

TempWorks 1095 Survey

Welcome to Year End processing with TempWorks! This guide is here to help walk you through the questions within the 1095 survey in Enterprise. Remember that the 1095 Survey is located in Enterprise by navigating to pay/bill > Other > 1094/1095-C. For more information on process check out our [Knowledge Base Article](#).


Survey Questions

1. What is the full legal name of your business entity?

This field auto-populates from the name entered under company information when you created the 1095 worksheet for this year.

The name entered here must match what the IRS has on file **exactly** or it will not be accepted.


2. Are you an Applicable Large Employer (ALE)?

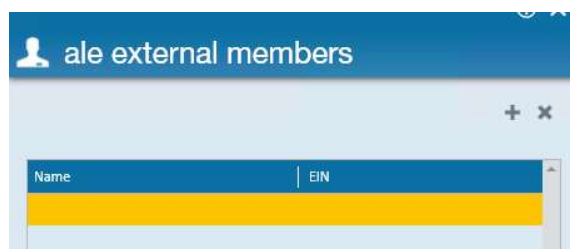
Select the  for more information on what is considered an ALE.

If you choose yes, you will be asked:

Do you have business outside of TempWorks, which are not in TempWorks?

If you do have businesses outside of TempWorks that are under the same parent:

Select the  icon that will appear next to the new question and enter the business name and EIN information.



3. Are you Self-Funded?

Self-funded plans can be chosen by employers that operate their own health plan as opposed to purchasing a fully-insured plan from an insurance carrier.

4. Which Branch(es) is this survey for?

Sometimes you have a separate plan for different groups of employees (such as internal staff vs. temporary employees).

You can enter different plan data for each of those groups as long as we can separate them by what branches these employees are inside of TempWorks. You will need to create separate surveys for each set of branches and specify which branches each survey should use.

If you just have one plan that is offered to all employees, select all branches in the drop down here.

Which Branch(es) is this survey for?

5. What is your plan start date?

If your plan start date is after the first of the year, you will also have to answer:

Plan start date is after 1/1, please select previous year's EmployerID

What is your plan start date?

Plan start date is after 1/1, please select previous year's EmployerID

The reason for this is that we will need to gather information from the prior year to cover the time between 1/1 and the start of your plan.

6. What logic should TempWorks use to determine the employee's original employment status?

This question is answered from a drop down, below are the 3 options:

- A. Treat all employees as full time from time of hire
- B. Treat all employees as part time/variable upon hire and only count as full time if they met the determination method you selected in the survey

If you selected *option B*, you will have to answer the following questions:

Which method did you use to determine full-time status?

- *Look Back*- using this method, an employer can create a testing period that spans several months. The look-back period can not be less than 3 months and it cannot be more than 12 months
 - *If you choose the Look Back option, you will be asked: How many days are included in the lookback period you used to determine the FTE Status?*
- *Monthly 120/150* - The employer determines if an employee is full-time on a month-by-month basis by reviewing the transactional data to see if the employee has at

least 120 hours in each month with 4 weeks and 150 hours in each month that has 5 weeks.

- *Monthly 130* - The employer determines if an employee is full-time on a month-by-month basis by reviewing the transactional data to see if the employee has at least 130 hours in each month.

- C. Use the selections made in the employee record/ACA status field to determine full time status. In the event an ACA status field is blank, part time, or variable, transactional data will be used to determine employment status.

If you selected *option C*, you will have to answer the following questions:

Which method did you use to determine full-time status?

Required to choose: Look Back- using this method, an employer can create a testing period that spans several months. The look-back period can not be less than 3 months and it cannot be more than 12 months

- *If you choose the Look Back option, you will be asked: **How many days are included in the lookback period you used to determine the FTE Status?***
- If you have chosen option C and the employee's ACA record says they are full time at the time of 1095-C generation, then it will consider them full time regardless of hours.
- If the employee's ACA record says part time/variable at the time of 1095-C generation, then it will look at their hours to make sure they were part time.
- If their record says part time but the system finds they have enough hours to be considered full time for one or more months, it will show as full time for the months they met the requirements.

