TX – 11O - ACA 1094-1095 Processing

Part 1: Affordable Care Act Reporting – Year End Processing
This session will provide an overview of how to generate your Communication Test file, as well as process your 1094/1095s out of Skyward.

What will be covered for the Communication Test file:

- **When to create this file**
- **How to create the file**
- **What to do after it's been accepted**

What will be covered for the 1094/1095 Creation process:

- **How to fill in Step 1**
- **Creating the Work File**
- **Creating the Electronic Files**
- **What to do after the Electronic Files have been loaded**
- **How to correct errors**

Link(s):
Link to PowerPoint
ACA Communications Test File Creation and Submission
ACA Processing Checklist
1094B/1095B Processing Manual
1094C/1095C Processing Manual
1094/1095 Processing Exceptions
Frequently Asked Questions for ACA

Texas Skyward User Group Conference

ACA Processing

Sara Olson - Skyward

www.skyward.com
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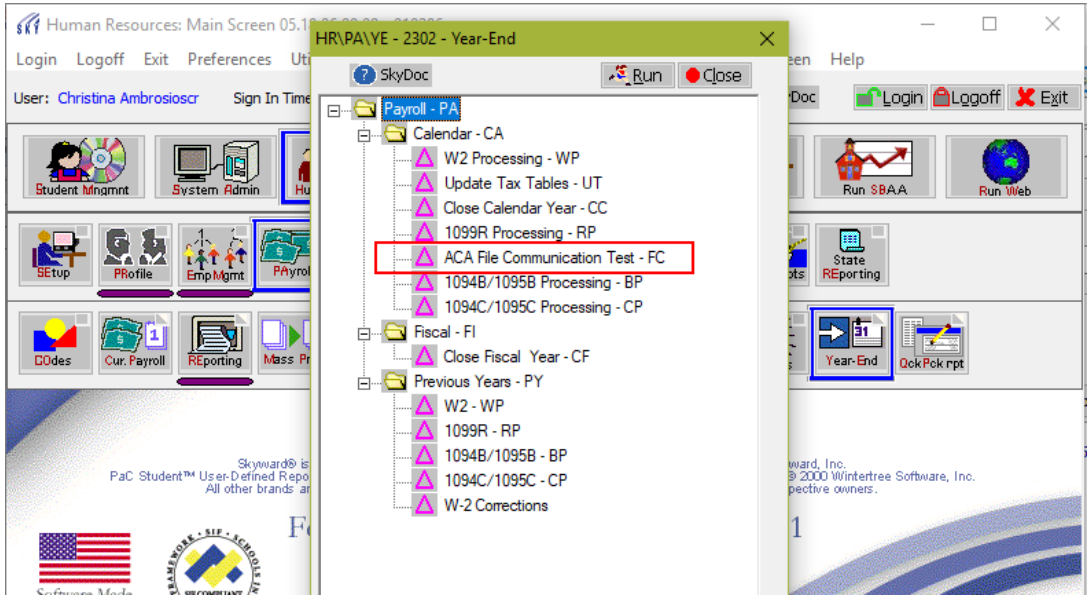
Preparing your 1094/1095s

If this is the first year your district is submitting 1094/1095 information:

- Apply for your TCC code – this must be a different TCC code than what is used when processing your W2s
  - Determine if your district will file 1094/1095B or 1094/1095C forms (or both)
- Once that has been received, submit a Communication Test File
- Once that has reached an “Accepted” status, contact the IRS and request to be moved to “Production” status
- Know if your district is self-insured and if so, review your employee data to verify that covered individuals can be found on the applicable employee profiles
- Review your employee information/ACA Tracker information to identify who needs to be reported and be provided a 1095 form

