



ACA Year-End Office Hours

January 19, 2022

Presented by:

Toni Funk, HR Implementation Manager
Michelle Miller, Lead HR Implementation Consultant

TODAY'S AGENDA

- + Important Dates
- + Where Should I Be in the Process?
- + Resource Review
- + 1095-C Best Practices Reminder & FAQs

Open Q&A

Würkforce Inc. does not provide tax, legal or accounting advice. This webinar has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for, tax, legal or accounting advice. You should consult your own tax, legal and accounting advisors before engaging in any transaction.



Important Dates

- **January 20th** Deadline for clients to complete ACA Year-End Processing in Würk for *each* applicable EIN.
- **January 31st** For all clients that complete ACA Year-End Processing by January 20th, Würk will mail out 1095-Cs for CA & RI in accordance with their mailing deadline.
- **January 21st – February 18th** Würk will pull ACA data to file & mail Federal & State 1094-Cs/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 28th** Würk will mail out Federal, NJ & DC 1095-Cs in accordance with their mailing deadline(s).
- **February 11th – 28th** Würk to provide Clients with errors resulting from IRS file submissions that were “accepted with errors”.



Important Dates

- **What if I miss the deadline?**

Those that process after January 20th, will still be able to complete their Year-End Processing and Wurk will still file and mail on your behalf based on when this is completed in Wurk. The first set of 1095-C mailings are for the states of CA & RI and those clients that have processed and finalized, we will mail state 1095-Cs by January 31st. The next set of mailings will occur earliest the week of February 14 for all other Federal and State mailing. In the meantime our team will be pulling data and reviewing for errors that will create issues when filing and will troubleshoot these issues with you prior to filing.

- **Can we finalize 1094-Cs Separately?**

For the January 20th deadline if you have employees that have lived in CA or RI for the 2021 calendar year then those EINs should be completely processed and finalized for 1095-Cs and the 1094-C(s). If that's not the case then we would need to understand each individual case why that would be since the 1095-Cs should inform what is on the 1094-Cs that are later mailed to the state/federal govt. We pull all the data out of the system for filing the 1094-Cs and 1095-Cs to review and import simultaneously and we are unable to pull that data unless all the 1095-Cs/1094-C are finalized.



Where Should I Be in the Process?

Step 1: Finished with 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: Email Wurk in the ACA Support Ticket once you have completed Year-End Processing in Wurk.

****Würk guarantees ACA filings to be compliant with applicable filing deadlines if the January 20, 2022 date is met. Customers who cannot meet this deadline may be subject to all associated IRS or State late filing or mailing fees.****



Where Should I Be in the Process?

würk

04:48 PM (Mountain)

BENEFITS

Search

Benefits > ACA > Employee ACA Actions

← Employee ACA Actions

Page 1 of 3

1 - 20 of 48 Rows

Saved: [System]

RECALCULATE


RECALCULATE COMBINED ACA TIMELINE


CLEAR

		Employee Id	Badge	Username	First Name	Last Name	Employee E...	In Payroll	Locked	Bonus Amo...	Class	Employee S...	Current AC...	Average Ho...
		starts with	=	=	starts with	starts with	starts with	All	All	=	=	=	starts with	=
<input checked="" type="checkbox"/>		1234	11111	BBowman	Beth	Bowman	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		113		JBrown77	Joshua	Brown	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		00128		KClarkson94	Kenton	Clarkson	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		00128		KClarkson94	Kenton	Clarkson	CannWurk Corp	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		1015		MCurly Q41	Michelle	Curly Q	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		19		ZDavid67	Ziva	David	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		1006		TAdmin43	Donny	Diamond	CannDeliver	Yes	No			Active	Full-Time/Non-Variable	-
<input checked="" type="checkbox"/>		00138		DDixon10	David	Dixon	CannWurk Corp	Yes	No			Active	Full-Time/Non-Variable	-




Where Should I Be in the Process?




 04:46 PM (Mountain)

Benefits > ACA > ACA Year End Processing

← **CannDeliver : Year End Process - 2021**


 Incomplete

0%

 Please note that, ultimately, it is your responsibility to insure the circumstances in which you will need to customize your entries in and information statements. Also, please note that in conducting capitalized terms in these questions are defined terms that are for answer the questions posed by the program or whether the entry

Checklist Steps

Repopulate 1095-C Forms (Optional)


 No 1095-C forms have been opened.

[View Employee Forms 1095-C](#)

Finalize 1095-C Forms

[View Employee Forms 1095-C](#)

1095-C Dependent Forms (Optional)

 No 1095C Dependent forms have been opened.

[View Dependent Forms 1095-C](#)

Deliver Electronic 1095-C Forms

Repopulate 1094-C Form (Optional)



Würk Help Resources

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

The screenshot shows 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 purple arrow points to the 'Year-End Prep' button, which is highlighted with a purple border. To the left of the main content area is a dark sidebar with a list of categories. The 'ACA - Affordable Care Act' category is highlighted with a purple border, and a purple arrow points to it. Below the sidebar, there are three columns labeled 'Popular Articles', 'New Articles', and 'Updated Articles'.

