



ACA Year-End Office Hours

January 12, 2022

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TODAY'S AGENDA

- + Important Dates
- + Where Should I Be in the Process?
- + Resource Review
- + FAQs

Open Q&A

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Important Dates

- **December** Clients began ACA Pre-Processing Checklist in Würk to prepare for ACA Year-End Processing.
- **January 1st** ACA Year-End 2021 Processing became available for Clients to complete.
- **January 20th** Deadline for clients to complete ACA Year-End Processing in Würk for *each* applicable EIN.
- **January 21st – 31st** Würk will pull ACA data to file Federal & State 1094-Cs and print/mail employee 1095-Cs.
 - Würk will communicate to clients (via ACA Support Ticket) data errors to be corrected in Würk; once corrections are made, new data files will be pulled.
- **February 1st – 28th** Würk to provide Clients with errors resulting from IRS file submissions that were “accepted with errors”.



Where Should I Be in the Process?

Step 1: Finishing the Audit Employee Data, Benefit Settings, ACA Settings, etc. via the ACA Pre-Processing Checklist

Step 2: Completing the ACA Year-End Processing in Wurk and ask any questions or report any issues via the ACA Support Ticket.

Step 3: Once you have completed Year-End Processing in Wurk, email the ACA Support Ticket letting us know this is complete.

****This must be completed by January 20th, or we cannot guarantee timely mailing and filing of state and federal ACA requirements.****



Where Should I Be in the Process?



Where Should I Be in the Process?

ACA Data Detailed

This report will give you a month-by-month report of data from the ACA timeline. You can review timeline details and codes ahead of Year End Processing to ensure 1095-Cs populate as intended.

Tip: This report will default to show data for last month; update the dates by clicking the “Dates” pillbox at the top right.

To review some coding combinations that you are not expecting, adjust the report so that you are only left with the columns for Lines 14, 15, 16:

- Line 14 = 1H and Line 16 is Null
- Line 14 = 1H and Line 16 = 2C
- Line 14 != 1H and Line 16 = 2A
- Line 14 != 1H and Line 16 = 2D

Review additional information on code definitions on our [ACA 1095-C Codes Guide](#).



Würk Help Resources

<https://wurkhelp.knowledgeowl.com/help>

The screenshot displays the Würk Help Resources website. The header is purple with the Würk logo on the left and a 'Contact Us' link on the right. Below the header is a search bar with the placeholder text 'Search for articles...'. The main content area features a grid of nine buttons: 'Getting Started', 'What's New', 'Using Würk', 'Managing HR', 'Managing TLM', 'Managing Payroll', 'Recruitment', 'System Admin', and 'Training Portal'. A tenth button, 'Year-End Prep', is located below the grid and is highlighted with a purple border. On the left side, there is a dark sidebar with a list of categories: 'Getting Started', 'What's New', 'Using Würk', 'Managing HR', 'Managing TLM', 'Managing Payroll', 'Recruitment', 'System Admin', 'Training Portal', 'Year-End Prep', 'Payroll', and 'ACA - Affordable Care Act'. The 'ACA - Affordable Care Act' category is highlighted with a purple border. Below this category, there are links to 'ACA Reports Guide', 'Understanding ACA Codes', 'ACA Year-End Processing FAQs & Troubleshooting Guide', 'ACA Processing Guide - PDF', 'ACA Manager 2021 Year End Guide and Pre-Processing Checklist - PDF', and a 'New' tag next to the PDF link. At the bottom of the page, there are three sections: 'Popular Articles', 'New Articles', and 'Updated Articles'.

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Contact Us

Search for articles...

Getting Started

What's New

Using Würk

Managing HR

Managing TLM

Managing Payroll

Recruitment

System Admin

Training Portal

Year-End Prep

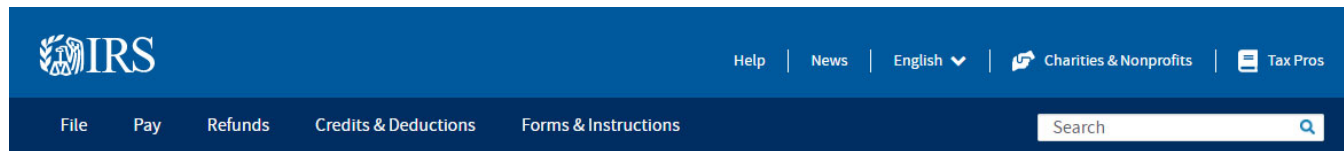
Popular Articles

New Articles

Updated Articles

IRS Information Center

<https://www.irs.gov/affordable-care-act/employers/aca-information-center-for-applicable-large-employers-ales>



[Home](#) / [Affordable Care Act](#) / ACA Information Center for Applicable Large Employers (ALEs)

ACA Information Center for Applicable Large Employers (ALEs)

Individuals and Families

Employers

ALE Info Center

Health Care Tax Tips

Questions and Answers

List of Tax Provisions

Legal Guidance and Other Resources

Summary

Two provisions of the Affordable Care Act apply only to applicable large employers (ALEs): the employer shared responsibility provision and the employer information reporting provision for offers of minimum essential coverage. In addition, self-insured ALEs – that is, employers who sponsor self-insured group health plans – have additional provider information reporting requirements.