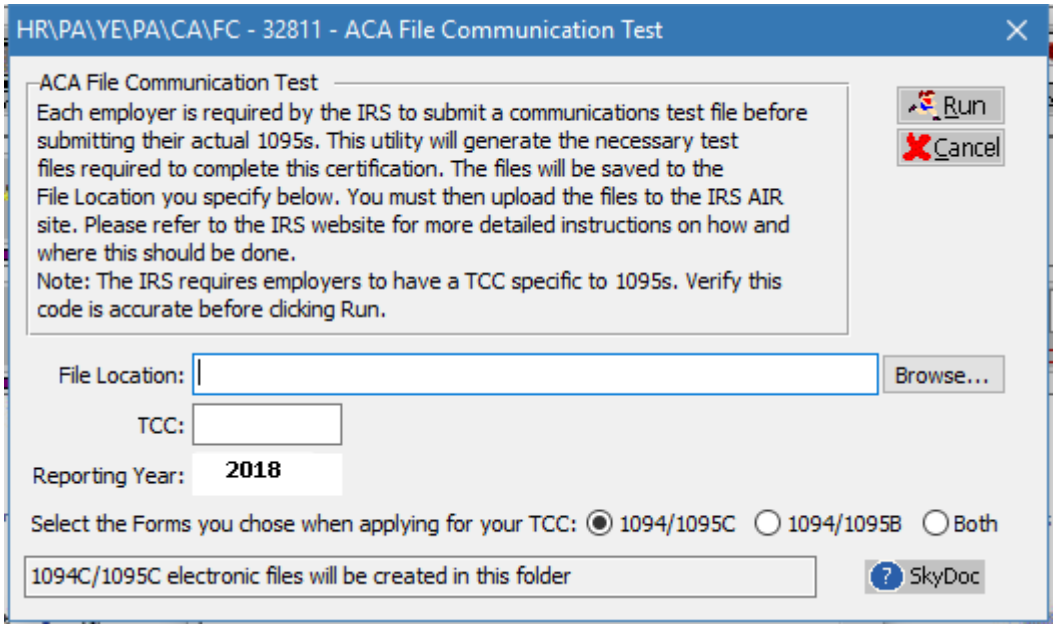
Getting Started

If this is the first time that your district is filing 1094/1095s on their own behalf, you will need to submit a Communication Test file



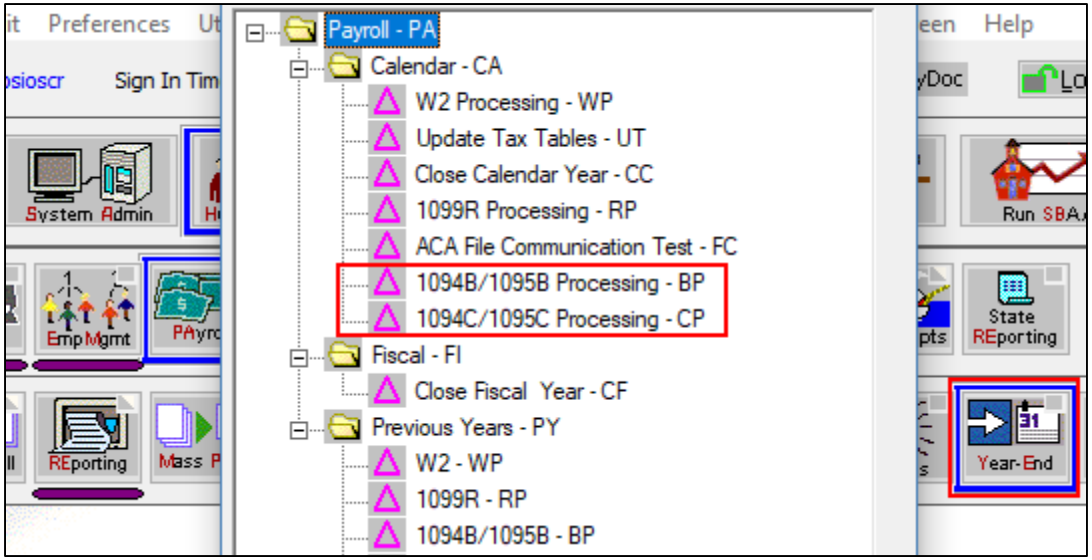
Communication Test File

Once your test file has been accepted, you will need to contact the IRS to request your employer be moved to "Production" status (this will allow successful submissions of your live data files)



