

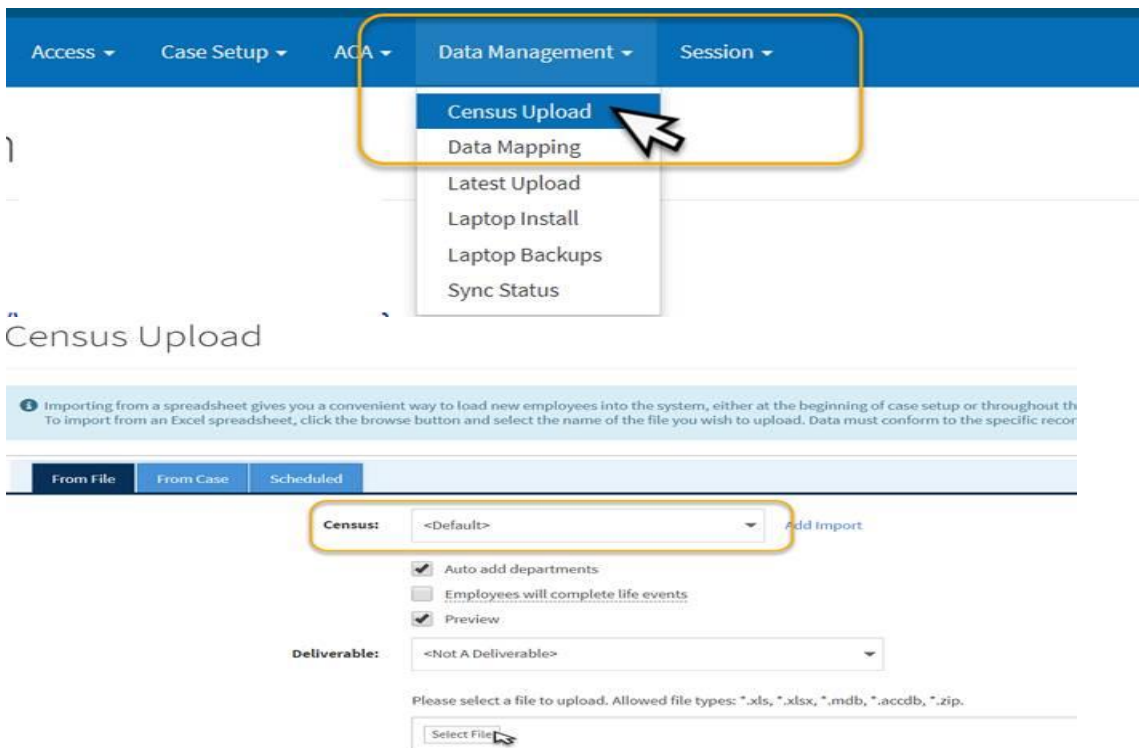
To exclude specific employees from being included within the ACA reporting, you can use the ACA Summary report to upload a specific code combination that will exclude those individuals from within the 1095-C PDF, 1094-C Counts and the final AIR Submission process.

Below are the steps to exclude specific employees below:

- ✓ Generate the ACA Summary
- ✓ Identify those employees you wish to exclude under the 1095-C Tab and remove *ALL* other employees
- ✓ Delete *ALL* other tabs on the ACA Summary report to leave just the 1095-C Tab containing *ONLY* those employees you wish to exclude.
- ✓ Next clear all data under Line 14, 15 & 16 as well as Part III if included and place a **1H** under **Line 14** in the **"all 12"** column and a **2B** under **Line 16** in the **"all 12"** column. Lastly, place a **"YES"** under the override column located at the very end of the workbook under column "MT" (See example screenshot below):

Part I							Employee Offer and Coverage			
Employee							Offer of Coverage			
Employee Name	Employee SSN	Employee Address Street	Employee Address 2	Employee Address City	Employee Address State	Employee Address ZIP	Line 14: All 12	Line 16: All 12	Override	Form C
Test Employee	123-45-6789	625 S RIVERSHIRE DR		CONROE	TX	77304	1H	2B	YES	

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



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

This code combination is scripted within the report functionality to exclude employees with this code combination from the 1095-C PDF file/ 1094-C Count and AIR file submission.

Please note: should you need to remove the exclusion, the employees will still trigger on any ACA Summary reports generated with the override "YES" indicator as a safety measure to help identify those employees you have excluded. In addition, this exclusion is a tax reporting year specific and will not carry forward into the next reporting year.