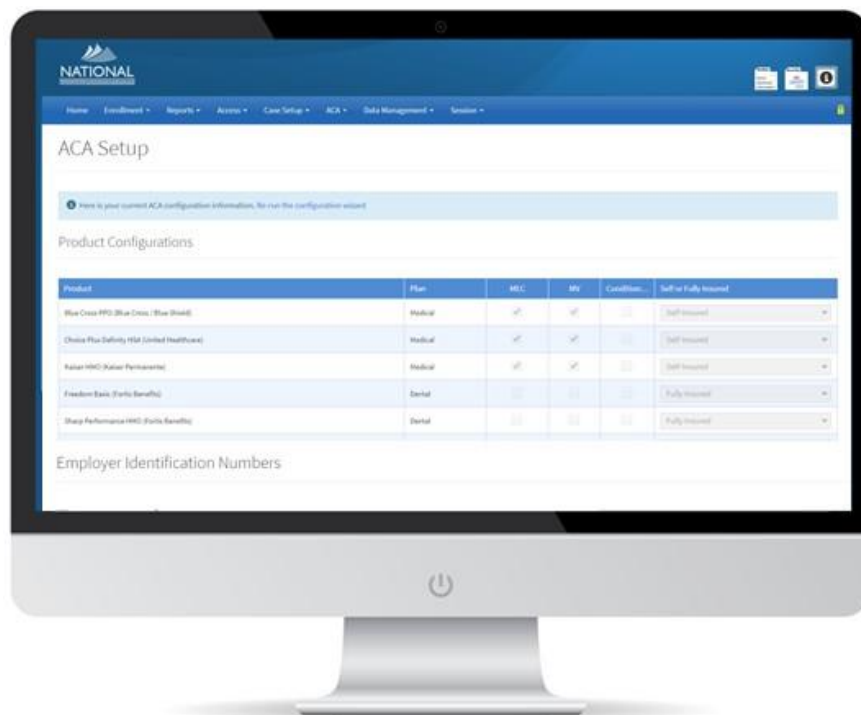


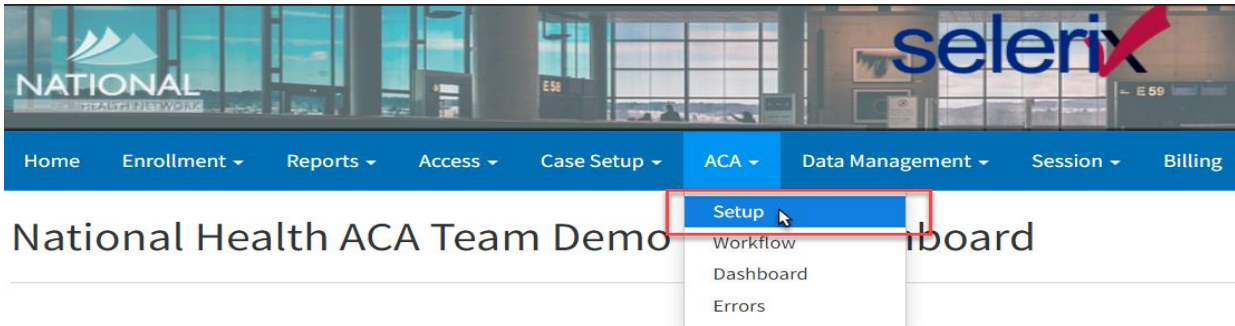


ACA SETUP – BASIC OVERVIEW



To access the ACA Setup:

In the **ACA** menu, click **Setup** as shown below:



The **ACA Setup** screen will display as shown below:

Product(s) Configurations – outlines the medical plan offerings for the tax reporting year(s), if the plan(s) met the MEC/MVC criteria, if any spousal condition applies, and if the plan(s) are fully or self-funded.

Remember, since the ACA centers on medical coverage, it is important that you only set indicators on medical products.

Here is your current ACA configuration information. Re-run the configuration wizard.

