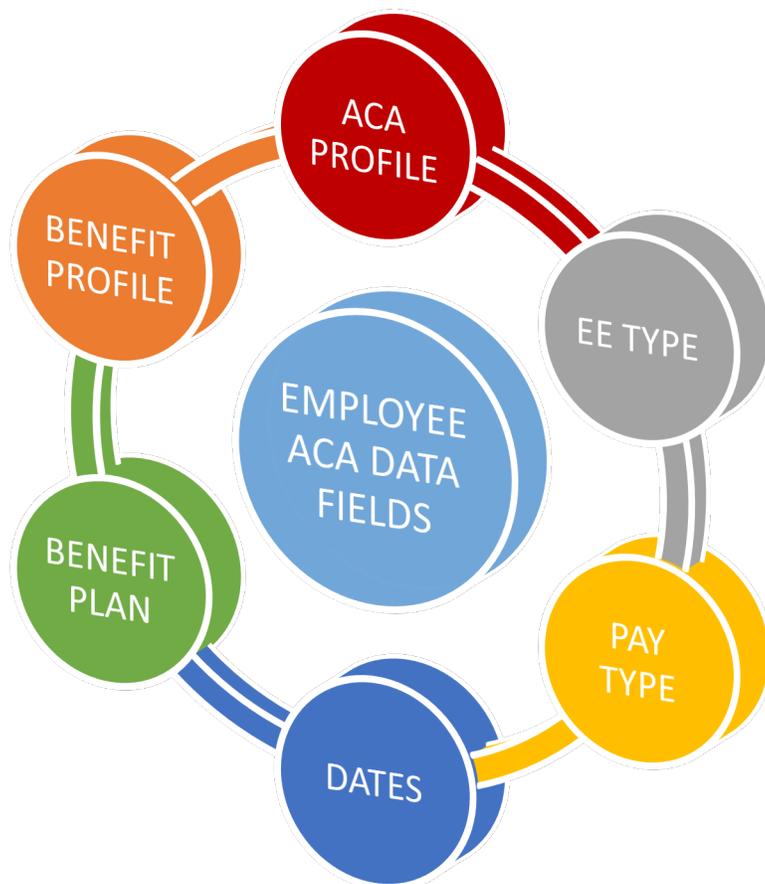




Maintaining Employee ACA Information

FUSION® uses specific profiles and fields to generate a timeline of ACA reporting information. This reporting is used to monitor when an employee should be offered coverage as well as complete ACA forms 1095-C.



Step 1: Define your Employee

It is important that you correctly categorize each new employee. Assign the appropriate Pay Information Fields including Employee Type & Pay Type.

Full-Time, Part-Time or Seasonal?

Generally, under the Affordable Care Act, a new employee is categorized as a full-time employee if on the start date the employee is "reasonably expected" to work "full-time"(currently 130 or more "hours of service" a month) and is not a "seasonal employee".

Exempt or Non-Exempt?

Employees whose jobs are governed by the FLSA are either "exempt" or "nonexempt." Nonexempt employees are entitled to overtime pay. Exempt employees are not. [See FLSA rules for determining Employee Status.](#)

| PAY INFORMATION | |
|-------------------|--|
| Default Job* | Guard |
| Job Last Changed | 08/17/2016  |
| Job Length: | 3 Months, 25 Days |
| Standard Work Day | 0.00 (HH.00) |
| Employee Type | Full-Time Non-Exempt  |
| Pay Type | Hourly  |

Salaried or Hourly?

Typically, an exempt employee is Salaried since they are not owed overtime, and a non-exempt employee is Hourly since the hours must be tracked for overtime and reported on an employee's pay stub.

Step 2: Assign Employee Essential ACA Fields

There are 3 ACA Essential Fields in the Employee Information Screen that will determine the ACA 1095-C form; ACA Profile, Benefit Profile and Benefit Plan.

ACA Profile:

| ACA TIMELINE | |
|-----------------|---|
| < < Date Range: | 06/01/2016  - 12/01/2016  > > |
| ACA Profile | Variable   01/01/2012  |

The ACA profile is essential for driving ACA calculations and coverage codes on Form 1095-C. If you do not select an ACA profile, no form will generate. If you select the wrong profile, the Form may generate incorrect codes reporting incorrect information. This field must be accurate.

