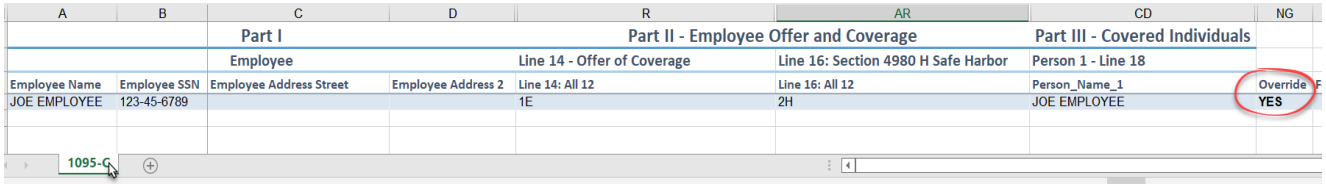
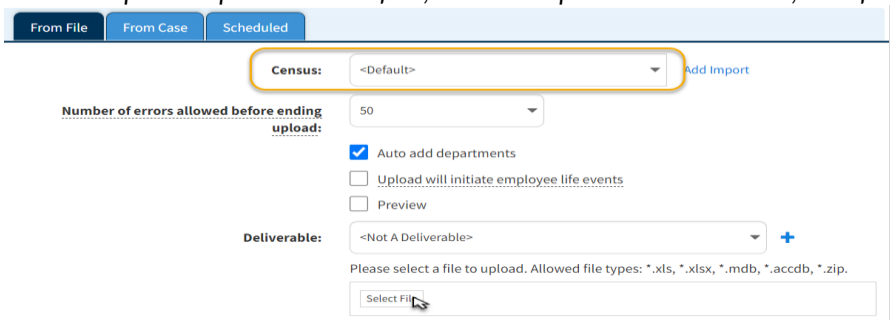
In some scenarios to ensure the accurate code(s) or data reflected on the Form 1095-C based on what actually transpired may require an override (hard code) of the data identified under Lines 14 & 16, any value, if applicable under Line 15 or other data under Part III (covered individuals). Example scenarios might include waiving the waiting period or rehire.

Step	Perform the 1095-C Override Process
1.	Generate the **ACA Summary** Report ✓ Identify those employees you wish to make the code changes under the 1095-C Tab and remove **ALL** other employees. ✓ Delete **ALL** other tabs from the ACA Summary report leaving just the 1095-C Tab containing **ONLY** those employee(s) you wish to update the code(s) identified under Line 14 & 16, any value under Line 15 or any details under Part III (covered individuals) ✓ Update the applicable codes under Line 14 & 16, any value under Line 15 or any details under Part III (covered individuals). To ensure any future updates to address information is captured for overrides performed you **must** clear the address information under columns "C – H" from the upload file. ✓ Place a "**YES**" under the override column located at the very end of the worksheet under column "NG" **See example File below:**  ✓ Save the updated file to your desktop or other internal source to access as part of the upload process.
2.	Uploading Override File From the home screen go to **Data Management** and select **Census Upload**, as shown below: Next, using the "default" census mode select your saved file by clicking "*Select File*" to upload the file. *Best Practice: upload in preview mode first, to ensure uploads with no errors, then finalize upload.*  Once the file has been successfully uploaded you would have to re-generate the ACA Summary Report to capture any override changes.
3.	Generate a revised **ACA Summary Report** manually via **Reports>Run Report** located on the home screen. ✓ Identify those employees you performed the override to verify the data looks as you anticipate.

The "override" functionality should be used with **caution**. Once the override is performed, the system will "lock in" the data sets included on the file when the override is performed. Any corrections/updates would require the "override" process be performed again or removed to capture any changes.