

Upon review of the most recent ACA Summary report generated (see below), the employees have the "YES" indicator under the override code.

Part I		Part III - Covered Individuals					
Employee		Person 2 - Line 18					
Employee Name	Person_1_Month_1	Person_1_Month_2	Person_Name_2	Person_SSN	Person_DOB	Person_All_12	Override
Nick Leber	1	1	Joseph R. Seaboyer				Yes
Vincent F. Seaboyer JR., Jr.							1 Yes

As a result, the 1095-C Form will only reflect the data that is "hard coded" as part of the upload regardless of any updates/changes made within the employee's record. To correct, you will need to remove the override which will then allow the system to pull the data from the system accordingly which would include those covered individuals identified within the medical coverage record.

To remove the override, the following process would need to be performed.

- ✓ Delete ALL other tabs on the ACA Summary report to leave just the 1095-C Tab containing ONLY the employee(s) you wish to remove the override indicator
- ✓ Next clear all data on the employee(s) row except the following: Employee SSN, EIN and Tax Year (See example screenshot below):

Employee Name	Employee SSN	Employer Name	EIN	Tax Year
	108		74-2014723	2017

Save the file and then upload using the Data Management tool using the "default" mode. See below:

The screenshot shows the 'Data Management' menu with 'Census Upload' highlighted. Below, the 'Census Upload' configuration screen is visible, showing the 'Census' dropdown set to '<Default>' and the 'Preview' checkbox checked. Other options include 'Auto add departments', 'Employees will complete life events', and 'Deliverable' set to '<Not A Deliverable>'. A 'Select File' button is also present.

- ✓ Select your saved file and upload in preview mode first, to ensure uploads with no errors, then finalize upload.

This process will clear out the "hardcoded" data and now allow the report to generate the information based on the traditional ACA reporting process which should include all "covered individuals" reflecting on the employee's record.

Please note: review the data identified under Lines 14, 15 & 16 to ensure the codes are as you anticipate on the new file.