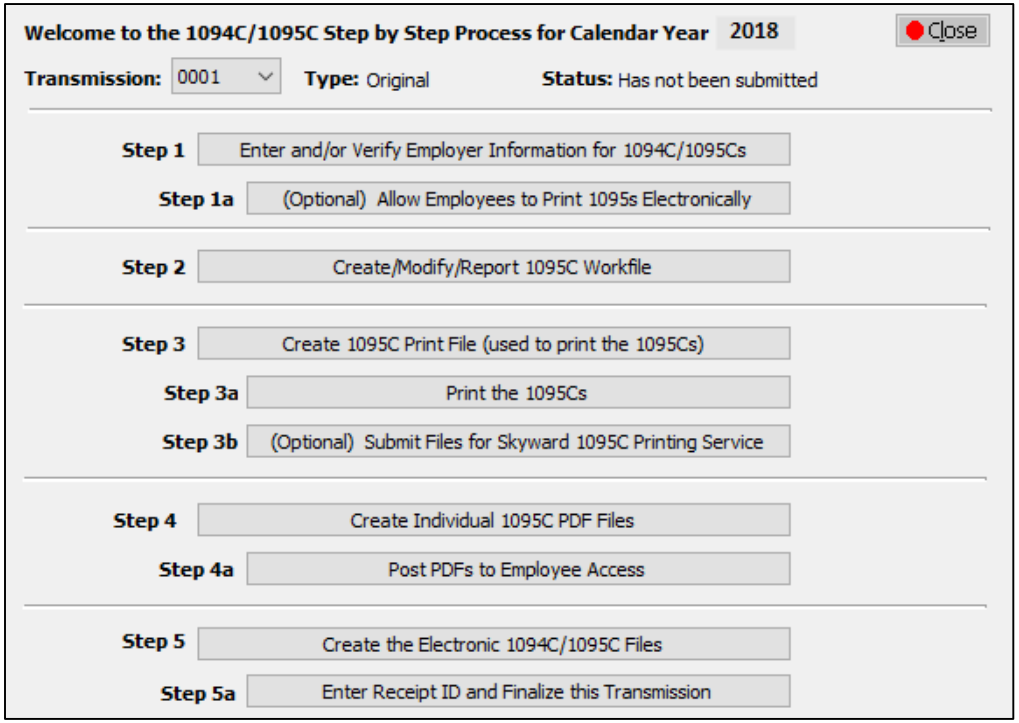
Getting Started

Determine if your district is going to be processing 1094/1095C's or Bs (or both)



The workflow

Select the type of file you are going to be processing. The screen will show the Calendar Year, Transmission Number, Type and several Steps to follow



Step 1 – Employer Information

This information must be populated before you can move on to additional steps. If this is not your first year processing 1094/1095s in Skyward, be sure to review the information for accuracy

Employer Information for 1094C/1095Cs for 2017

Employer Information

Name of Employer: Skyward ISD
Street Address: 8 Scramble avenue
City: Scramble State: TX
Zip Code 55555 0000 Country: USA
Phone: (555) 319-7040
EIN: 00-0002079
TCC: 12345

OK
Cancel

Contact Information

First: Skyward Middle:
Last: Skyward Suffix:
Phone: (555) 319-7040

What is this information used for?

This is the employer information that will print on the 1095C form and be reported on the electronic versions of the 1094C/1095C. You may modify this information at any time prior to printing the 1095C.

Step 1a – Allowing for Electronic Printing

If you would like to give your employees the ability to print their own 1095 forms via Employee Access, you can set up a "survey" to allow them to make that selection.

1094C/1095C Processing (226)

Favorites New Window My Print Queue

Allow Employees to Print 1095s Electronically Settings

1095 Processing Year: 2018

Allow employees to receive 1095s electronically

* Selection Parameters: Default Parameters

* Dates 1095 option visible for employees: 11/01/2018 to 12/31/2018

Email employees once they confirm or deny they would like to receive their 1095s electronically.

Confirm Email Body: Thank you for choosing to print your 1095 Form via Employee Access. You will be notified when your form is ready for viewing/printing.

Deny Email Body: You have opted to receive your 1095 Form in paper copy from the district. The form will be mailed to your home address once they have been processed.

Save
Clone
Back
Report of Electronic 1095 Responses

Employee Notification Preview Notification

* Notification: Skyward School District provides employees the ability to print their own 1095 forms if they choose to do so. Please make a selection below to indicate your preference for how you receive your 1095 form. All employees will be granted access to the form electronically; however, if you indicate here that you will print your own, the district will not provide you with a paper copy to be mailed to your home.

Asterisk (*) denotes a required field

Allow Employees to Print 1095s Electronically Settings - HR\PA\YE\PA\CA\CP - 32812 - 05.18.06.00.10-11.7 - Go...

Not secure | brokercts/scripts11/cgiip.exe/WService=30001web/epayrolledit019.w?h95ElectRegYear=2018&hW...

