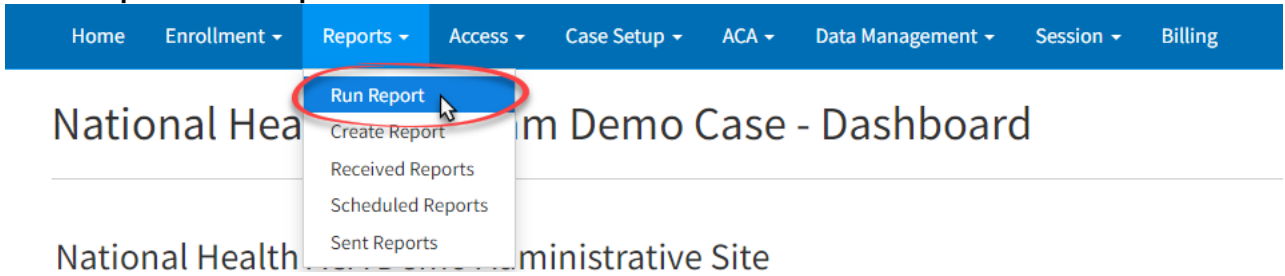


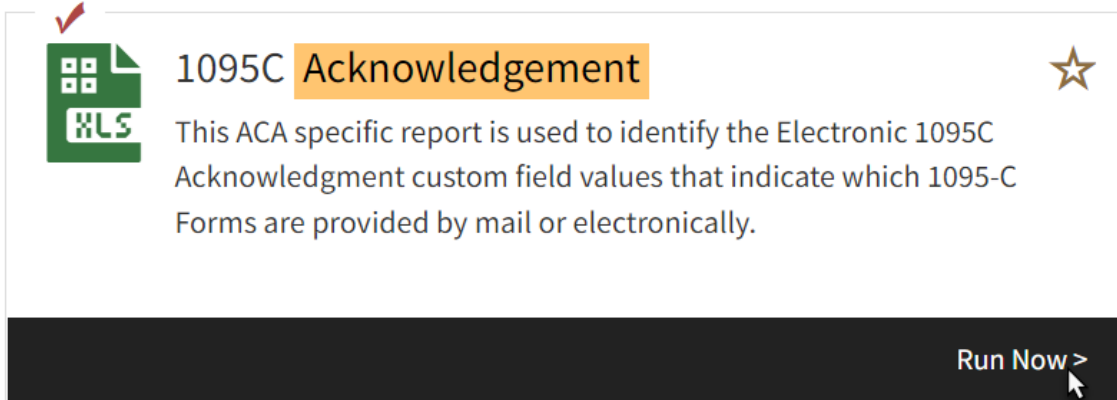
NEW: 1095-C Acknowledgement Report: This ACA specific report is used to identify the Electronic 1095-C Acknowledgement custom field value that indicates which 1095-C Forms are provided by mail or electronically. The report will identify employees Yes or No custom field indicator in addition to the following fields: Unique Identifier (SSN or EID), Current Status, and Termination Date, as applicable.

Step Schedule the 1095-C Acknowledgement Report How-to Guide

1. Go to Reports>Run Reports

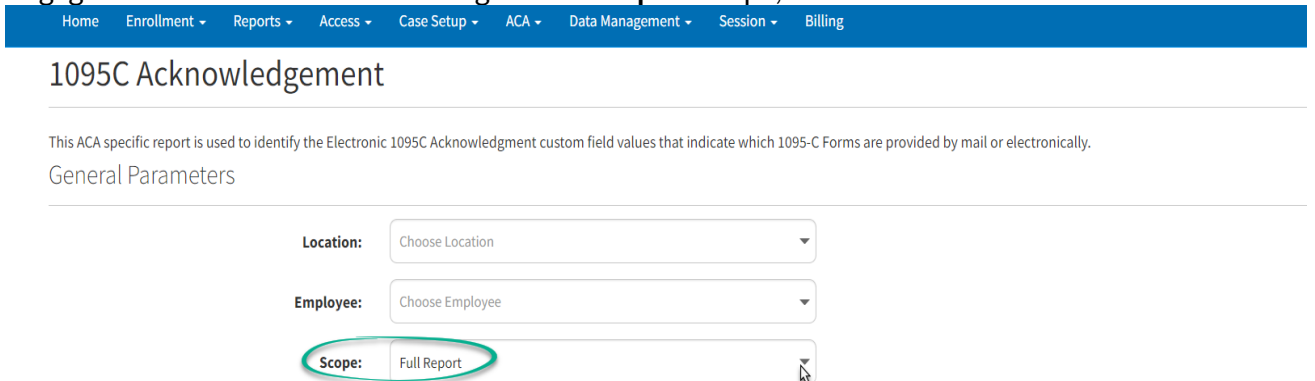


Locate the report using the search bar (e.g., 1095C Acknowledgement) and click “Run Now”



2. Next, Run Now>1095C Acknowledgement

Engage the **General Parameters** using the **Full Report** scope, as shown below:



3. Select the Reporting Period

Example: Best Practice is to use the ACA Reporting year start and end date.

Reporting Period

Predefined Range:

Start Date: 01/01/2022

End Date: 12/31/2022

Start/End Date Best Practice: Use the designated ACA reporting year. (e.g., 01/01/2022 - 12/31/2022)

4. Select a Delivery Option and click, Run Now

Delivery Options

Task Description: [CASE] 1095C Acknowledgement: [STARTDATE]-[ENDDATE] ([SCOPE]/[FORMAT])

Filename:

Deliverable: <Not a Deliverable>

Delivery: Run Now Deliver Report Schedule Recurring Report

From: Kelli Smith, (kelli.smith@selerix.com, Selerix)

To: Kelli Smith (kelli.smith@selerix.com, Selerix)

5. The report will be located under Reports>Received Reports



Click to download, as shown below
Received Reports

	Report	From	Report Date	Recipients	Delivery End	File Size (K)
Re-run Extend Delete	National Health ACA Team Demo Case 1095C Acknowledgement: 1/1/2022-8/31/2022.(Full Report/1095C Acknowledgement)	Kelli Smith	08/05/2022	Kelli Smith	09/04/2022	37

Example Report:

SSN	EID	First Name	Last Name	Electronic 1095C Acknowledgement	Employment Status	Termination Date
998-78-0047	80048	Henry	Alexander		Active	
998-78-0535	80536	Juanita	Alexander		Active	
998-78-0337	80338	Opal	Bishop		Active	
998-78-0148	998780148	Phyllis	Blackburn	1	Terminated	02/15/2022
998-78-0636	80637	Wilma	Blackburn		Active	
555-12-4111	124111	Test-Union	Employee		Active	
998-78-0063	80064	Test	Employee-Five	1	Active	
070-70-7197	887	Test	Employee-Three		Active	
070-41-9766	123	Test R	Employee4		Active	
998-78-0997	80998	Christina	Flake		Active	

1095C Acknowledgement Report