Employers must determine their ALE status each calendar year based on the average size of your workforce during the prior year. Employers that had at least 50 full-time employees, including full-time equivalent employees, on average last year, are most likely an ALE for the current year.

- [How to Determine if you are an ALE](#)
- [Resources and Outreach Materials for Applicable Large Employers](#)

What's Trending for ALEs

Employer Topics

- [HealthCare.gov](#)
- [Small Business Health Care Tax Credit and the SHOP Marketplace](#)
- [Employer Shared Responsibility Provisions](#)
- [Information Reporting by Applicable Large Employers](#)
- [Information Reporting by Providers of Minimum Essential Coverage](#)
- [Affordable Care Act Information Returns \(AIR\)](#)
- [ACA Information Center for Tax Professionals](#)

FAQs

We have a large volume of EEs who have benefit profile effective dated 12/31/1900; how do we correct to ensure their ACA is calculating accurately?

- You can Mass Edit (Settings > Mass Edit > Mass Edit Profiles) or manually update individually.
***This should not be done if you have multiple lines of Benefit Profiles. This will clear out and replace the history with the information updated via the Mass Edit.**
- The most important thing to note is that the Benefit profile effective date should be the day that the employee becomes eligible to start receiving medical benefits. This needs to be accurate is for anyone hired during the filing year or prior to start of filing year that may still have a waiting period that goes into the filing year (ex. If your waiting period is 30 days first of the following month then anyone hired in December of 2020, would have to have a correct Benefit Profile effective date of 2/1/2021 instead of the 12/31/1900).
- This would include any terminated employees that were hired during that time period, worked in 2021 and are now terminated (Note: Remember to remove any filters to your reports to ensure you are capturing these terminated employees).
- Any employee hired prior to this point in time would not necessarily need their Benefit Profile effective date changed from 12/31/1900. The default date is indicating they were offered benefits prior to 2021.

FAQs

Does WURK have a recommend report that identifies employment type changes mid-year to audit for ACA profile effective dating?

- In the Employee Information sheet, pulling in the “ACA Profile” and “ACA Profile Effective Date” fields will show all ACA Profiles added to records and you can review any employees with an effective date post 1/1/2012 (i.e. the default date in Wurk). When employees change from Full-Time to Part-Time and vice versa, this is when a new line should be added, which also assists in reporting on their change.
- If you are utilizing HR Actions to make these changes you can review the All HR Action Requests report.
- An Audit Report is another way to audit Employee Type Changes.
 - Single Person Icon--> My reports --> System reports-->Audit trail -->Account info
 - In the “Change” field, input “Changed” to indicate fields that have changed.
 - Change the date range to see these changes during the filing year via the date icon.
 - In the “Field Description” field, input “Employee Type” to show changes for this field.
 - Review the changes between the “Old Value” and “New Value” fields.
 - You can Group by Employee ID to see changes per employee by change date.
 - You can pull in additional fields for “ACA Profile” and “ACA Profile Effective Date” to see what they have assigned to them as of today.

FAQs

Does the ACA Profile Effective date have to be the date of the job change or the date of the benefits are eligible?

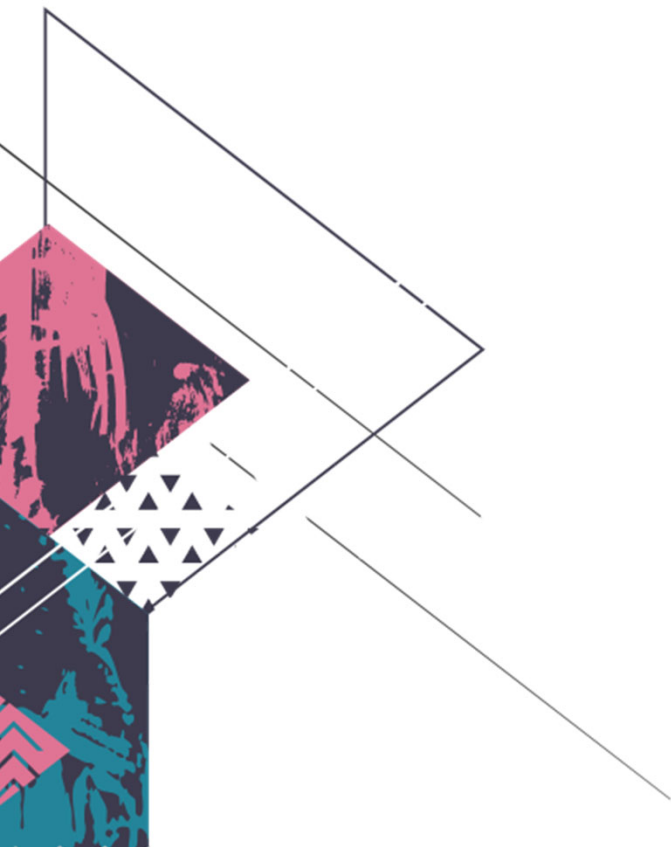
The ACA Profile is the date the employee changed from Part Time/Full Time/Union.

What is the ACA profile effective date essentially referencing?

The date the employee is part of the ACA module, which will run the rules contained in the Profile for the employee. Example: Full Time, Part Time, Union Full Time, Union Part Time, and Non-Employee all have different rules configured within the Profiles.

Open Q&A





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THANK YOU