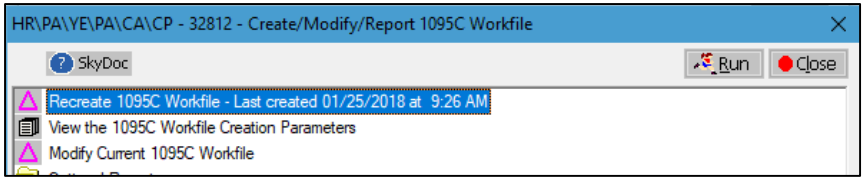
Options for Receiving my 2018 Form 1095

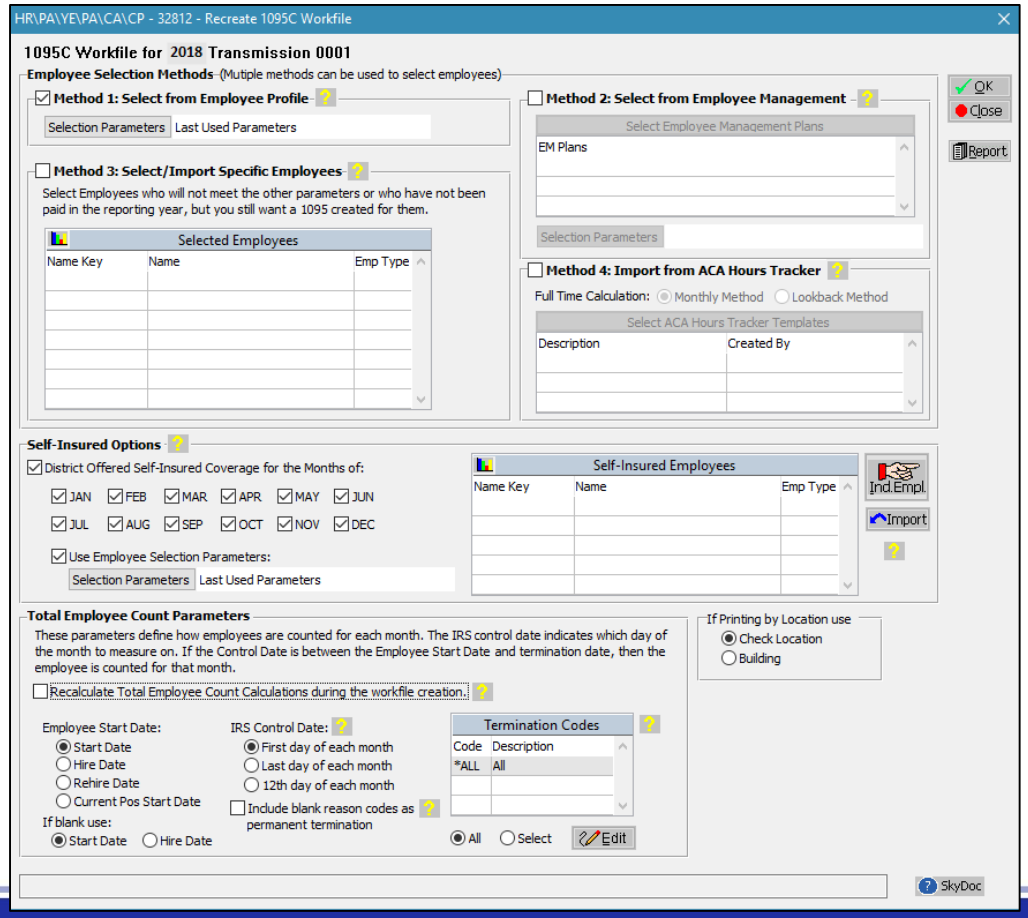
Skyward School District provides employees the ability to print their own 1095 forms if they choose to do so. Please make a selection below to indicate your preference for how you receive your 1095 form. All employees will be granted access to the form electronically; however, if you indicate here that you will print your own, the district will not provide you with a paper copy to be mailed to your home.

- I do not need a printed copy of my 2018 Form 1095 from my employer. I will print my own Form 1095 from Employee Access.
- I want to receive a printed copy of my 2018 Form 1095 from my employer.
- Ask me again later.

Step 2 – Creating the work file

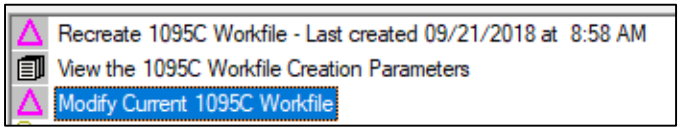
Create (or re-create) the work file. This option builds your file to include the reportable employees who will receive 1095 forms

