

As a result, the system will only reflect what was "hard coded" as part of the upload to include the override code. In order to correct, they would need to remove the override which would allow the system to pull the data from the system accordingly.

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		Applicable Large Employer Member							
Employee Name	Employee SSN	Employer Name	EIN	Tax Year	Employer Contact Phone	Person_18_Month_6	Include In Report Override	Override	Form Correction
	123-45-6789		12-3456789	2020					

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



Census Upload

Importing from a spreadsheet gives you a convenient way to load new employees into the system, either at the beginning of case setup or throughout the case. To import from an Excel spreadsheet, click the browse button and select the name of the file you wish to upload. Data must conform to the specific record format.

From File | From Case | Scheduled

Census: <Default> Add Import

Auto add departments
 Employees will complete life events
 Preview

Deliverable: <Not A Deliverable>

Please select a file to upload. Allowed file types: *.xls, *.xlsx, *.mdb, *.accdb, *.zip.

Select File

- ✓ 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.