Product Configurations

Product	Plan	Benefit Plan Year	MEC	MV	Condi...	Self or Fully Insured
CIGNA Gold (Cigna)	Medical	2016, 2017, 2018, 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
CIGNA Platinum (Cigna)	Medical	2016, 2017, 2018, 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
CIGNA Silver (Cigna)	Medical	2016, 2017, 2018, 2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
Spouse Surcharge (Cigna)	Spouse Surcharge	2016, 2017, 2018, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Insured
CIGNA Dental (Cigna)	Dental	2016, 2017, 2018, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Insured
Cigna Dental DHMO (Cigna)	Dental	2016, 2017, 2018, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Insured
CIGNA Vision (Cigna)	Vision	2016, 2017, 2018, 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Insured

ACA only applies to Medical Plans

Special Note: ACA reporting is done on a calendar year (Jan – Dec) basis and product configuration should include **ALL** medical plans offered during the reporting calendar year. This is specifically important for those off-cycle benefit plan years which might offer differing medical plan offerings from one benefit plan year to another. See example below:

Product	Plan	MEC	MV	Condi...	Self or Fully Insured
Plan 05774 - Base Option (BCBS)	Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
Plan 05774 - Buy Up Option 1 (BCBS)	Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
Plan 3359 - Buy Up Option (BCBS)	Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
Plan 3359 - Buy Up Option 2 (BCBS)	Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured
Plan 49 - HMO Base Plan (BCBS)	Medical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Self-Insured

09/01/2016 - 08/31/2017

09/01/2017 - 08/31/2018

Employer / Carrier EIN – outlines the Employer EIN and any additional Location EINs, if applicable, required for all forms and filing. Carrier EIN information is not required.

Employer Identification Numbers

Show all locations ?

You may wish to show locations if you are part of a multi-employer organization which requires different EINs for different locations Test.

Search... Q

Entity Name	Entity Type	EIN
PFS Vernon	Location	14-1845716
PFS Washington Boulevard	Location	20-5649989
PFS Westfield	Location	20-3934202
PFS Wilmington	Location	74-3062719
PFS Woodbridge	Location	47-2215013

State Mapping – Outlines any specific states subject to a separate State-Level filing requirement by unique EIN, if applicable. These indicators are integrated within the ACA Workflow process as part of the new State-Level filing process. *Note: not all employers are subject to separate State-Level filing requirements.*

State Mapping

Company	EIN	Entity Type	States	
Test CA Location	550122020	Location	CA	
Test RI Location	570002020	Location		
TestNevada Location	006666666	Location		

Contact Information – outlines the groups contact information that will be used to populate certain sections on the 1094/1095 Forms.

Contact Information

Company	EIN	Entity	Type	
Nation	123456789	National Health ACA	Employer	
Blue Cross / Blue Shield	129999999	Blue Cross / Blue Shield	Carrier	
Kaiser Permanente	127777777	Kaiser Permanente	Carrier	
National Health Care - Alabama	000001234	ALABAMA	Location	

National Health ACA

Company Name:

Country: USA v

Street Address:

City: **State:** TX v


Zip:


Contact:

Phone:

Previous Contact
Next Contact

Contact Information (CONT.)

It is important to complete each section of the contact information. Any contact information that is not complete will be indicated by the following: 

Company	EIN	Entity	Location
National Health Care - Alabama	000001234	ALABAMA	

Contact, Phone, and complete Address information is required for ACA reporting.

Classification Changes – This section captures the employers job classification structure within the case under *Job Class by Benefit Plan Year*. The configuration setup requires you to identify the status of each Job Class based on the IRS definition of FT or PT.

Classification Changes

Job Class	Benefit Plan Year	FT / PT as defined by the IRS	If classification changed
FT-S (Full-time, salaried)	2018, 2019	Full Time	ACA Ineligible (ACA Ineligible)
PT (Part-time)		Part Time	ACA Eligible (ACA Eligible)
FT-H (Full-time, hourly)	2018, 2019	Full Time	ACA Ineligible (ACA Ineligible)

The **If Classification Changed** section is used to identify "if an employee should experience a change in hours" which *Job Class* would be used to accommodate the status change. This configuration is required, especially for those employers who will be using the ACA Lookback Report functionality.

ACA Hours Measurement & Reporting – This section captures the ACA Measurement Method which includes the measurement parameters for both the initial and standard measurement periods. This feature is enabled only for those employers who will manage the hours-of-service measurement process within the system.

ACA Hours Measurement & Reporting

When ACA hours measurement & reporting is enabled, the measurement type parameters can be set for both initial and standard measurement reporting.

Enabled: Yes

Initial (NH) Measurement Report

Measurement Type:

Hours Level:

Reporting Range:

Administrative Period:

Edu Org:

Stability Period:

Filter by Job Class:

Standard (Annual) Measurement

Measurement Type:

Hours Level:

Reporting Range: -

Administrative Period:

Edu Org:

Stability Period:

Filter By Job Class: