

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 Year-End Filing Webinar
Thursday, January 2, 2025*

TODAY'S AGENDA

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Year-End Filing Walk-Through

Important Dates & ACA Information

<u>Item</u>	<u>Description</u>	<u>Owner</u>	<u>Due Date</u>
Client Completes Quarterly Audit Checklist	If you were unable to attend the most recent Webinar, and would like to review, you can find it in Würk Help at https://wurkhelp.enjoywurk.com/help/aca . Note that the Checklist is no longer available, but the ACA Reports remain in the system for auditing.	Client	12/31
ACA Filing Webinar	Würk will review the steps to complete ACA processing.	Würk	1/2
Client Completes Year-End Processing in Wurk	ACA processing completed for each EIN by Client.	Client	1/2 – 1/17*
ACA Files Pulled for Filing & Mailing	Würk team will pull all ACA files that have been finalized and file with the appropriate entity.	Würk & Client	1/20 -1/31
IRS Errors Returned from Filing	Würk team to provide any errors from the IRS filing submission for Clients to review and correct.	Würk & Client	2/1-2/28

Key Terminology

Aggregated ALE Group	A group of related Applicable Large Employers (ALE)'s that together meet the 50 or more Full-Time/Full-Time Equivalent threshold.
Hours of Service	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.)
Affordability Percentage	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.
Variable Employee	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.
Non-Variable Employee	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

Form 1095-C	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.
Form 1094-C	Employer form (one per FEIN) sent to the IRS that indicates company information, ALE details, and employee 1095-C counts.
Affordable Care Act (ACA)	Also known as "PPACA" and "Obamacare."
Applicable Large Employer (ALE)	Employer with 50 or more Full-Time (FT) and / or Full-Time Equivalent (FTE) employees.
Minimum Essential Coverage (MEC)	Any insurance plan that meets the ACA standard requirement for coverage requirements.
Minimum Value (MV)	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.

ACA Audit 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

IRS Instruction Reference Center:

<https://www.irs.gov/instructions/i109495c>

Form 1095-C Best Practices

- Generate for all employees who held an ACA Full-Time status in Würk for at least one month during the filing year.
- All overrides and/or manual changes should be made to an employee's ACA Timeline, not to their individual 1095-C.
- The 1095-C is populated directly from the employee's ACA Timeline. If a manually adjusted form 1095-C is deleted, this will also remove the manual changes made.
- Dependent Form 1095-C (clients with Self-Insured Plans ONLY)
 - Used for individuals who do not have accounts in Würk but must receive a 1095-C for a self-insured plan. All dependent forms need to be manually populated.
 - Example: Former spouse or aged out dependent child who enrolls in a self-insured COBRA plan.

Form 1094-C Population

- Clicking "Populate Form" presents you with a pop up that will automatically fill out the form based on the selections that are chosen.
- The only manual adjustment you may need to make is adjusting the form counts in Line 18 and 20 for any Dependent Forms 1095-C that need to be included or after any additional 1095-Cs that are added or removed thereafter.

Additional Resources can be found on Würk Help at <https://wurkhelp.enjoywurk.com/help/aca>

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YEAR-END FILING WALK-THROUGH



QUESTIONS?



THANK YOU!