



HARRIS
School Solutions

QSSUG Finance/Personnel Committee

ACA Management & Reporting

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ACA Management & Reporting

Overview

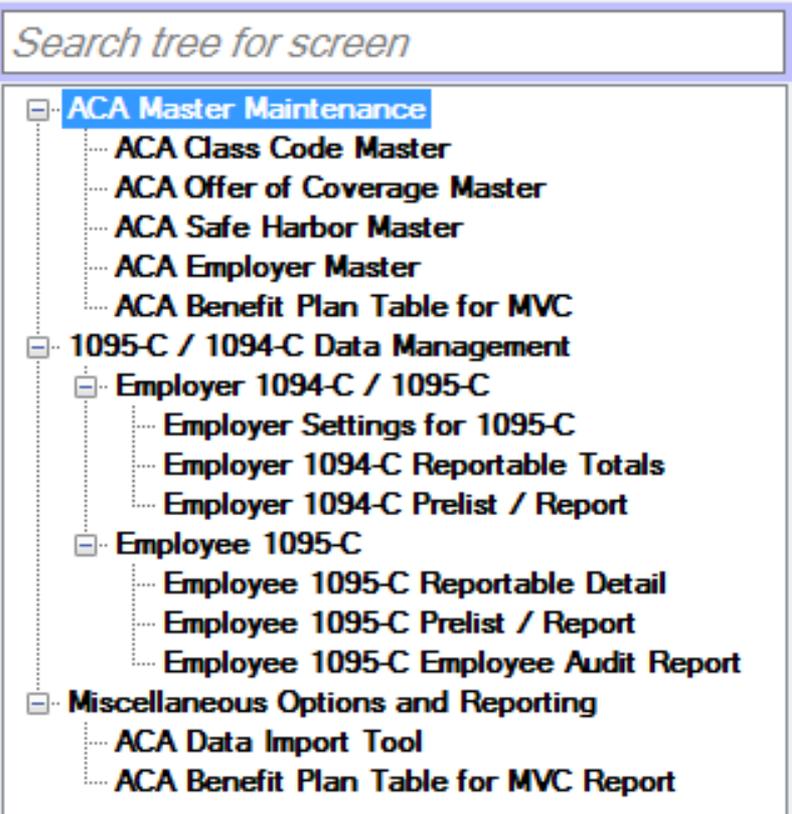
ACA Management Module

- Purpose
- Menu tree – Overview
- Security and basic operations
- Review screens

ACA Management Module – Purpose

- Gather data for 1095-C / 1095-B form printing
- Produce pre-production reports to verify data prior to production form printing
- Generate XML data file for submission to AIR
- Provide historical tracking of form printing and electronic submission

ACA Management Module Menu tree folders



- ACA Master Maintenance
- 1095-C / 1094-C Data Management
 - Employer Settings for 1095-C
 - Employee 1095-C
- Miscellaneous Options and Reporting

ACA Management & Reporting

Security

Tax Year Access and Security

ID = ACAYEAR#, where #=1..9 for a total of 9 per end-user
 Parm = aaaab; which is repeated up to ten (10) times per usersec entry.
 aaaa = tax year (for example 2015)
 b = R for read-only, W for read/write, X to exclude access to the year

There can be 9 usersec entries (ACAYEAR1 through ACAYEAR9) which allows for 90 entries to be defined.

For example, to allow an end-user access to update tax year 2015 and view-only 2014 data you would set this usersec:

ID = ACAYEAR1
 Parm = 2014R;2015W;

Note: the end-user must enable update mode by choosing update in the dropdown which is accessed by clicking on the calendar icon on the toolbar.

End-User Security Level for Locking

ID = ACASECL#, where #=1..9 for a total of 9 per end-user

Parm = aaaa:bbb-cccde; which is repeated up to four (4) times per usersec entry.

- aaaa = tax year (for example 2015)
- bbb = starting district number
- ccc = ending district number
- d = R for employer data, E for employee data (default), B for both E and R
- e = Security lock level (` ` , 0-9, M for master). The security lock level must be higher than the current lock level for the district.

There can be 9 usersec entries (ACASECL1 through ACASECL9) which allows for 36 entries to be defined.

ACA Management & Reporting

ACA Management Module

ACA Management – Main Window

ACA Management (2015/Update) 39 - The Train USD QSS/OASIS

File Options Help+Video Hot Keys

ACA Class Code Master (ACAM01)

Search tree for screen

- ACA Master Maintenance
 - ACA Class Code Master
 - ACA Offer of Coverage Master
 - ACA Safe Harbor Master
 - ACA Employer Master
 - ACA Benefit Plan Table for MVC
- 1095-C / 1094-C Data Management
 - Employer 1094-C / 1095-C
 - Employer Settings for 1095-C
 - Employer 1094-C Reportable Totals
 - Employer 1094-C Prelist / Report
 - Employee 1095-C
 - Employee 1095-C Reportable Detail
 - Employee 1095-C Prelist / Report
 - Employee 1095-C Employee Audit Report
- Miscellaneous Options and Reporting
 - ACA Data Import Tool
 - ACA Benefit Plan Table for MVC Report

Search By By ID District: 39 Include Terminated Add to grid

Selected Employee/List: PERSNIKITY, REALLIE

SSN : xxx-xx-1111 Ext Ref# : 001074 SEID: 5310563999

Search Results [Press Ctrl + Enter to select the highlighted employee]

Name	ID	G	Ty	Site	BU	RC	LG	Terminated	Work Phone
------	----	---	----	------	----	----	----	------------	------------

ACA Management – Options

ACA Management (2015/Update) 39 - The Train USD

File Options Help+Video Hot Keys

- Search by SSN Ctrl+Alt+S
- Search by External Ref Ctrl+Alt+E
- Search by Name Ctrl+Alt+N
- Search by ID Ctrl+Alt+I
- Put cursor in current search field F1
- Search F3
- Advanced Search Ctrl+Alt+A
- Load Employee(s) from File/Clipboard Ctrl+I
- Expand tree Ctrl+E
- Collapse tree Ctrl+O
- Clear search results Ctrl+F1
- Refresh search results Ctrl+R
- Review Transmission Errors Ctrl+T
- Grid Output Shift+F11
- Print Screen F11
- First Employee Shift+F5
- Previous Employee F5
- Next Employee F6
- Last Employee Shift+F6
- Enable Favorites

Search Panel

By SSN By Ext Ref By Name By ID

SSN : Ext Ref # :

Search Results [Press Ctrl + Enter to select the high

Name	ID	G	T
------	----	---	---

ACA Class Code Master

ACA Class Code Master (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close

District: 39 - The Train USD

+ Add Line - Delete Line

	Class Code	Name	Abbreviation	Audit ID	Audit Date	Audit Time
▶	1000	Class 1000	CL1000			
	0202	Class 0202	CL0202			

ACA Offer of Coverage & Safe Harbor Masters

ACA Offer of Coverage Master (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close

+ Add Line X Delete Line Copy Codes to 2016

Offer Of Cov	Name	Abbreviation	Audit ID	Audit Date	Audit Time
AA	SAMPLE CODE AA	CODE AA	BTC2	12/21/2016	12:11 AM
BB	SAMPLE CODE BB	CODE BB	BTC2	12/21/2016	12:11 AM
CC	SAMPLE CODE CC	CODE CC	BTC2	12/21/2016	12:11 AM
DD	SAMPLE CODE DD	CODE DD	BTC2	12/21/2016	12:11 AM

Yr: 2008 Dist: 39 Site: 00 GS: W

ACA Safe Harbor Master (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close

+ Add Line X Delete Line Copy Codes to 2016

Safe Harbor	Name	Abbreviation	Audit ID	Audit Date	Audit Time
AA	SAMPLE CODE AA	CODE AA	BTC2	12/21/2016	12:56 AM
BB	SAMPLE CODE BB	CODE BB	BTC2	12/21/2016	12:56 AM
CC	SAMPLE CODE CC	CODE CC	BTC2	12/21/2016	12:56 AM
DD	SAMPLE CODE DD	CODE DD	BTC2	12/21/2016	12:56 AM

Yr: 2008 Dist: 39 Site: 00 GS: W 11/16/2017 6:43:17 AM

Benefit Plan Table for MVC

ACA Benefit Plan Table for MVC (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Table ID	EE Pays	Prorate Base	Prorate?
BU01	120.00	200.00	<input type="checkbox"/>
SSTEST	0.00	0.00	<input checked="" type="checkbox"/>
SSTE2T	187.87	199.99	<input type="checkbox"/>
CDGTST	1.00	1.70	<input checked="" type="checkbox"/>

ACA Benefit Plan Table for MVC (2015/Update)39 - The Train USDQSS/OASIS

File Options

ChangeMode

Table ID : BU01

Prorate Lock Data Ignore

EE Pays : 120.00 Prorate Base : 200.00

FTE

Low	High	Use Actual	FTE
0.0000	0.2500	<input type="checkbox"/>	0.2500
0.2501	0.5000	<input type="checkbox"/>	0.5000
0.5001	0.7000	<input type="checkbox"/>	
0.7001	1.0000	<input type="checkbox"/>	
		<input type="checkbox"/>	

Use Flags

Bargaining unit : [] [] [] [] [] [] [] []

Class Range

[] [] [] [] [] [] [] []

Employee type : [] [] [] [] [] [] [] []

Report code : [] [] [] [] [] [] [] []

Audit ID : DA08
 Audit Date : 12/14/2015
 Audit Time : 21:36:23

Employer Settings

Employer Settings for 1095-C (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Change

DCDG-08/03/2016-10:45:11

ACA

District Name: The Train USD District EIN: 123456789 All Districts

Address1: 400 Washington Street Lock Level: Not Locked

Address2: Top FloorS Plan Start: 01 Plan Default: Use if Employee Plan Start is Zero

City: Seattle State: WA ZIP: 12345 Print Form: Print 1095-C (I, II, III)

Contact Last Name: Steward First Name: Ronnie Middle Name: Duane Suffix: Mr.