Würk

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

ACA - Affordable Care Act

ACA Reports Guide

Understanding ACA Codes

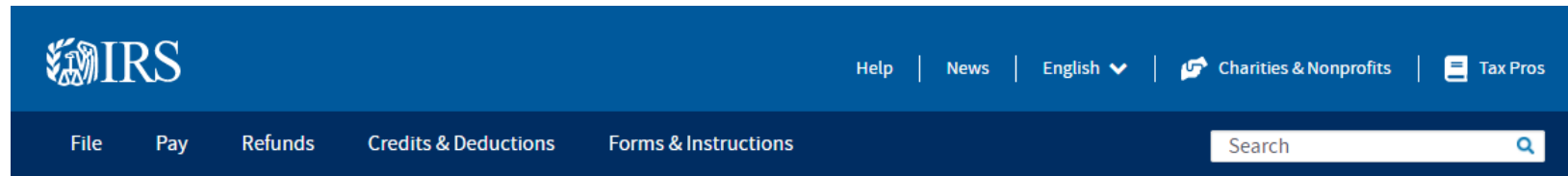
ACA Year-End Processing FAQs & Troubleshooting Guide

ACA Processing Guide - PDF New

ACA Manager 2021 Year End Guide and Pre-Processing Checklist - PDF

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

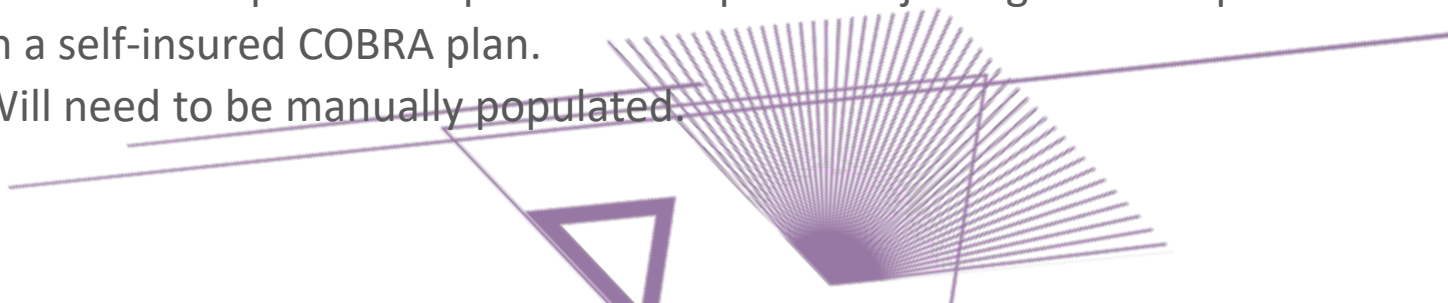
Employer Topics

- [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](#)



Form 1095-C Best Practices

- Any overrides and/or manual changes should be made to the ACA Timeline and not to the individual Form 1095-C.
 - The Form 1095-C is populated straight from the employee's ACA Timeline – if for some reason the manually adjusted Form 1095-C has to be deleted this will also remove the manual changes made.
- Employee Form 1095-C
 - Used for employees who are listed in Wurk in the Employee Information Report
 - Employees that have at least one month of FT ACA Status based on their measurement periods will have a 1095-C generated when these are mass added.
- Dependent Form 1095-C (Clients with Self-Insured Plans ONLY)
 - Used for individuals who do not have accounts in Wurk but are still due a Form 1095-C for a self-insured plan. Example: Former spouse or just aged out dependent child who enrolls in a self-insured COBRA plan.
 - Will need to be manually populated.

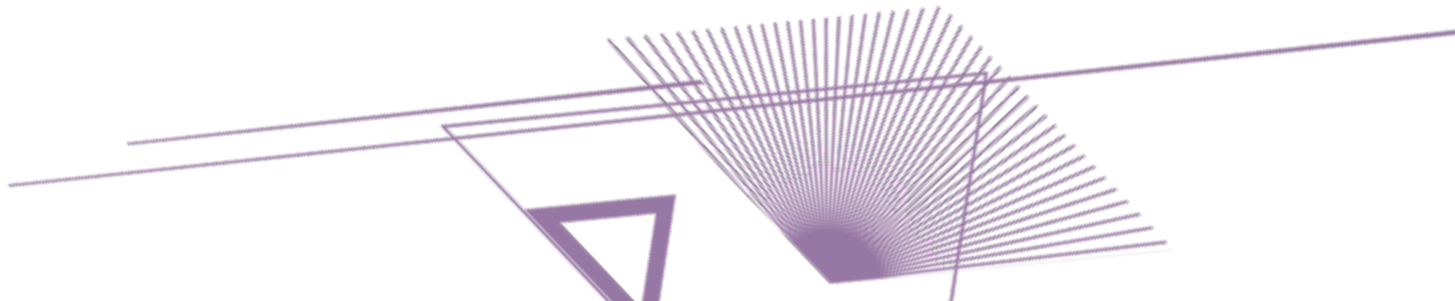


FAQs

How do I manually add an EIN to a 1094-C for the ALE Group?(Reviewed during Office Hours Call)

How do I delete 1095-Cs for employees that shouldn't have one (ex. Brokers, Test Employees)?
(Reviewed during Office Hours Call)

How do I manually update the 1095-C count on the 1094-C if 1095-Cs were deleted after populating and finalizing the 1094-C? (Reviewed during Office Hours Call)



Open Q&A





würk

THANK YOU