7. What is your waiting period for new hire to be eligible for insurance?

This question is answered from a drop down, below are the 3 options:

- A. No waiting period, immediate enrollment
- B. Enrollment after a certain number of days
 - a. If you choose *option B*, you will also need to answer: **How many days are included in waiting period?**
- C. Enrollment on a particular day of the month following a waiting period
 - a. If you choose *option C*, you will also need to answer:
 - **On what day of the month are employees eligible for insurance?**
 - **How many days are included in waiting period?**

8. What is the best type of insurance you offered to all FTEs?

This question is answered from a drop down, below are the response options:

- A. Qualifying offer (1A)
- B. No coverage offered (1H)
- C. Employee only MEC MV - Minimum essential coverage providing minimum value (1B)
- D. Employee only MEC NON MV - Minimum essential coverage not providing minimum value (1F)
- E. Employee + Spouse (no Dependent(s)) MEC MV - Minimum essential coverage providing minimum value (1D)
- F. Employee + Spouse (no Dependent(s)) MEC NON MV - Minimum essential coverage not providing minimum value (1F)
- G. Employee + Dependent (s) (no Spouse) MEC MV - Minimum essential coverage providing minimum value (1C)
- H. Employee + Dependent(s) (no Spouse) MEC NON MV - Minimum essential coverage not providing minimum value (1F)
- I. Employee + Spouse + Dependent(s) MEC MV - Minimum essential coverage providing minimum value (1E)
- J. Employee + Spouse + Dependent(s) MEC NON MV - Minimum essential coverage not providing minimum value (1F)
- K. Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage conditionally offered to spouse; minimum essential coverage not offered to dependent(s). (1J)
- L. Minimum essential coverage providing minimum value offered to employee; at least minimum essential coverage offered to dependents; and at least minimum essential coverage conditionally offered to spouse. (1K)

9. Which Safe Harbor Rule did your company use?

Select the  for more information on Safe Harbor Rules.

This question is answered from a drop down, below are the response options:

- A. Federal Poverty Level
 - a. If you choose option A, you will also need to answer: **What was the employee's cost per week for this adjustment?**
- B. Form W-2 – Use 9.5% of gross
- C. Form W-2 – Use TempWorks Adjustment(s)
 - a. If you choose option C, you will also need to Select the Adjustment(s) that you would like to include
- D. None
 - a. If you choose option D, you will also need to answer: **What was the employee's weekly cost of coverage?**
- E. Rate of pay – Employee's state minimum wage

- F. Rate of pay – Federal minimum wage
- G. Rate of pay – Fixed value
 - a. If you choose option G, you will also need to answer: **What pay rate did you use for your rate of pay calculations?**

To end with the correct monthly expense, use the following calculation: (Rate * 130 * the current year's safe harbor percentage) 2019 Example: Total monthly cost is 120 and the safe harbor percentage is 0.0978. $120 / 0.0978 / 130 = 9.438$. 9.438 is your rate.

Which Safe Harbor Rule did your company use? ? Rate of Pay - Fixed Value

What pay rate did you use for your rate of pay calculations? ?

10. What logic should TempWorks use to determine hours worked for salaried employees?

This question is answered from a drop down, below are the response options:

- A. Use actual hours on salary timecard
- B. Determine hours for salary timecards based on pay periods
 - If you do not have salaried employees, this will not be used during calculations.
 - If you have salaried employees and you choose Use actual hours - the system will take the hours on the timecard to determine full time status.
 - If you have salaried employees and you choose Determine hours - the system will take the hours on the timecard if there are any, and if there are hours missing, it will then refer back to the pay periods on the order attached to the timecard to infer what the hours should be for the timecard.

11. Are you using the 98% offer method?

Choose yes if you are both eligible for and are using the 98% Offer Method.

Are you using the 98% offer method? ? Yes

To be eligible to use the 98% Offer Method, an employer must certify that, taking into account all months during which the individuals were employees and were not in a Limited Non - Assessment Period, the ALE Member offered affordable health coverage providing minimum value to at least 98 % of its employees for whom it is filing a Form 1095 - C employee statement, and offered minimum essential coverage to those employees' dependents.