Contact Phone: (000) 598-9500 Ext: 123456

1095-B Settings

Policy Type: Multiemployer Plan Default: Use regardless of Employee Policy Type

1094 Signature

PIN: A123456789 Date: 01/08/2016 Title: Programmer

Select If Using

Qualifying Offer Method

Qualifying Offer Method Transition Relief

Section 4980H Transition Relief

98% Offer Method

1094C/1095C Transmission

Option: Transmit Original 1094C Counts+1095C Forms

Authoritative: Receipt ID: - SID: 00

Last: Receipt ID: - SID: 00 IRS Response:

Edit

1094B/1095B Transmission

Option: Transmit Original 1095B Forms

Last: Receipt ID: - SID: 00 IRS Response:

Edit

Edit Transmission Information

1094C/1095C Transmission

Option: 0 - Transmit Original 1094C Counts+1095C Forms

Authoritative Submission

Receipt ID: -

Submission ID (SID):

Last Submission

Receipt ID: -

Submission ID (SID):

IRS Response:

OK Cancel

1094C/1095C Transmission

Option: 0 - Transmit Original 1094C Counts+1095C Forms

Authoritative S

Submission

Last Submission

- 0 - Transmit Original 1094C Counts+1095C Forms
- A - Transmit 1095C Form Additions
- C - Transmit 1095C Corrections
- F - Transmit 1094C Form Totals Corrections
- R - Transmit Replacement for Rejected Original
- T - Transmit 1094C Authoritative Totals Only

1094B/1095B Transmission

Option: 0 - Transmit Original 1095B Forms

Last Submission

Receipt ID: -

Submission ID (SID):

IRS Response:

OK Cancel

1094B/1095B Transmission

Option: 0 - Transmit Original 1095B Forms

Last Submission

Submission

- 0 - Transmit Original 1095B Forms
- C - Transmit 1095B Form Corrections
- A - Transmit 1095B Form Additions
- R - Transmit Replacement for Rejected Original

All Districts Quick View

All Districts (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Inspect

Di	Name	EIN	Address 1	Address 2	City	State	Zip	Contact Last Name	Contact First Name	Contact Midd
07	QSS Unified School District				SAN CARLOS	CA	94070-4101			
39	The Train USD	123456789	400 Washington Street	Top Floor	Seattle	WA	12345	Steward	Ronnie	Duane
82	TEST DISTRICT NUMBER 82	9412345678	20 EAST 20TH AVENUE		SAN MATEO	CA	94403	PHIBES	DOCTOR	

Summary Totals for AIR/XML Reporting

Employer 1094-C Reportable Totals (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Change

DCDG-08/03/2016-10:45:11

	Month	Flag 1	Flag 2	Flag 3	Flag 4	Flag 5	Flag 6	Count FE	Count TE
▶	Jan	Y						500	750
	Feb	Y						501	751
	Mar	Y						499	749
	Apr	Y						495	752
	May	Y						499	776
	Jun	Y						498	775
	Jul	Y						494	770
	Aug	Y						520	790
	Sep	Y						525	794
	Oct	Y						530	802
	Nov	Y						525	810
	Dec	Y						530	805

1095C Count

XML Reporting Prelist

The screenshot shows a web application window titled "Employer 1094-C Prelist / Report (2015/Update)". The window has a menu bar with "File" and "Options", and a toolbar with icons for save, folder, printer, refresh, and delete. The main content area contains four form fields:

- District: 39 - The Train USD
- Report title: (empty text input)
- Extract: All reportable forms
- Report format: Detail

Employee Reportable Detail

Employee 1095-C Reportable Detail (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Steward, Duane R xxx-xx-2222 001111 Change

RDS-11/20/2015-10:18:05

Last Name		First Name		Middle Name		Suffix		Name Flag	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		Use 'MA' Name	
Address1									
<input type="text"/>									
Address2									
<input type="text"/>									
City		State/Province		ACA SSN		Plan Start		Form Flag	
<input type="text"/>		<input type="text"/>		<input type="text"/> <input type="checkbox"/> Override 'MA' SSN		<input type="text"/> <input type="checkbox"/> Covered Individuals <input type="checkbox"/> Hold		Print form defined by district	
FA Province		ZIP		FA Postal Code		FA Country		Policy Type	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		Use the District default value	
FA Country Name (if needed)		FA Country		FA Country		FA Country Name (if needed)		Print Status	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		Okay to print	

Form Production

Flag	Date	Form ID	Flag	Date	Form ID	Flag	Date	Form ID	Flag	Date	Form ID
P	02/26/2016	00000086	P	03/02/2016	00000087	P	03/16/2016				

IRS Transmission

Receipt ID: - Submission ID (SID): Record ID: Transmission Status: Edit

Month	Offer Of Coverage	Safe Harbor	Amount	Benefit Table	Benefit Table FTE	MVC Flag	Month Flag
Jan	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Feb	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Mar	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Apr	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
May	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Jun	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Jul	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Aug	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Sep	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Oct	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Nov	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include
Dec	AA	CC	0.00	ABCDEF	0.5000	Blank Amount	Include

Employee IRS Transmission

Employee IRS Transmission

Receipt ID: -

Submission ID (SID):

Record ID:

Transmission Status:

- Not transmitted to IRS
- C - Corrected for retransmission
- E - Error returned by IRS
- R - Retransmitted to IRS
- T - Transmitted to IRS

Form ID

Covered Individuals (Optional)

Employee 1095-C Reportable Detail (2015/Update) 39 - The Train USD QSS/OASIS

File Options

	Print	First Name	Middle Name	Last Name	Suffix	SSN	DOB	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
▶	<input type="checkbox"/>	Soumya		Smith		***-**-3232		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Trailakya	Narayan	Bhattacharya		***-**-7536	05/01/1940	<input type="checkbox"/>											
	<input checked="" type="checkbox"/>	Bibhuti	Bhushan	Bandyopadhy		***-**-2589	09/01/1973	<input type="checkbox"/>											
	<input checked="" type="checkbox"/>	John	Jacob	Washington	Mr	***-**-0000	01/01/1999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Tom	Jacob	Bush	Mr	***-**-0000	01/01/1999	<input checked="" type="checkbox"/>											
	<input checked="" type="checkbox"/>	bob		mylastname		***-**-4567		<input checked="" type="checkbox"/>											

Add/Change Covered Individual

Employee 1095-C Reportable Detail (2015/Update)

File Options

	Print	First Name	Middle Name
	<input type="checkbox"/>	Soumya	
	<input checked="" type="checkbox"/>	Trailakya	Narayan
	<input checked="" type="checkbox"/>	Bibhuti	Bhushan
	<input checked="" type="checkbox"/>	John	Jacob
	<input checked="" type="checkbox"/>	Tom	Jacob
	<input checked="" type="checkbox"/>	bob	

Employee 1095-C Reportable Detail (2015/Update)39 - The Train USDQSS/O...

File Options

ChangeMode

Last Name : Print

First Name :

Middle Name :

Date of Birth :

SSN :

Jan
 Feb
 Mar
 Apr
 May
 Jun

Jul
 Aug
 Sep
 Oct
 Nov
 Dec

Audit ID: DAPX
Audit Date: 03/11/2016
Audit Time: 13:36:29

	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input checked="" type="checkbox"/>						
	<input checked="" type="checkbox"/>						
	<input checked="" type="checkbox"/>						

ACA Management & Reporting

Imports

Import Employee Detail - Narrow

ACA Data Import Tool (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close Verify Data Import Data Clear Grid Covered

District: 39 - The Train USD

Input Row Format

- All 12 months (wide)
- 1 month (narrow)

Format of Box 15 Data

- Numeric Value (1 column)
- Benefit Table Only (1 column)
- Benefit Table and FTE (2 columns)

Blank Months Are Significant

Status	Employee ID	Plan Start Month	Start Month	End Month	Box 14	Box 15 Value	Box 16

Import Employee Detail - Wide

ACA Data Import Tool (2015/Update) 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close Verify Data Import Data Clear Grid Covered

District: 39 - The Train USD

Input Row Format

- All 12 months (wide)
- 1 month (narrow)

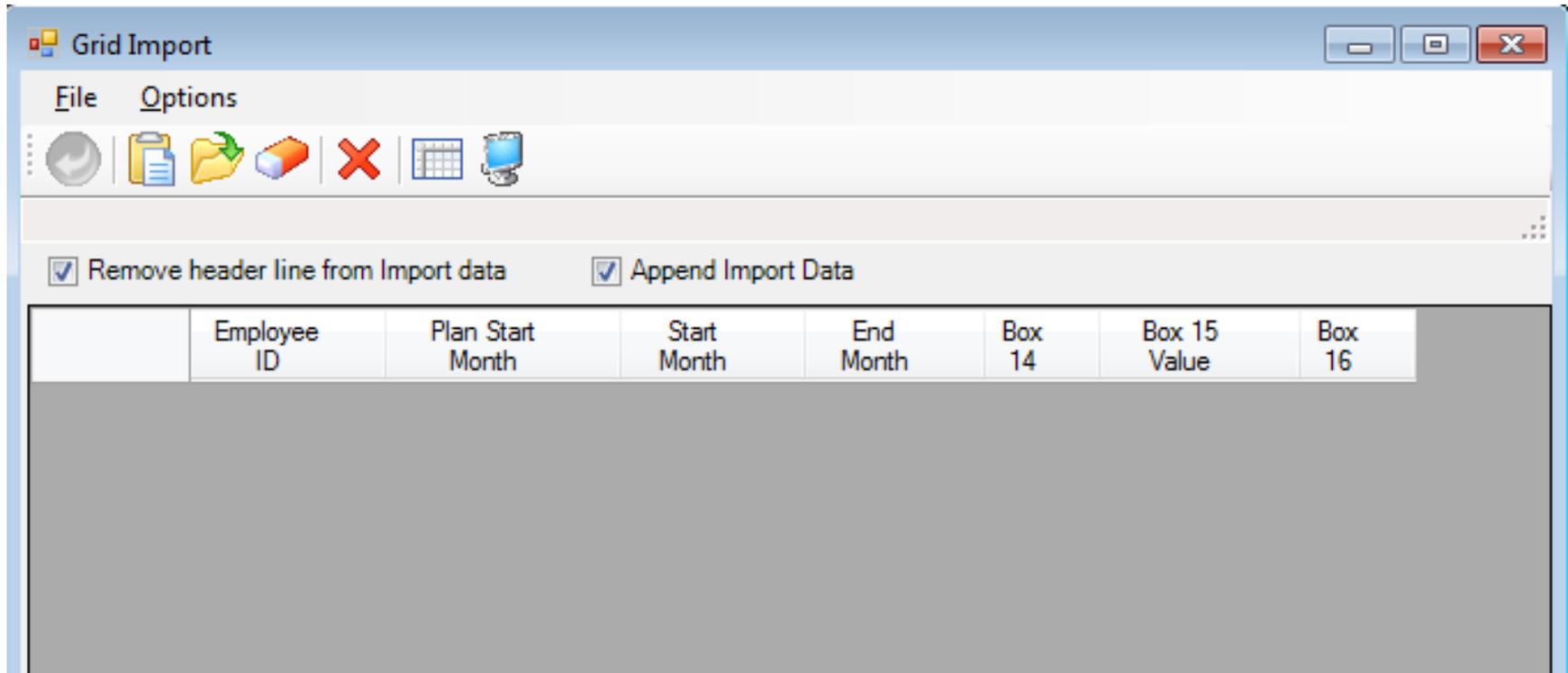
Format of Box 15 Data

- Numeric Value (1 column)
- Benefit Table Only (1 column)
- Benefit Table and FTE (2 columns)

Blank Months Are Significant

Status	Employee ID	Plan Start Month	Box 14 (Jan)	Box 15 (Jan) Value	Box 16 (Jan)	Box 14 (Feb)	Box 15 (Feb) Value	Box 16 (Feb)	Box 14 (Mar)	Box 15 (Mar) Value	Box 16 (Mar)