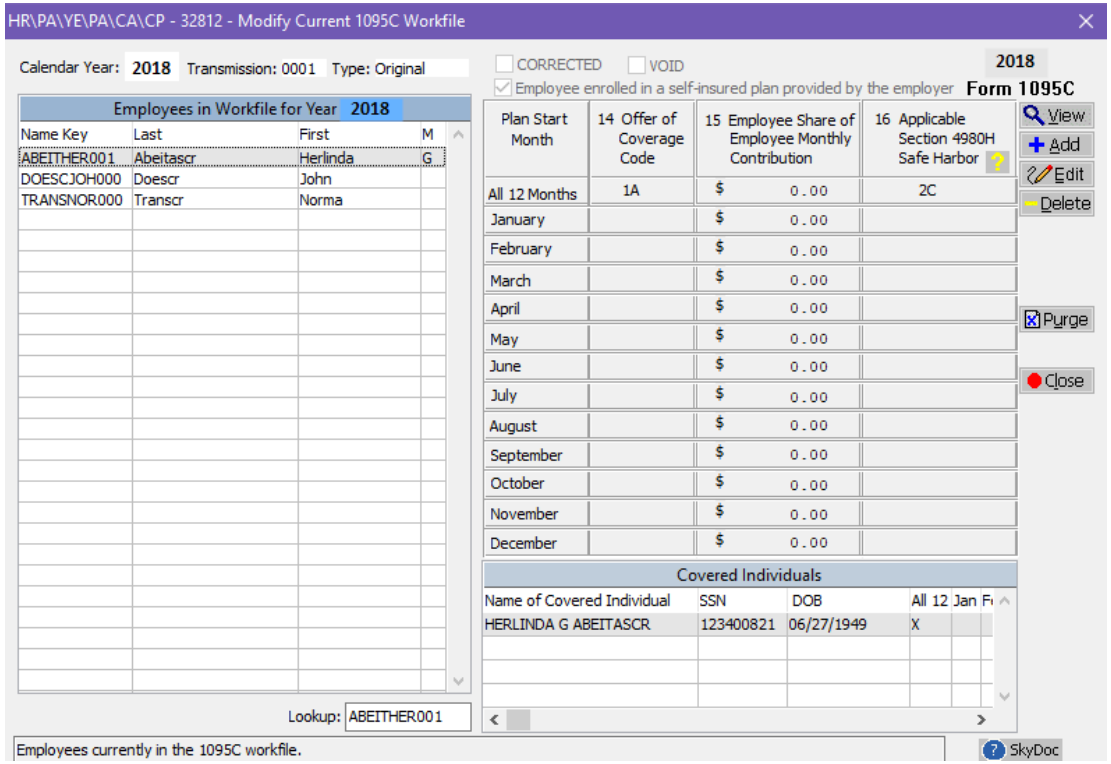




Step 2 – Reviewing/Modifying the work file

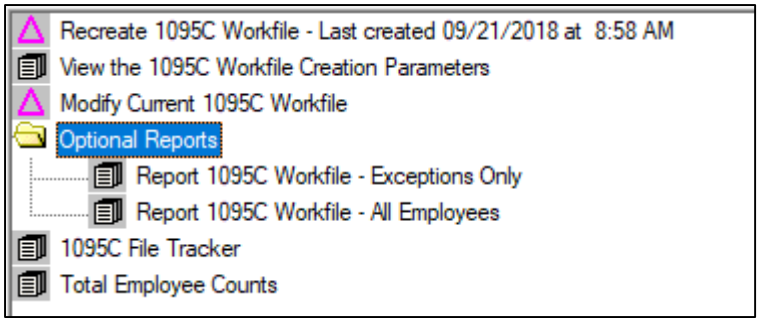
Create (or re-create) the work file. This option builds your file to include the reportable employees who will receive 1095 forms





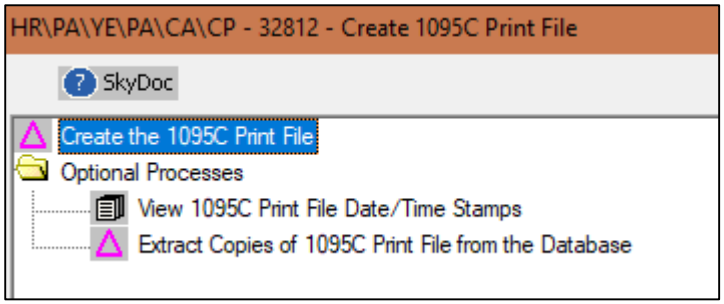
Step 2 – Reports and other options

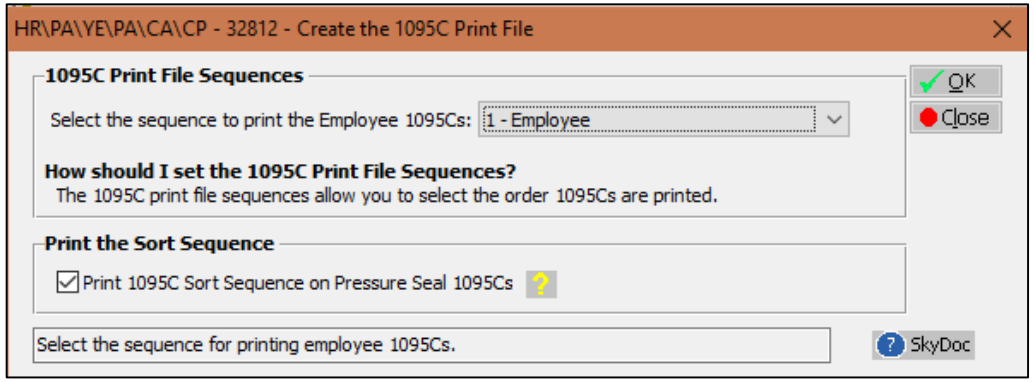
Review your exceptions, all employees including exceptions and re-calculate your employee counts if



Step 3 – Creating your print file

Create your Print File which is going to be the first step in producing the PDF forms for your employees. This step takes the work file information and compresses it into a printable format.

