

The logo for 'wüirk' is displayed in a stylized, lowercase font. The letters 'w', 'r', and 'k' are white with a slight 3D effect. The letter 'ü' is purple with a white outline. The two dots above the 'ü' are also purple. The background is black with a pattern of purple circles of varying sizes, some of which are semi-transparent.

Insight | Innovation | Impact

ACA QUARTERLY CHECKLIST WEBINAR  
MONDAY, OCTOBER 7<sup>TH</sup>, 2024

# TODAY'S AGENDA

01

ACA Terminology

02

ACA Dependencies

03

ACA Quarterly Checklist/Audit Reports

04

Upcoming Action Items/Dates

05

Questions

# Key Terminology

<b>Aggregated ALE Group</b>	A group of related Applicable Large Employers (ALE)'s that together meet the 50 or more Full - Time/Full - Time Equivalent threshold.
<b>Hours of Service</b>	Each hour an employee is paid for the performance of job duties, which also includes each hour an employee would have been paid to perform job duties (i.e. Sick time, Vacation time, Holiday, Jury Duty, Bereavement, etc.)
<b>Affordability Percentage</b>	Defined by the IRS on an annual basis and manually updated by a Würk Consultant. Affordability percentages are effective dated based on each client's medical Benefit Plan year, not the calendar year.
<b>Variable Employee</b>	An employee that an ALE assumes will not work the required number of hours to quantify the employee as Full - Time. An employee assigned to a "Variable" or "Part - Time" ACA Profile will be measured over a measurement period to determine their ACA Status.
<b>Non - Variable Employee</b>	An employee that an ALE knows will work the required number of hours to quantify the employee as Full - Time. Employees assigned to a "Non - Variable" or "Full - Time" ACA Profile will receive a 1095 - C and will be included on the employer's 1094 - C.

# Key Terminology

<b>Form 1095 - C</b>	Employee form provided to those who held a Full -Time ACA Status for at least one month in the reporting year. This form indicates when medical coverage was offered by the employer, the cost of the medical premium offered, and enrollment information if applicable.
<b>Form 1094 - C</b>	Employer form (one per FEIN) sent to the IRS that indicates company information, ALE details, and employee 1095-C counts .
<b>Affordable Care Act (ACA)</b>	Also known as "PPACA" and "Obamacare ."
<b>Applicable Large Employer (ALE)</b>	Employer with 50 or more Full-Time (FT) and / or Full-Time Equivalent (FTE) employees .
<b>Minimum Essential Coverage (MEC)</b>	Any insurance plan that meets the ACA standard requirement for coverage requirements .
<b>Minimum Value (MV)</b>	A standard of minimum coverage that applies to job -based health plans. A health plan is considered "minimum value" if it's designed to pay at least 60% of the total cost of medical services for a standard population & its benefits include substantial coverage of physician and inpatient hospital services.

Dependent Demographic Data  
for Dependent Enrollments in  
Self-Insured Medical Plans



Benefit Plans

# AUDIT

Benefit Profiles  
ACA Profiles



ACA Settings on  
Company Setup

Employee Demographic Data  
Employee Enrollments



Employee Hours/Coding

## ACA Reports :

- **Accessing your ACA Audit reports:**
  - Go to My Info > My Reports > My Saved Reports.
    - Select “Others’ Settings”
    - Set Saved As Name to ‘like’ and enter the name of the report in the search bar.
    - Select the blue play button of the desired report to run it.
- **ACA Audit Reports :**
  - ACA Audit – ACA Profile Missing
    - Report showing anyone missing an ACA Profile.
  - Compliance Report
    - Report showing anyone with a compliance alert for the year.
  - ACA Audit – ACA Profile Date Incorrect
    - Report showing anyone that potentially has an incorrect ACA profile effective date.
      - ACA Profiles should always be effective dated on the first of the month.
      - In this report, look for the ACA Profile Effective Date column and review/update anyone that doesn’t have a 1/1, 2/1, 3/1, 4/1, 5/1, 6/1, 7/1, 10/1, 11/1, or 12/1 effective date.
  - ACA Audit – Benefit Profile Date 12/31/1900
    - Report showing anyone that has a 12/31/1900 benefit profile effective date.
      - Benefit Profiles should always be effective dated on the first of the month in which the Employee is offered benefits.
        - EXCEPTION: If you do not have a waiting period for your benefits, this may be left as 12/31/1900

Action Items	Owner	Due Date
Quarterly Audits of Data	Client	Quarterly
Client Completes ACA Year End Processing for each FEIN	Client	1/2 - 1/17
ACA Files Pulled for Filing 1094 - C & Mailing 1095-C	Würk	1/20 - 1/31
IRS Errors Returned from Filing and sent to Client to review	Würk & Client	2/3 – 3/14

IRS Instruction Reference Center:  
<https://www.irs.gov/instructions/i109495c>



QUESTIONS?





THANK YOU!