Grid Import - Narrow



Grid Import - Wide

ACA Data Import Tool (2015/Update) 39 - The Train USD QSS/OASIS

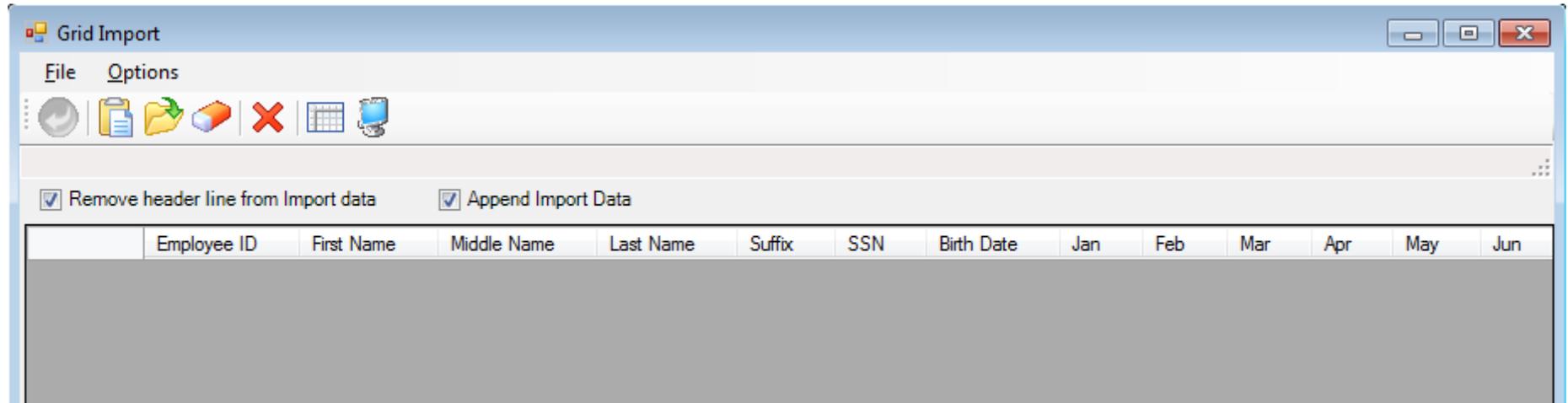
File Options

Save Save and Close Close Verify Data Import Data Clear Grid Normal

District: 39 - The Train USD

Status	Employee ID	First Name	Middle Name	Last Name	Suffix	SSN	Birth Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
--------	-------------	------------	-------------	-----------	--------	-----	------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Grid Import – Covered Individuals



The screenshot shows a software window titled "Grid Import". It features a menu bar with "File" and "Options", a toolbar with icons for refresh, save, delete, and print, and two checked options: "Remove header line from Import data" and "Append Import Data". Below the options is a data grid with the following columns:

	Employee ID	First Name	Middle Name	Last Name	Suffix	SSN	Birth Date	Jan	Feb	Mar	Apr	May	Jun

Import Documentation – 1 of 7

The ACA Management module has an option to import employee 1095-C data similar to other data import features in QSS/OASIS with these basic features:

- You can import for a single district or multiple districts at the same time. The ability to import for districts other than the logon district is controlled by end-user security. You must select an option to import for multiple districts and this option is also controlled by end-user security.
- The import data should only include the district when you are importing for multiple districts.
- You can use SSN or ExtRef values to identify the employee
- Box 15 values can be imported as actual values or table driven references to a manually maintained benefit value table.
- When you import Box 15 values as a benefit table reference you can optionally add a column in the import for benefit FTE if FTE is a factor in calculating the employee share.
- You can import all twelve (12) months of box 14-16 values in a single row or you can import a single set of box 14-16 values and specify a month beg/end range which to affect. These two formats are known as the "wide" or "narrow" format.
- You tell the the import tool how you have organized your data and the columns to import are dynamically adjusted. Keep in mind that each row of imported must follow the format you specify.
- There is no separate field in the database for "all 12 months". 1095-C software will check the 12 months of data and if they are the same then the values will be suppressed by month and will be printed in the "all 12 months" columns where applicable.

Import Documentation – 2 of 7

Narrow format with numeric value for box 15

Col#	Max	Description
MD/LD	Width	
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3	2	First month to update with box 14-16 values. Must be 01-12.
5/4	2	Last month to update with box 14-16 values. Must be 01-12 and cannot be less than "First month".
6/5	2	Box 14 - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
7/6	9	Box 15 - Employee share of lowest cost monthly premium, for self-only minimum value coverage. Format with decimal point like 1234.56. Use 0.00 when actually is zero and space when you have nothing to report for this month.
8/7	2	Box 16 - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

Import Documentation – 3 of 7

Wide format with numeric value for box 15

Col#	Max	Description
MD/LD	Width	
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3*	2	Box 14 for January - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
5/4*	9	Box 15 for January - Employee share of lowest cost monthly premium, for self-only minimum value coverage. Format with decimal point like 1234.56. Use 0.00 when actually is zero and space when you have nothing to report for this month.
6/5*	2	Box 16 for January - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

* Repeat these columns for the remaining 11 months, February - December so you have a total of 36 columns with 3 columns per month

Import Documentation – 4 of 7

Narrow format with benefit table reference for box 15

Col#	Max	Description
MD/LD	Width	
-----	-----	-----
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3	2	First month to update with box 14-16 values. Must be 01-12.
5/4	2	Last month to update with box 14-16 values. Must be 01-12 and cannot be less than "First month".
6/5	2	Box 14 - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
7/6	6	Box 15 - Alphanumeric code that references a benefit table value that has been entered in the ACA Management Module.
8/7	2	Box 16 - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

Import Documentation – 5 of 7

Wide format with benefit table reference for box 15

Col#	Max	Description
MD/LD	Width	
-----	-----	-----
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3*	2	Box 14 - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
5/4*	6	Box 15 - Alphanumeric code that references a benefit table value that has been entered in the ACA Management Module.
6/5*	2	Box 16 - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

* Repeat these columns for the remaining 11 months, February - December so you have a total of 36 columns with 3 columns per month

Import Documentation – 6 of 7

Narrow format with benefit table reference and FTE for box 15

Col#	Max	Description
MD/LD	Width	
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3	2	First month to update with box 14-16 values. Must be 01-12.
5/4	2	Last month to update with box 14-16 values. Must be 01-12 and cannot be less than "First month".
6/5	2	Box 14 - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
7/6	6	Box 15 - Alphanumeric code that references a benefit table value that has been entered in the ACA Management Module.
8/7	6	Box 15 - FTE value with four (4) decimal places. Examples: 1.0000, 0.5000, 0.7500, 0.1234
9/8	2	Box 16 - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

Import Documentation – 7 of 7

Wide format with benefit table reference and FTE for box 15

Col#	Max	Description
MD/LD	Width	
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district or a specified district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	2	Plan start month. Values must be 00-12. This value is optional for 2015 and is reported as 00 when you choose to not report the actual month value.
4/3*	2	Box 14 - Offer of Coverage. Must be a valid 2-character value as specified by the IRS or spaces.
5/4*	6	Box 15 - Alphanumeric code that references a benefit table value that has been entered in the ACA Management Module.
6/5*	6	Box 15 - FTE value with four (4) decimal places. Examples: 1.0000, 0.5000, 0.7500, 0.1234
7/6*	2	Box 16 - Applicable Section 4980H safe harbor code. Must be a valid 2-character value as specified by the IRS or spaces.

* Repeat these columns for the remaining 11 months, February - December so you have a total of 48 columns with 4 columns per month

ACA Management & Reporting

Employee Reports

Request Employee Prelist

Employee 1095-C Prelist / Report (2015/Update) 39 - The Train USD QSS/OASIS

File Options

District: 39 - The Train USD

Report title: Include non-printable employees in edit checking

Extract: Needing Print or Reprint

Form Flag: Any Printed Form

Report format: Print 3 Lines (14,15,16)

Class Range:

Bargaining unit:

Employee type:

Pay code:

SSN/EXTREF:

Employee List:

Request Employee Audit Report

Employee 1095-C Employee Audit Report (2015/Update) 39 - The Train USD QSS/OASIS

File Options

District:

Report title:

Ignore employees terminated before:

Check last paid information
 Check Payroll / Deduction history
 Check Benefits Management

Class Range

<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Bargaining unit:

Employee type:

Pay code:

SSN/EXTREF:

Employee List:

ACA Management & Reporting

ACA Class

ACA Class Codes for Employee – W4 Screen / Payroll

W4/Control 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: Pay Lines Demographic Last Check Leave Balances Payroll DD Audit

PAIN, TRUE xxx-xx-1000 1006 id: 7776665554 AB/MA ChangeMode

[Show SSN](#) [DAPX-10/27/2016-09:55:34](#)

W-4 Information

E X E M P T

	Status	Exemptions	Tax-CC	Y	A	N	Special Tax Rules	Additional	Hold/Ignore	Deduction Schedule
Change Federal:	S	02 00	00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.00	0.00		
Change State:	S	03 00	05	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	0.00	0.00		
County:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
City:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Local:				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Control Information

Check sort:	0000 - Unspecified	Alt check sort:	0001 - DISTRICT BUSINESS OFFICE
Pay code:	02 - CLASSIFIED CONTRACT	Primary RS:	02 - PERS - CLASSIC Unit: 000
Ret code:	08-1-1	Secondary RS:	11 - STRS PEPRA Unit: 000
Pay schedule:	EOM12 - 12 MONTH JULY - JUNE	Statutory ded:	TSM - TAXES, STRS, MEDICARE
DPO:	N SUI: 1 - Regular funding	EIC:	Sub: 0 - Not sub Def Pay Bal: 125.00
Control group:	BBB - BBBCONTROL GROUP	ACA Class:	Current: 6001 Previous: 0000 Model: 0000
Ret rate:	0.000000 Member ID:		
User def (1):	L:FS (2) (3) (4) (5)		
Pending ret:		SMF status/date:	

ACA Class Codes for Employee – PPACA Information

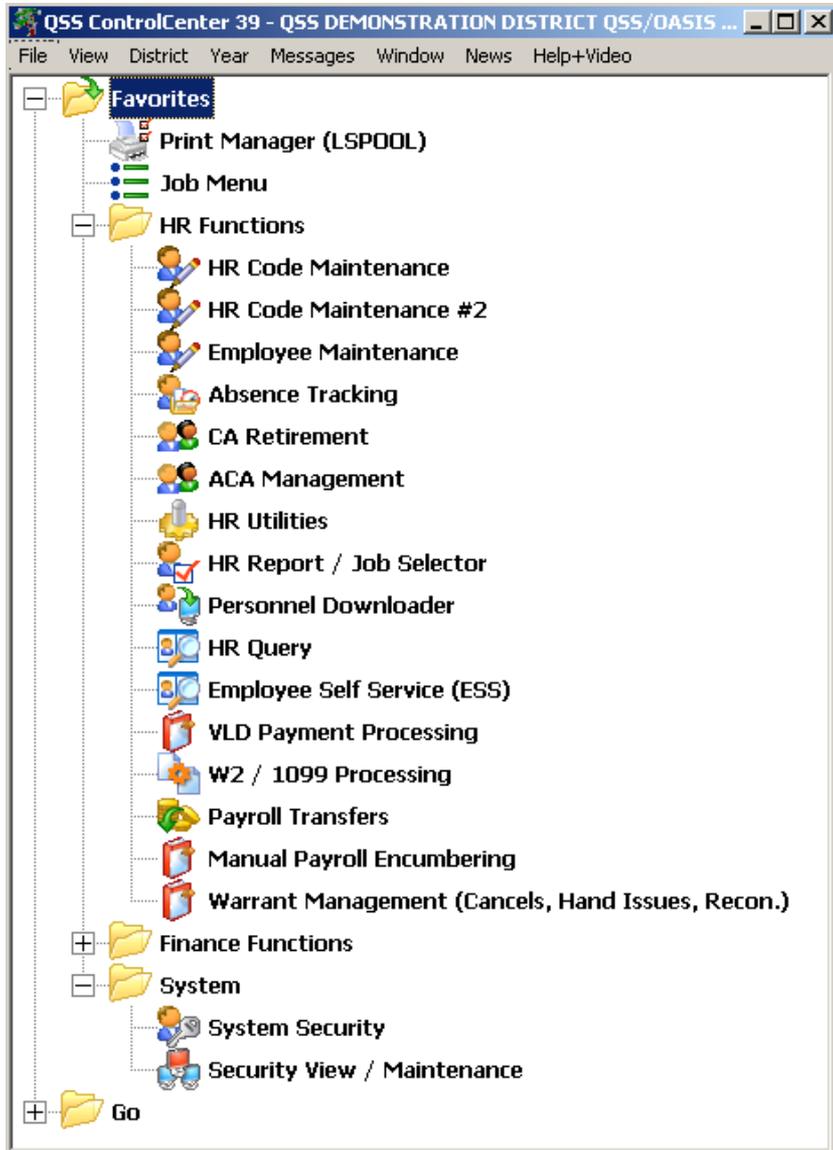
The screenshot displays the 'Employee Maintenance (EmployeeMode)' application. The left sidebar shows a search tree with 'PPACA Information' highlighted. The main window, titled 'PPACA Information', shows the following details:

- File Options Window
- Search tree for screen
- PPACA Information 39 - The Train USD QSS/OASIS
- File Options Window
- PAIN, TRUE xxx-xx-1000 1006 id: 7776665554 AB/MA
- ChangeMode
- Show SSN Not available
- ACA Class
- Current:
- Previous:
- Model:

QSS/OASIS and ACA

- ACA Class – What is it and what role does it play?
- Payroll Analysis – Why, What and How...
- 1095-C / 1095-B: Employee Statements and Electronic Transmittal Files

What Will We/You Be Using



- Print Manager
- Job Menu
- Employee Maintenance
- Personnel Downloader
- ACA Management Module

Employee Maintenance Functions

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search tree for screen

- [-] Favorites
 - Demographic (MA)
 - Assignments/STD (PO)
 - Position Control Search
 - Termination (TE)
 - Deductions (PD)
 - Direct Deposit
 - Pay Lines (PR)
 - Benefits Management (BM)
 - W4/Control Data (W4)
- [+] Personnel
- [+] Professional
- [+] Position Control
- [+] Payroll
 - W4/Control Data (W4)
 - Direct Deposit
 - Deductions (PD)
 - Pay Lines (PR)
 - Payroll Events (PE)
 - Time Card Entry (TC)
 - Deferred Pay
 - Deduction Accumulators
 - Substitute Batch Entry
 - Child Support Information
 - PPACA Information
 - Tax Modeling
 - Payroll Data Import
- [-] History / Inspect
 - Payroll History
 - Search Pay History
 - Inspect Labor/Benefits
 - View Retirement History
 - View W2 Data

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List/Applicant: PAIN, TRUE

SSN : xxx-xx-1000 Ext Ref# : 001006 SEID: 7776665554 Term : n/a

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	Emp/App ID	Terminated	Birth Date	G	Ty	Site	PL	PC	RS	Ret Code AC	ACA Current	DPD	BU

Job Menu

Job Menu 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help+Video Description (F1) Example (Ctrl+F1)

Search found 1 lines.

View: Tree Grid Show: Show All Show Only Favorites

Search:

- [-] Payroll
 - [+] Payroll Pre-List Reports
 - [-] Payroll Reports
 - [-] Reprint Payroll Reports (PYRREQ)
 - [-] Reprint Non-Pay Benefit Reports (BNRREQ)
 - [-] Request Retro-Pay Analysis Report (PRT200) (STD Only)
 - [-] Request Retro-Pay Analysis Report (PRT300) (STD/ENH)
 - [-] Deferred Pay Balance Report (PAY580)
 - [-] Benefit Object Map Report (PAY380)
 - [-] Benefit H/W Object Map Report (PAY381)
 - [-] Benefit H/W Group Object Map Report (PAY382)
 - [-] Benefit Headings / District Sig. Digits Report (PAY385)
 - [-] Maintain Payroll Reporting Cycles (PYC010)
 - [-] Request Payroll Report Cycle Reports/Jobs (PYCSUB)
 - [-] Child Support Deduction Report (DED160)
 - [-] Personnel/Payroll Comparative Report (PAY930)
 - [-] Personnel/Payroll Comparative Report (EH PosCl) (PAY932)
 - [-] Payroll W4 Control Report (PYS530)
 - [-] Payline Edit List (PYS590)
 - [-] Excess TSA Contributions (PYS850)
 - [-] YTD FICA/Medicare Verification (PYS960)
 - [-] Marginal Tax Bracket Calculation Report (PYS965)
 - [-] On-Line Tax Rate Report (TXR100)
 - [-] Rate Pay Payline Edit List (PYS595)
 - [-] Pay Deduction Listing (PYS600)
 - [-] Voluntary Deduction Listing (PYS610)
 - [-] Employee Voluntary Deduction Listing (PYS611)
 - [-] Employee Payroll/Benefit Fact Sheet (PAY690)
 - [-] PPACA Analysis Report and CSV File (ACA100)
 - [-] PPACA Class Summary Report (ACA200)
 - [+] Payroll Jobs
 - [+] Payroll History Reports / Processes
 - [+] Salary Notification Reports / Processes
 - [+] VLD Reports / Processes
 - [+] Manual Payroll Encumbering Report
 - [+] Quarterly Reports / Processes

ACA Class

- ACA Class is a four (4) digit value, logically treated as a two (2) digit major-class followed by a two (2) digit sub-class.
- Each employee can be assigned up to three (3) ACA class values:
 - Current – their current class assignment
 - Previous – their class assignment in the prior measurement / stability period
 - Model – their class for modeling / evaluation purposes when you don't want to disturb Current / Previous
- ACA Class is used for selecting employees to report and for special calculation rules used to compute ACA monthly hours

Updating ACA Class Values

- Manual Update on the W4 screen of Employee Maintenance
- Manual Update on the PPACA Information screen of Employee Maintenance
- Payroll Data Import

ACA Class Fields in the Database

- The ACA Class values are stored in these fields in the M-PAYROLL-MASTER table of PERPAY (payroll_master of hrspay)
 - Current: MTD-HDG (1); PPM-MTD-HOURS
 - Previous: MTD-HDG (2); PPM-MTD-DAYS
 - Model: MTD-HDG (3); PPM-MTD-GROSS
- This is “geek” stuff – normal people can ignore this!

W4 Screen – ACA Class Fields

W4/Control 39 - The Train USD QSS/OASIS

File Options Navigation Window

Switch to: Pay Lines Demographic Last Check Leave Balances Payroll DD Audit

PAIN, TRUE xxx-xx-1000 1006 id: 7776665554 AB/MA ChangeMode

[Show SSN](#) DAPX-10/27/2016-09:55:34

W-4 Information

		E X E M P T			Special Tax Rules		Additional	Hold/Ignore	Deduction Schedule
Status	Exemptions	Tax-CC	Y	A	N				
Change Federal: <input type="text" value="S"/>	<input type="text" value="02"/> <input type="text" value="00"/>	<input type="text" value="00"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>
Change State: <input type="text" value="S"/>	<input type="text" value="03"/> <input type="text" value="00"/>	<input type="text" value="05"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>
County: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Control Information

Check sort: Alt check sort:

Pay code: Primary RS: Unit:

Ret code: Secondary RS: Unit:

Pay schedule: Statutory ded:

DPO: SUI: EIC: Sub: Def Pay Bal:

Control group:

Ret rate: Member ID:

User def (1): (2) (3) (4) (5)

Pending ret: SMF status/date:

ACA Class

Current:

Previous:

Model:

PPACA Information

The screenshot shows a software application window titled "PPACA Information" with the following details:

- Window Title: PPACA Information
- Sub-headers: 39 - The Train USD, QSS/OASIS
- Menu: File, Options, Window
- Toolbar: Includes icons for file operations (save, print, delete), navigation (back, forward), and a "Switch to:" dropdown.
- Status Bar: PAIN, TRUE xxx-xx-1000 1006 id: 7776665554 AB/MA ChangeMode
- ACA Class Section:
 - Current: 5000
 - Previous: 0000
 - Model: 0000
- Additional UI: [Show SSN](#) and a checked checkbox for "Not available".

ACA Class Code Master Maintenance

ACA Class Code Master (2016/View) 39 - The Train USD QSS/OASIS

File Options

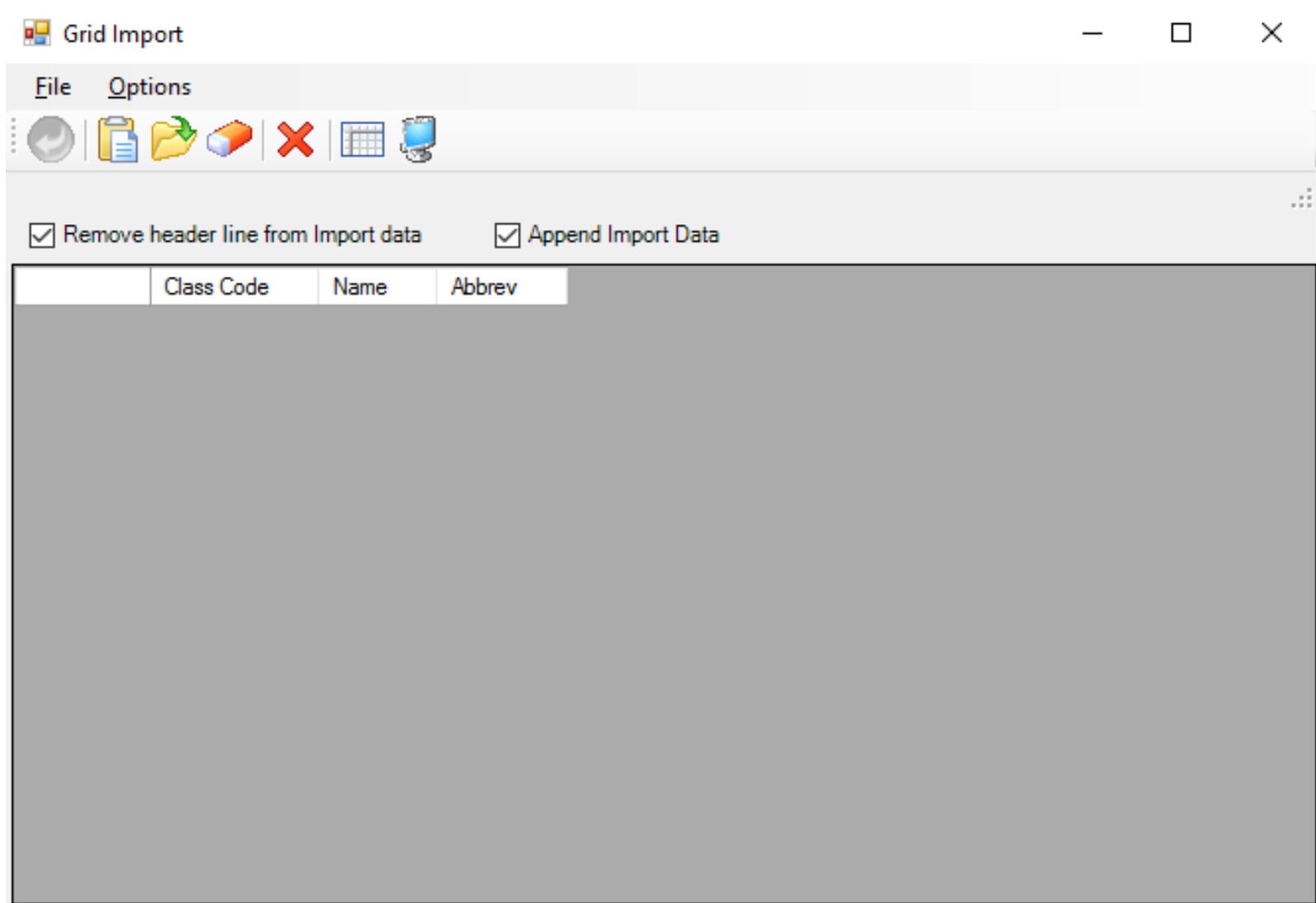
Save Save and Close Close

District 39 - The Train USD

+ Add Line X Delete Line Bulk Import

Class Code	Name	Abbreviation	Audit ID	Audit Date	Audit Time
0001	Ronnie Test	RTEST	RDS	11/07/2016	2:45 PM
4654	New Testing Code	NEW	RDS	11/04/2016	2:34 PM
8600	Test for CrAigG	CDG1	BTC2	11/02/2016	4:00 PM
8607	Test for CrAigg	CDG1	RDS	11/04/2016	2:34 PM
9978	Code of the day	DayCode	RDS	11/07/2016	12:41 PM

Import ACA Class Code Master



Transition: Free Form Class Codes to Master File

- Employee Class values were entered free-form
- Create Class Code Master
- Mixed free-form & select from Class Code Master
- Use security to force selection from Class Code Master

ACA Class Mass Update Using Payroll Data Import

- Can import ACA values for logon district or multiple districts
- Uses position 5 of the PDI### usersec. A value of '2' is import for logon district and '3' is import for multiple districts.

Getting Help for ACA Class Import

Employee Maintenance (EmployeeMode) 39 - The Train USD QSS/OASIS

File Options Window Help+Video Hot Keys

Search tree for screen

- [-] Favorites
 - Demographic (MA)
 - Assignments/STD (PO)
 - Position Control Search
 - Termination (TE)
 - Deductions (PD)
 - Direct Deposit
 - Pay Lines (PR)
 - Benefits Management (BM)
 - W4/Control Data (W4)
- [+] Personnel
 - [-] Professional
 - [-] Position Control
 - [-] Payroll
 - W4/Control Data (W4)
 - Direct Deposit
 - Deductions (PD)
 - Pay Lines (PR)
 - Payroll Events (PE)
 - Time Card Entry (TC)
 - Deferred Pay
 - Deduction Accumulators
 - Substitute Batch Entry
 - Child Support Information
 - PPACA Information
 - Tax Modeling
 - Payroll Data Import

Search Panel

By SSN By Ext Ref By Name By ID District: 39 Include Terminated Add to grid

Selected Employee/List/Applicant

SSN: Ext Ref #: Term:

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	ID	GC	PC	Terminated	Birth Date	G	Ty	PL	RS	Ret Code AC	ACA Current	DPD	BU

Payline Data Import 39 - The Train USD QSS/OASIS

File Options Help

Save Verify Data Import Data ACA Class Deductions Payline Timesheet

- ACA Class Import
- Deductions Import
- Substitute Import
- Timesheet Import

Employee

ACA Class Import Help...

File Export Format

Portrait Font Size: 10 Left Margin: 1

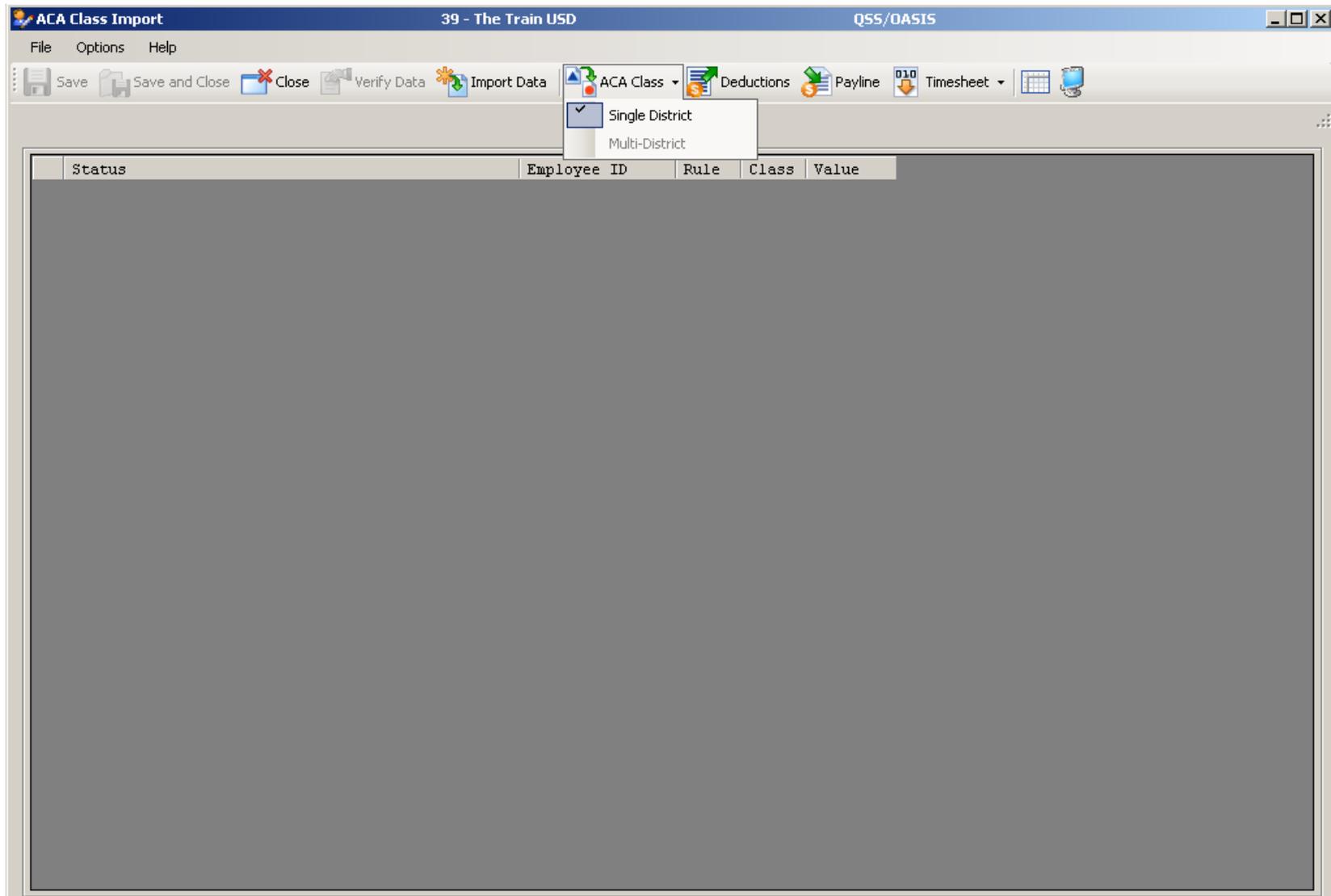
Total Lines: 41

ACA Class Codes Import

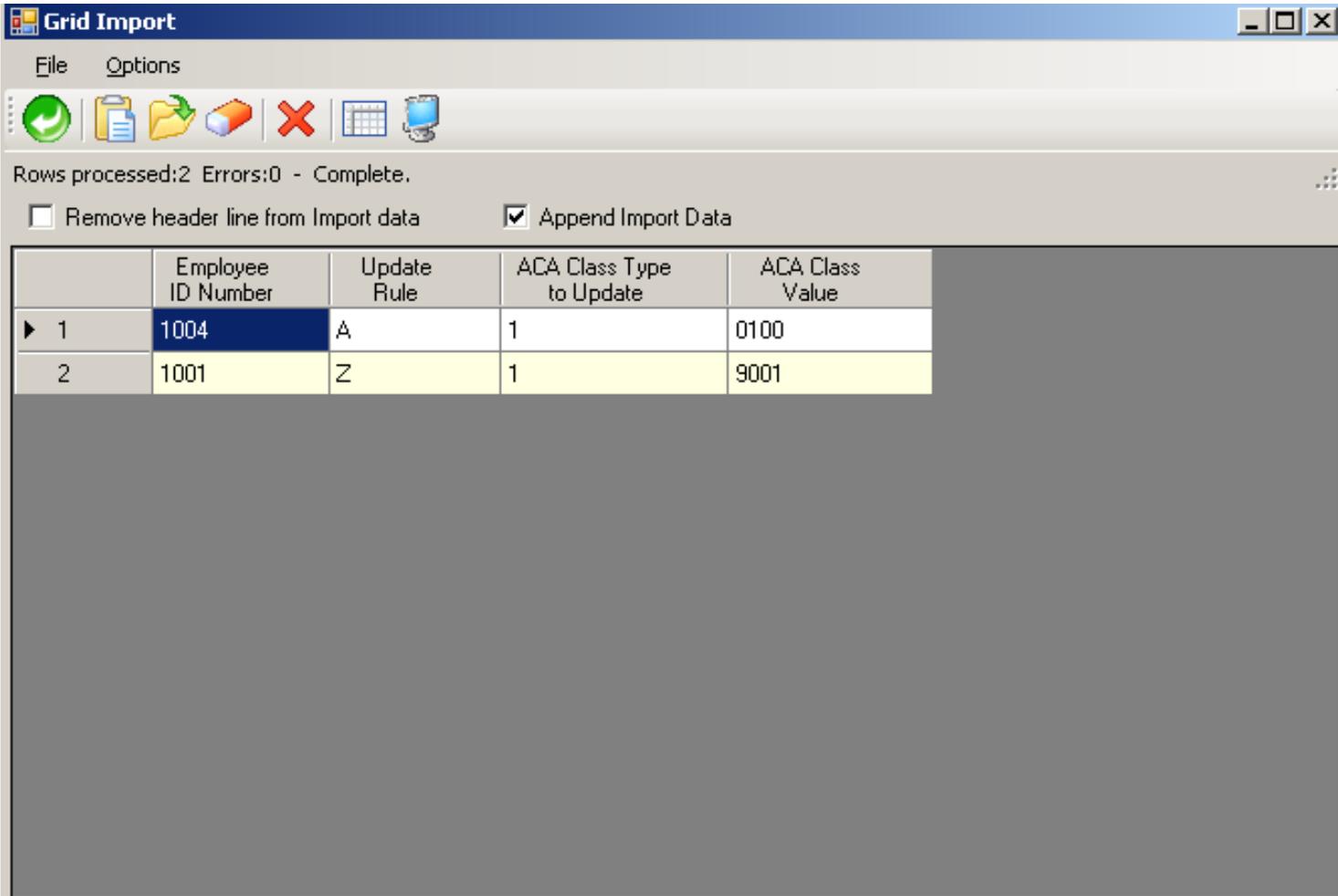
The ACA Class Code Import loads ACA Class values from an external file or source. You should prepare your data as four (4) columns of data if you are importing for your logon district and five (5) columns of data if you are importing for multiple districts. The "Col#" references under MD are for multiple district import and LD for logon district.