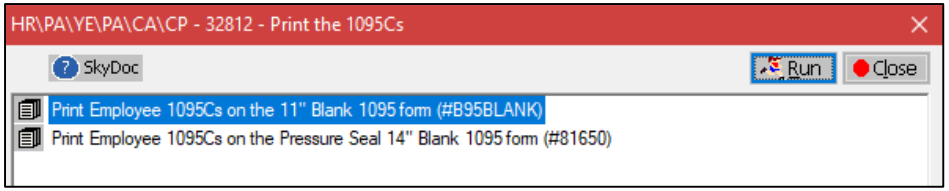


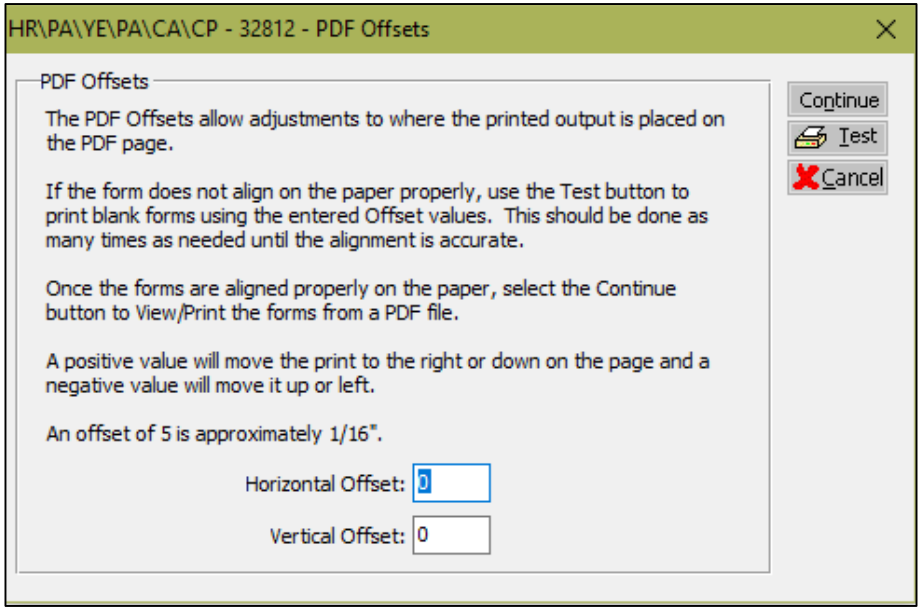


Step 3a – Printing the forms

If you are printing your own forms, select the option that represents the size form you ordered.

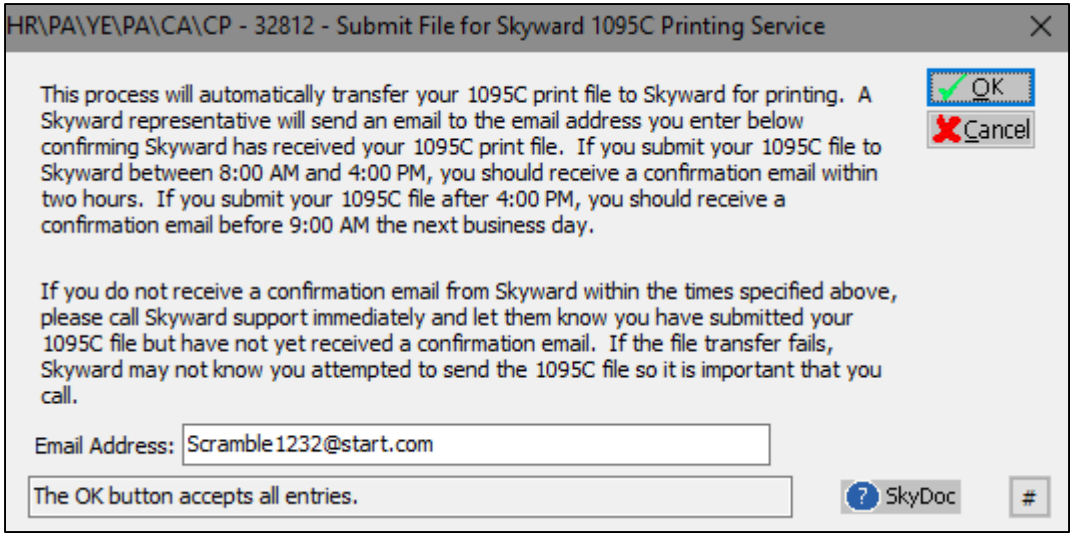
It is a good idea to do some test pages before printing the real forms to make sure the alignment is correct.