Keep in mind, that this field should be maintained not only upon hire but also upon status changes.

Is my employee a Variable or Non-Variable Employee?

| VARIABLE | NON-VARIABLE |
|--|---|
| Typically a non-exempt hourly employee with fluctuating hours. This Profile will track the hours an employee works and determine ACA FT or PT status each measurement year. If the average worked hours are over 130 per month, the employee will be eligible for benefits, if the hours were under, the employee will not, or will be eligible for a downgrade if they were already offered benefits. | Typically a Full-Time employee without fluctuating hours. This Profile will assume that the employee works a minimum of 130 hours per month, thus assuming ACA FT Status. Can also be used for any employee who is offered coverage and who you do not wish to track possible downgrades. |

**If you are having difficulty placing an employee into one of these two categories, please reach out to Payroll Dynamics for assistance.*

Benefit Profile:

The screenshot shows a 'PROFILES' form with several dropdown menus and search icons. The 'Benefit' dropdown is expanded, showing two options: 'Full-Time Benefits Offered' and 'No Benefits'. The 'Full-Time Benefits Offered' option has a date field set to '01/01/2017' and a '+' icon. The 'No Benefits' option has a date field set to '12/31/1900' and a '+' icon. Other fields include 'Access', 'Accruals*', and 'Competency', each with a search icon.

The Benefit Profile provides information about health plans available to the employee. It determines if and when the employee was offered a plan that is acceptable under ACA rules and reports this information on the ACA 1095-c form. (Minimum Value, Essential Coverage Offered, Spouse & Dependent Coverage)

Effective Date your Benefit Profile: When choosing an effective date, keep in mind that this field drives the offer of coverage and the effective date of the eligibility.

For example, if I hire a Full-Time employee on 09/05/2016, and my company policy states a 60 day waiting period before the employee is eligible to elect coverage, I will enter the following:

The screenshot shows the 'Benefit' dropdown menu expanded. The 'Full-Time Benefits Offered' option is selected, and its effective date is set to '11/05/2016'. The 'No Benefits' option is also visible with an effective date of '12/31/1900'. Both options have a '+' icon next to their respective date fields.

Now, let's say the same employee terminates on 02/08/2017. I will adjust the field to the end of their coverage. The following assumes the employee is covered to the end of the month:

| | | | | | | | |
|---------|---|----------------------------|---|---|------------|---|---|
| Benefit | X | No Benefits | ▼ | 🔍 | 03/01/2017 | 📅 | + |
| | X | Full-Time Benefits Offered | ▼ | 🔍 | 11/05/2016 | 📅 | + |
| | | No Benefits | ▼ | 🔍 | 12/31/1900 | | + |

Benefit Plan:

If an employee has elected to participate in one of the medical plans offered to them, it is necessary to add the Benefit Plan Coverage to the employee record. This election will reflect on the 1095-C form.

BENEFIT PLANS

Current All Current Waived All Waived

| | COVERAGE LEVEL | DEDUCTION EFFECTIVE FROM | DEDUCTION EFFECTIVE TO | COVERAGE EFFECTIVE FROM |
|--------------------|----------------|--------------------------|------------------------|-------------------------|
| Medical HMO | | | | |
| 🔍 X | Employee Only | 11/01/2009 | 03/26/2015 | 01/01/2014 |

ADD NEW

Note: If you have a self-insured plan and the employee elects a coverage option which includes spouse or dependents, this information must also be added and tied to the plan.

Step 3: Maintain Accurate Date Fields

Accurate Hire/Start Dates and Termination Dates are essential for defining the ACA timeline. These dates decide when an employee should be offered benefits as well as when an employee’s coverage or eligibility begins and ends.

DATES

| | | | | | |
|------------------|------------|---|-------------------|--|------------------|
| Hired | 03/15/2013 | 📅 | Terminated | | TERMINATE |
| Started | 03/15/2013 | 📅 | Review | | 📅 |
| Birthday* | 09/22/1975 | 📅 | Seniority | | 📅 |