Col# MD/LD	Max Width	Description
1/na	3	District Number - 3 digits right justified/zero filled. This column is not used when importing for your logon district.
2/1	9	SSN or ExtRef of the employee. Values 6 digits or less are interpreted as ExtRef and values for ssn must be a full nine (9) digits.
3/2	1	Update Rule. Must be one of the following values: A = Update any existing ACA class value with imported value Z = Update existing ACA class value with imported value ONLY if existing ACA class value is zeros P = If updating 'Current' ACA class value then preserve existing non-zero 'Current' value as 'Previous' ACA class value. Note that the update will be rejected if the existing 'Current' ACA class value is the same as the imported value since the net result would be to replace the 'Previous' value with 'Current' value and then both values would be the same.
4/3	1	ACA Class value to update. Must be one of the following values: 1 = Update ACA Current Class value 2 = Update ACA Previous Class value 3 = Update ACA Model Class value Note special use of 'P' update rule when updating ACA Current Class
5/4	4	Imported ACA Class Value - 4 digits with leading zeros.

Payroll Data Import – ACA Class



Sample Import Using Clipboard



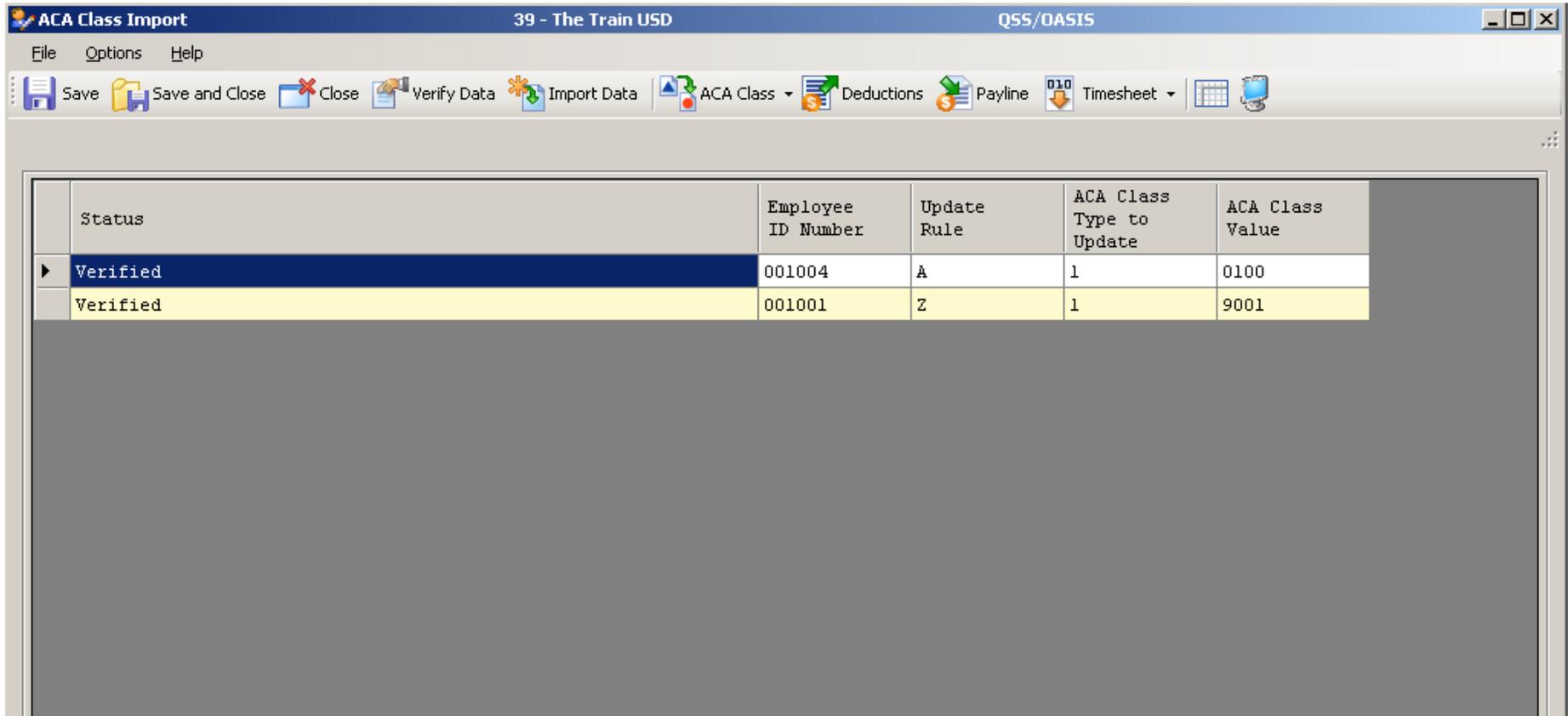
The screenshot shows the 'Grid Import' application window. The title bar reads 'Grid Import'. Below the title bar is a menu bar with 'File' and 'Options'. A toolbar contains icons for refresh, save, folder, delete, grid, and printer. Below the toolbar, the status bar indicates 'Rows processed:2 Errors:0 - Complete.' and two checkboxes: 'Remove header line from Import data' (unchecked) and 'Append Import Data' (checked).

	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
▶ 1	1004	A	1	0100
2	1001	Z	1	9001

Data Source

	A	B	C	D	E	F	G
1	DI	EmpId	Rule	Class	Class Val		
2	039	1004	A	1	0100		
3	039	1001	Z	1	9001		
4							
5							
6							
7							
8							
9							DI: three (3) digit district number with leading '0'
10							EmpID: ssn or extref
11							Rule: A = Update any existing value; Z = Update only if zero on-file; P = Preserve current as previous
12							Class: 1 = Current, 2 = Previous, 3 = Model
13							Class Val: 4 digit value with leading '0' (define as 'text')

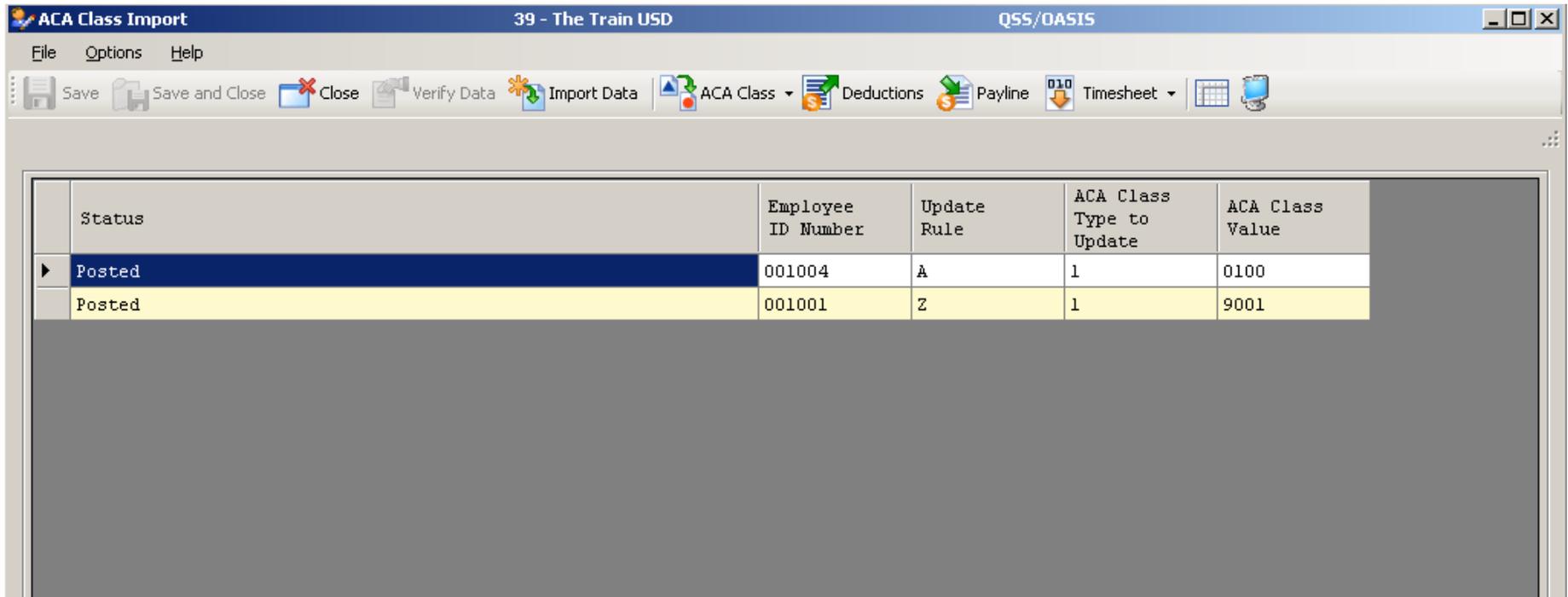
Verify Data Before Saving...



The screenshot shows the 'ACA Class Import' application window. The title bar indicates the file name is '39 - The Train USD' and the user is 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help'. The toolbar contains icons for 'Save', 'Save and Close', 'Close', 'Verify Data', 'Import Data', 'ACA Class', 'Deductions', 'Payline', and 'Timesheet'. The main data area contains a table with the following data:

Status	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
Verified	001004	A	1	0100
Verified	001001	Z	1	9001

Save ACA Class Values...



The screenshot shows a software window titled "ACA Class Import" for "39 - The Train USD" with "QSS/OASIS" in the top right corner. The menu bar includes "File", "Options", and "Help". The toolbar contains icons for "Save", "Save and Close", "Close", "Verify Data", "Import Data", "ACA Class", "Deductions", "Payline", and "Timesheet". The main area displays a table with the following data:

Status	Employee ID Number	Update Rule	ACA Class Type to Update	ACA Class Value
Posted	001004	A	1	0100
Posted	001001	Z	1	9001

Expose ACA Class - Advanced Search

Employee Advanced Search

File Options

Clear Fields Saved Searches

General Information | Dates | Payroll

EQ Pay location:

EQ Pay code:

EQ Control group:

EQ Ret System:

EQ Bank TR type: Bank ABA Number:

EQ Pay schedule:

EQ Stat Ded profile:

EQ DPD:

Payroll Select

Pay name:

Date paid for payroll select

Payroll Select constraints are not supported yet, and will be ignored in evaluating the search results. We shall advise when we phase in support for these parameters.