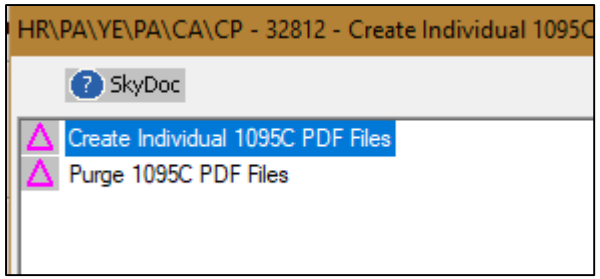
Step 3b – Let Skyward print the forms for you

If you have paid to have Skyward print your forms for you, select this option. You will be prompted to enter an email address where a confirmation email can be sent



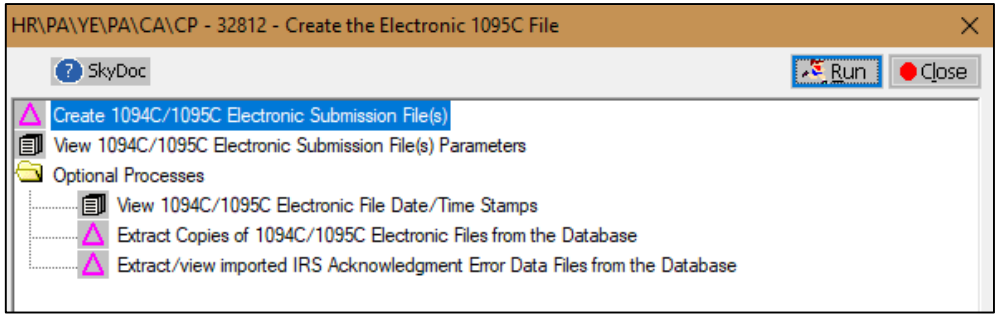
Step 4 – Creating PDFs for Individuals

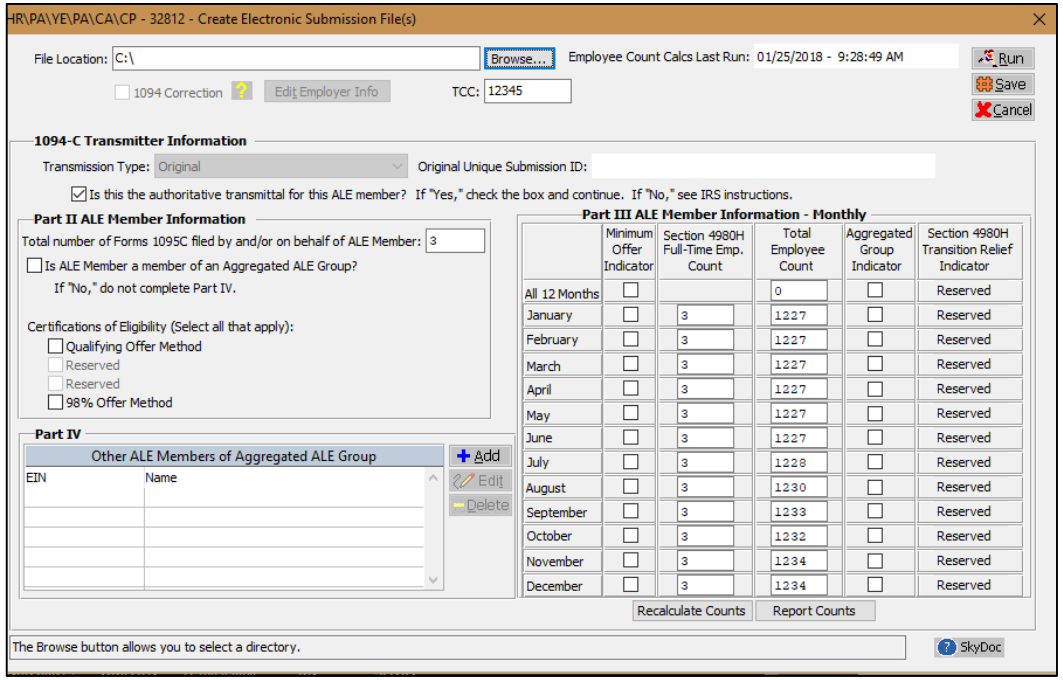
This option takes the information found on each individual's PDF form and pushes it out to Profile (and Employee Access if selected) for future viewing/accessibility



