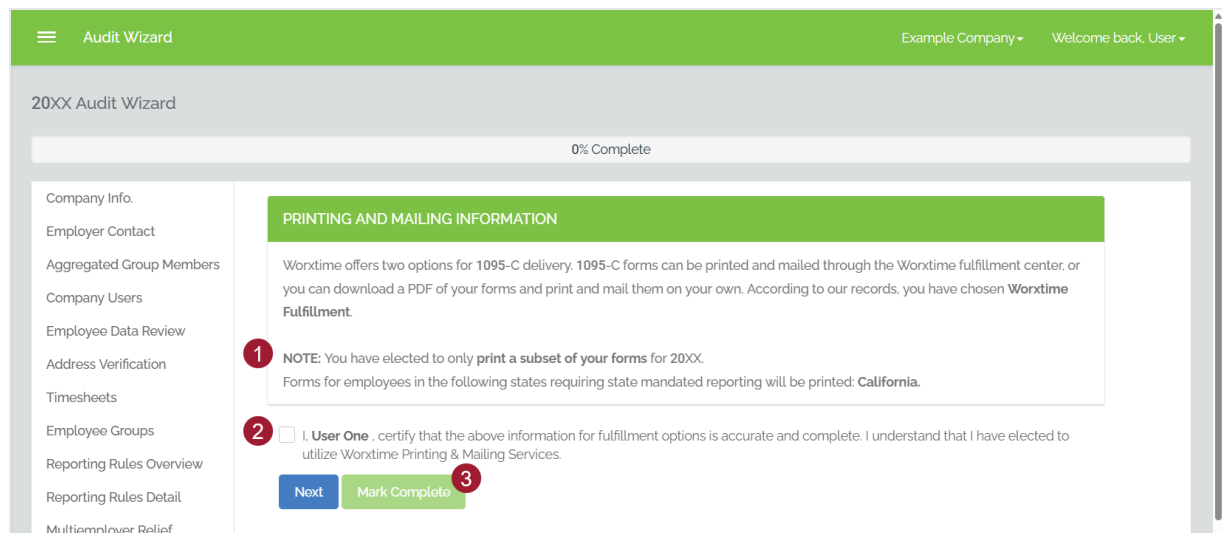
**\*Note:** The Selective Printing **Settings** are currently available to internal application administrators only. To ensure your company is configured correctly, contact a member of the Worxtime application support team.

### Audit Wizard

When it is time to submit your forms, users will see the print selection in the **Audit Wizard** under **Printing and Mailing Information**. Users should:

- 1) Verify the print selection.
- 2) Check the attestation box.
- 3) Select **Mark Complete** to continue the form submission process.

Once this step is completed, you can then certify the next step and submit your forms to the IRS.



**Note:** Once the Audit Wizard is complete, users will not be able to make changes to the print selections. It is important that users ensure selections are accurate before completing the Audit Wizard.

### 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.*

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