Tax Information

	Status	Exemptions	Exempt
Federal:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
State:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
County:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
City:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>
Local:	<input type="checkbox"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>

ACA Class Selection

ACA Class -

Class Assignment

- 1 - Current
- 2 - Previous
- 3 - Model
- 4 - Model/Current

Expose ACA Class – Search Results Grid (Define)

Configure Employee Search Fields

File Options

Available Additional Fields

Include Include All

	Description	Default Header	Custom Header	Action
▶	Employee Hire Date	Hire Date	Hire Date	Include
	Employee Rehire Date	Rehire Date	Rehire Date	Include
	Employee Anniversary Base Date	Ann Base Date	Ann Base Date	Include
	Employee Longevity Base Date	Long Base Date	Long Base Date	Include
	Employee Evaluation Due Date	Eval Due Date	Eval Due Date	Include
	Employee Original Hire Date	Orig Hire Date	Orig Hire Date	Include
	Employee Fingerprint Date	Fingerprint Date	Fingerprint Date	Include
	Employee Seniority Date	Seniority Date	Seniority Date	Include
	Employee Previous Sen Date	Prev Sen Date	Prev Sen Date	Include
	Employee Group Code	GC	GC	Include
	Employee Home Phone Number	Home Phone	Home Phone	Include
	Employee Work E-Mail	Work E-mail	Work E-mail	Include
	Employee Ok to Rehire	OR	OR	Include
	Employee Ok to Pay	OP	OP	Include
	Employee Pay Schedule	W4/PS	W4/PS	Include
	Employee Stat. Ded Profile	W4/SDP	W4/SDP	Include
	Employee Control Group	CG	CG	Include
	Employee Fed. Marital/Exemp.	Fed.M	Fed.M	Include
	Employee State Marital/Exemp.	Sta.M	Sta.M	Include
	Employee Retirement Codes	Ret Codes	Ret Codes	Include
	Employee ACA Previous Class	ACA Previous	ACA Previous	Include
	Employee ACA Model Class	ACA Model	ACA Model	Include

Selected Fields

Move Top Move Up Move Down Move Bottom Exclude Exclude All

Description	Default Header	Custom Header	Display	Action
Termination Date	Terminated	Terminated	<input checked="" type="checkbox"/>	Default
Employee Birth Date	Birth Date	Birth Date	<input checked="" type="checkbox"/>	Exclude
Gender	G	G	<input checked="" type="checkbox"/>	Default
Employee Type	Ty	Ty	<input checked="" type="checkbox"/>	Default
Site	Site	Site	<input checked="" type="checkbox"/>	Default
Employee Pay Location	PL	PL	<input checked="" type="checkbox"/>	Exclude
Employee Pay Code	PC	PC	<input checked="" type="checkbox"/>	Exclude
Employee Retirement System	RS	RS	<input checked="" type="checkbox"/>	Exclude
Employee Retirement AC Code	Ret Code AC	Ret Code AC	<input checked="" type="checkbox"/>	Exclude
Employee ACA Current Class	ACA Current	ACA Current	<input checked="" type="checkbox"/>	Exclude
Employee Deferred Pay Option	DPO	DPO	<input checked="" type="checkbox"/>	Exclude
Bargaining Unit	BU	BU	<input checked="" type="checkbox"/>	Default
Report Code	RC	RC	<input type="checkbox"/>	Default
Leave Group	LG	LG	<input type="checkbox"/>	Default
Work Phone	Work Phone	Work Phone	<input type="checkbox"/>	Default

Expose ACA Class – Search Results Grid

Employee Maintenance (EmployeeMode) 39 - The Train USD Q55/OASIS

File Options Window Help+Video Hot Keys

Search complete. 109 record(s) found.

Search tree for screen

- [-] Favorites
 - Demographic (MA)
 - Assignments/STD (PO)
 - Position Control Search
 - Termination (TE)
 - Deductions (PD)
 - Direct Deposit
 - Pay Lines (PR)
 - Benefits Management (BM)
 - W4/Control Data (W4)
- [+] Personnel
- [+] Professional
- [+] Position Control
- [+] Payroll
 - [-] W4/Control Data (W4)
 - Direct Deposit
 - Deductions (PD)
 - Pay Lines (PR)
 - Payroll Events (PE)
 - Time Card Entry (TC)
 - Deferred Pay
 - Deduction Accumulators
 - Substitute Batch Entry
 - Child Support Information
 - PPACA Information
 - Tax Modeling
 - Payroll Data Import
 - [-] History / Inspect
 - Payroll History
 - Search Pay History
 - Inspect Labor/Benefits
 - View Retirement History
 - View W2 Data

Search Panel

By SSN By Ext Ref By Name By ID District : 39 Include Terminated Add to grid

Selected Employee/List/Applicant: *NEW*

SSN : xxx-xx-6779 Ext Ref#: No ExtRef SEID: n/a Term : n/a

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

Name	Emp/App ID	Terminated	Birth Date	G	Ty	Site	PL	PC	RS	Ret Code AC	ACA Current	DPO	BU
NEW	000000		01/01/1960	M	A	0000	0000	00	00		0000	N	00
AARDVARK, ANNIE A	001058		01/01/2000	M	S2	0000	0000	00	00	08	6003	XP	00
Applicant, New	001096		09/29/1974	M	PT	0000	0000	00	00		0000	N	
ASTRONUT, NADATHE	001025		07/31/1948	F	FT	0000	0001	01	01	99	6001	N	02
ATHENA, MARGARET (MAGGIE)	002001		09/01/1970	M	FT	0001	0001	00	02		0000	N	86
BAKER, TODD	001070	04/08/2014	01/01/1958	M	FT	0000	0000	02	02	08	6002	N	
BARFLEGOMES, NORBERT (NOBBY)	001017	04/08/2014	07/01/1980	M	PT	0000	0000	01	99	08	9900		00
BENATAR, PAT	001079	03/11/2013	01/01/1958	F	FT	0000	0000	02	02		0000	N	
BOSE, DIPANKAR	001105		09/29/1974	M	FT	0011	0000	00	00		0000	N	00
BOTTICELLI, DAPINO	001014	08/06/2010	07/31/1956	M	PT	0026	0000	01	02		0000		02
BUILDER, bob (HAMMER)	001016		01/01/1960	M	FT	0000	0001	01	01		0000	N	00
BUMSTEAD, DAGWOOD	001030		05/01/1950	M	FT	0000	0000	02	01		0000		00
CAIN, NOVA	001090		01/01/2001	F	A	0000	0000	00	00		0000	N	
CHANDRASHEKHAR, SUBHRAMANYAM	001060		09/01/1974	M	S2	0000	0000	00	00	08	0000	D	00
CHOCO, JEAN	001038		12/27/1939	M	FT	0000	0000	00	00		0000	N	00
CHOVER, TRUE	001053		11/21/1956	F	FT	0015	0002	02	02	08	4101	N	04
CHROMY, JOEY	001045		11/01/1968	M	FT	0000	0011	01	02	08	4102	N	00
CLEANER, IMA G	001008		10/15/1951	F	PT	0013	0000	02	02		0000	N	02
CLEENUR JR., CHAUNCEY Q	001024		10/05/1963	M	FT	0000	0000	00	00	99	0000	N	02
COAST, BARBARY (BEACH)	002000		07/01/1960	M	FT	0000	0000	00	00	08	9900		02

Expose ACA Class - Downloader

Personnel Downloader 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Download Definition Data Categories

Definition: ACADAP Total Length: 59 # Fields Output: 6

Output

Field	Len	Type	Out	OP	From	To
Employee ExtRef	06	Num	Yes			
Emp name, last	20	Char	Yes			
Emp name, first	12	Char	Yes			
ACA Class Current	04	Num	Yes			
ACA Class Model	04	Num	Yes			
ACA Class Previous	04	Num	Yes			

Category Field

- All fields
- Employee Data
- MA Screen Data
- Demographic Dates
- Client Defined Data
- EC Screen Data
- Position Control/PD
- Position Control/EA
- Payroll Data (All)
- Benefits Management
- New Benefits Mgt
- Cred/Subject/SK
- New Credentials/CR
- Degree Data
- EU Screen Data
- ME Screen Data
- TS Screen Data
- TE Screen Data
- SK Screen Data
- LV Screen Data
- Inservice Data
- Application Data
- PD Screen Data
- Payroll History
- Absence Transactions
- Employee Comments
- W4 Screen Data
- Race/Ethnic Data
- Payroll/DD Data
- PR Screen Data

ACA Class Current

ACA Class Model

ACA Class Previous

Bank ABA no

Bank Hold Flag

Bank Tr Type

Control Group

Control Grp abbr

Control Grp name

DPD Flag

EIC method

Federal exemptions

Federal marital

Last check amt\$

Last check/dd #

Last date paid

OK to pay

Pay code

Pay code abbr

Pay code name

Pay loc-1

Pay loc-1 abbr

Pay loc-1 name

Pay loc-2

Pay loc-2 abbr

Pay loc-2 name

PD/Balance

PD/Date End

PD/Date Start

PD/Decline Bal Flg

PD/Ded. Schedule

PD/Empe Amount

PD/Empr Amount

PD/Flag

PD/Limit

PD/Maximum Amount

PD/Minimum Amount

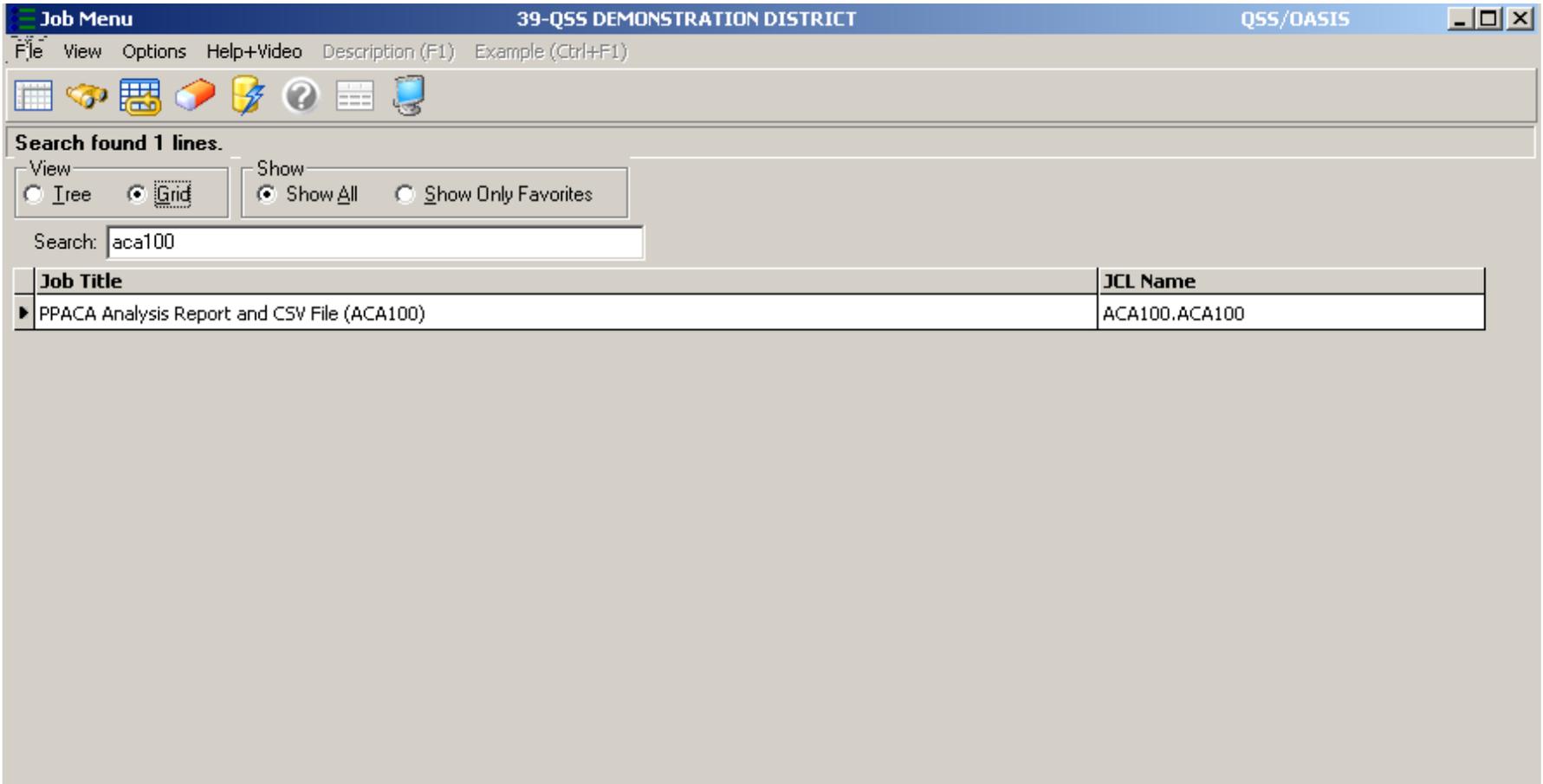
Expose ACA Class – ACA Summary Report

39 QSS DEMONSTRATION DISTRICT Sample		ACA Summary Report						J5191	ACA120	H.00.00	11/03/14	PAGE	1				
		Pay Date: 01/01/2006 TO 12/31/2006															
Reference	Employee Name	PC No	RS No	ACA Class			ACA Count		History		Counts by Type						
				Curr	Prev	Modl	Adj	Stat	Earnings	TOT	M	H	A	MC	MN	HC	HN
001025	ASTRONUT NADATHE	01	01	6001	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001053	CHOVER TRUE	02	02	4101	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001045	CHROMY JOEY	01	02	4102	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001006	PAIN TRUE	02	02	6003	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0
001074	PERSNIKITY REALLIE	00	00	0305	0000	0000	0	0	64,698.76	25	11	0	12	2	0	0	0
001000	PERSON REAL	02	02	0501	0000	0000	0	0	0.00	0	0	0	0	0	0	0	0

ACA Management & Reporting

ACA Reporting

We Can Analyze...