Step 5 – Creating Submission Files

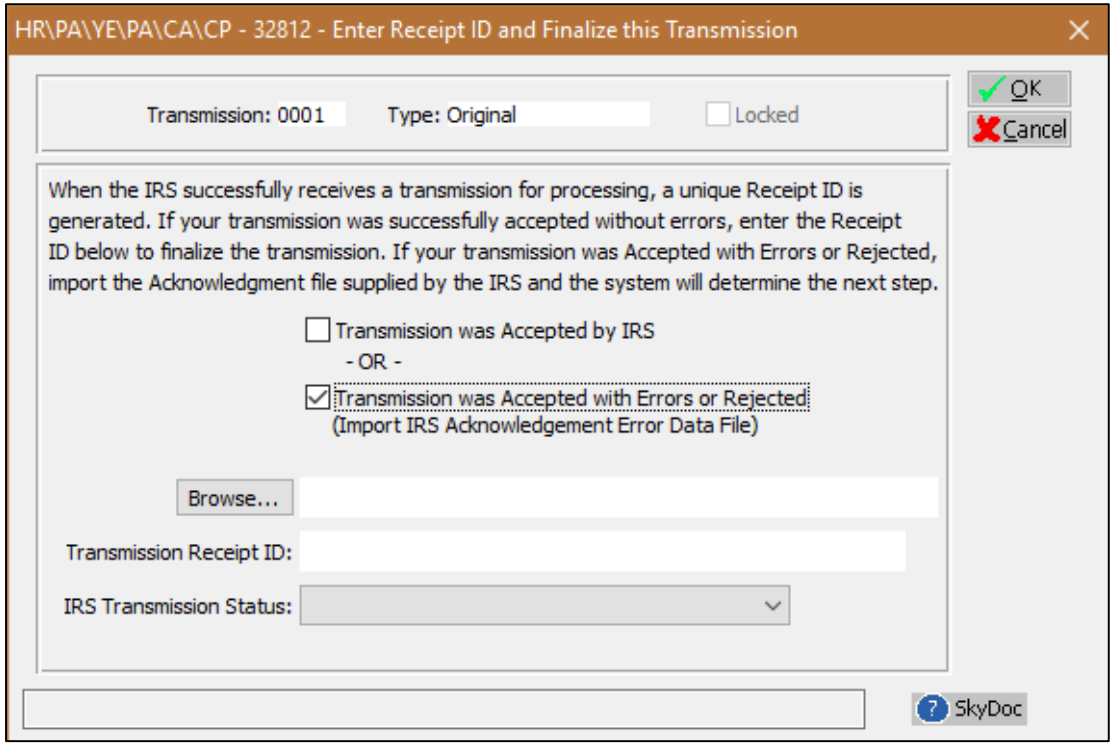
When you are ready to create your 1094/1095 submission files, use this option. Review through the Transmitter Information and Member Information.





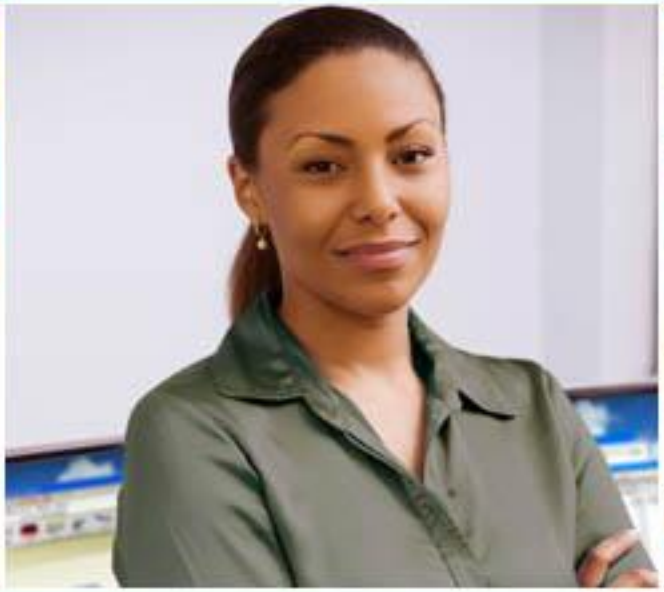
Step 5a – Receipt IDs and Transmissions

After you have submitted your files to the IRS and they have been processed, you will receive a Receipt ID and Status. Select the provided Status and enter the Receipt ID here. If the file was not "Accepted", a new transmission will be created.



End of presentation –

Extra space for other notes



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THANK YOU FOR ATTENDING!

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