The screenshot shows a software application window titled "Job Menu" with the subtitle "39-QSS DEMONSTRATION DISTRICT" and "QSS/OASIS" in the top right corner. The window has a menu bar with "File", "View", "Options", "Help+Video", "Description (F1)", and "Example (Ctrl+F1)". Below the menu bar is a toolbar with various icons. The main content area displays "Search found 1 lines." and a search input field containing "aca100". There are two groups of radio buttons: "View" with "Tree" and "Grid" (selected), and "Show" with "Show All" (selected) and "Show Only Favorites". Below this is a table with two columns: "Job Title" and "JCL Name".

Job Title	JCL Name
▶ PPACA Analysis Report and CSV File (ACA100)	ACA100.ACA100

ACA100 Job

- The ACA100 job produces the detail analysis report (ACA100) and optional csv file
- The ACA100 job also has an optional summary report, ACA120

ACA100 – Launch Screen 2

Request PPACA Analysis Report (ACA100)

File Options

SSN/Account Selections

Report Selections Report/File Rules

Employee List

SSN/EXTREF

CC=SCCC
F3=FND3
FN=FUNC
GO=GOAL
MT=MGT
OB=OBJT
RS=RESC
SB=SO
SI=SITE
YY=PRYR

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
▶	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????
	???	????	-?	????	-??	????	-????	????	???	????

Field/Range Select Fields

ACA100 – Launch Screen 3

Request PPACA Analysis Report (ACA100)

File Options






Clear: ▾

Report Selections | SSN/Account Selections | Report/File Rules

Use Class Settings: Honor Class Range Selection if Entered

Use Pay Line Start/End Dates for Payroll.

Print a blank line after each monthly total on ACA100

Threshold Hours:

Existing Lump Rules

Major Class	Hours/Day	Lump Rule

01 - Use 173.33 as monthly hours
 02 - Use Pay Schedule hours
 03 - Use PPO fields when available for a pay line (ENH Payroll Only)

Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input type="checkbox"/>			
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

ACA100 – Can Select by List

Request PPACA Analysis Report (ACA100)

File Options

Report Selections SSN/Account Selections Report/File Rules

SSN/EXTREF

Employee List

TEST DB LIST FOR DEADAP
My Big List
My PERS People
The Smiths
Da Go Family
Multi-di List
My List

CC=SCCC
F3=FND3
FN=FUNC
GO=GOAL
MT=MGT
OB=OBJT
RS=RESC
SB=SO
SI=SITE
YY=PRYR

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Site	Mngr
▶	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???
	???	???	?	???	??	???	???	???	???	???

Field/Range Select Fields

ACA100 – Class Range Selection

Request PPA Analysis Report (ACA100)

File Options

Report Selections | SSN/Account Selections | Report/File Rules

For District: 39 - The Train USD

Date Paid: From: To:

Include Terminated:

Class Range:

- 1 - Current
- 2 - Previous
- 3 - Model
- 4 - Model/Current

Bargaining Unit:

Employee Type:

Pay Code:

Pay Type:

Pay Schedules:

Sta Ded Profiles:

Exclude

Pay Type Range:

Pay Type:

ACA100 – Major Class for Calc Rules

Request PPAACA Analysis Report (ACA100)

File Options

Report Selections | SSN/Account Selections | Report/File Rules

Use Class Settings:

Threshold Hours:

Honor Class Range Selection if Entered

Use Pay Line Start/End Dates for Payroll.

Print a blank line after each monthly total on ACA100

Existing Lump Rules

01 - Use 173.33 as monthly hours
 02 - Use Pay Schedule hours
 03 - Use PPO fields when available for a pay line (ENH Payroll Only)

Major Class	Hours/Day	Lump Rule

Name	Description	Select	Report Title	CSV File	CSV Description
ACA100	Earnings Analysis	<input type="checkbox"/>			
ACA120	ACA Class Detail/Summary	<input type="checkbox"/>			
ACAxxx	Reserved for future use	<input type="checkbox"/>			

Sample ACA100 Report

39 QSS DEMONSTRATION DISTRICT
Sample Report

ACA Earnings Detail
Pay Date: 01/01/2006 TO 12/31/2006

J7799 ACA100 H.00.16 11/08/16 PAGE 1

Date Paid	ACA Yr Mo	Positn Number	Pay Type	Pay Sched	PD MO	SDP	Pay Rate	T	Units	Adjusted Gross	Ret. Base	AC-P-C	e-fte	mo/yr	da/yr	hr/dy	wc	ACA Mo	O Hours	
001003 COOPER REALLIE HIRE:01/07/1970 BU:00 ET:FT PC:02 RS:01 PL:0015 ACA CLASS:0000 0000 0000																				
02/28/06	06-02	000038	NML	EM12	12	TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000		0.00	
06-02 Totals										ACCUMULATED HOURS:	0.00									
03/31/06	06-03	000038	NML	EM12	12	TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000		0.00	
06-03 Totals										TOTAL REPORT HOURS:	0.00									
001074 PERSNIKITY REALLIE HIRE:07/01/1998 BU:87 ET:FT PC:01 RS:02 PL:0000 ACA CLASS:0306 0377 0386																				
02/28/06	06-02	000038	NML	EM12	12	TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000		0.00	
06-02 Totals										ACCUMULATED HOURS:	0.00									
03/31/06	06-03	000038	NML	EM12	12	TFP	5271.00	L	1.00	5271.00	5271.00	08-1-1	0.0000	00.00	000.00	00.00	0000		0.00	
06-03 Totals										TOTAL REPORT HOURS:	0.00									

Sample Report from Stephanie

006190	Employee Name	HIRE:12/12/2014 BU:04 ET:RG PC:01 RS:01 PL:0026 ACA CLASS:7012 0000 0000													
01/30/15	15-01 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
01/30/15	15-01 150373 NML EM10A 10 TMS	181.90	L	3.00	545.70	55445.00	57-0-1	0.0778	10.00	180.00	03.50	6190	40.45		
01/30/15	15-01 150373 NML EM10A 10 TMS	28.61	H	8.50	243.19	41198.00	57-0-1	0.0778	10.00	180.00	03.50	6190	8.50		
01/30/15	15-01 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
	15-01 Totals					ACCUMULATED HOURS:							75.91		
02/27/15	15-02 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
02/27/15	15-02 150373 NML EM10A 10 TMS	168.10	L	8.50	1428.85	55445.00	57-0-1	0.0778	10.00	180.00	03.50	6190	114.62		
02/27/15	15-02 150373 ADJ EM10A 10 TMS	168.10	L	3.00	504.30	55445.00	57-0-3	0.0778	10.00	180.00	03.50	6190	40.45		
02/27/15	15-02 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
02/27/15	15-02 150373 ADJ EM10A 10 TMS	-181.90	L	-3.00	-545.70	55445.00	57-0-3	0.0778	10.00	180.00	03.50	6190	-40.45		
	15-02 Totals					ACCUMULATED HOURS:							141.58*		
03/27/15	15-03 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
03/27/15	15-03 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
03/27/15	15-03 150373 NML EM10A 10 TMS	168.10	L	12.50	2101.25	55445.00	57-0-1	0.0778	10.00	180.00	03.50	6190	168.56		
03/27/15	15-03 150373 XHDU EM10A 10 TMS	22.10	H	2.00	44.20	31824.00	55-0-1	0.0778	10.00	180.00	03.50	6190	2.00		
03/27/15	15-03 150373 XHDU EM10A 10 TMS	28.61	H	1.00	28.61	41198.00	57-0-1	0.0778	10.00	180.00	03.50	6190	1.00		
	15-03 Totals					ACCUMULATED HOURS:							198.52*		
04/30/15	15-04 150373 NML EM10A 10 TMS	168.10	L	14.00	2353.40	55445.00	57-0-1	0.0778	10.00	180.00	03.50	6190	188.79		
04/30/15	15-04 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
04/30/15	15-04 150373 NML EM10A 10 TMS	182.10	L	1.00	182.10	46814.00	57-0-1	0.0778	10.00	180.00	03.50	6190	13.48		
	15-04 Totals					TOTAL REPORT HOURS:							215.75*		

CSV is Found in PDL...

Personnel Downloader 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options Help+Video

Data file information retrieved. Inspect

Download Definition **Data** Categories

Data SubSet

Access: Owner: Category:

Lines to retrieve

File Name	Name	Description	Records	Owner	Category	Access
▶ ACA100	ACA100	Sample Download	3	DEADAP	PAY	Owner
DAPAB1	DAPABT	ABSENCE DOWNLOAD	49	DEADAP	ABT	District
DAPABC	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPD00	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPD01	TEST	Testing	3	DEADAP	TEST016	District
DAPDEF	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	Owner
DAPDT1	DAP001	DAPS FIRST DL	4	DEADAP	PERSONEL	District
DAPDT2	DAP001	DAPS FIRST DL	10	DEADAP	PERSONEL	District
DAPDTZ	DAP001	DAPS FIRST DL	26	DEADAP	PERSONEL	District
DAPDXX	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPPX1	DAPPY1	DAP'S Payroll number 1	2	DEADAP	PAYROLL	District
DAPYYY	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DAPZ99	DAPDLZ	DAP'S DLZ	17	DEADAP	PERSONL@	District
DAPZZZ	DAP001	DAPS FIRST DL	7	DEADAP	PERSONEL	District
DPCRDA	DPCRED	DAP CRED SUBJECT DATA	12	DEADAP	PERSONEL	District
DPCRDB	DPCRED	DAP CRED SUBJECT DATA	5	DEADAP	PERSONEL	District
DPCRDC	DPCRED	DAP CRED SUBJECT DATA	4	DEADAP	PERSONEL	District
DPCRDD	DPCRED	DAP CRED SUBJECT DATA	50	DEADAP	PERSONL@	District
DPCRDE	DPCRED	DAP CRED SUBJECT DATA	10	DEADAP	PERSONEL	District
DPD000	DAP001	DAPS FIRST DL	0	DEADAP	PERSONEL	District
DPDAPX	DAP001	DAPS FIRST DL	13	DEADAP	PERSONEL	District
DPDLZ1	DAPDLZ	DAP'S DLZ	28	DEADAP	PERSONEL	District
DPDLZ2	DAP001	DAPS FIRST DL	28	DEADAP	PERSONEL	District
DPDLZ3	DAPDLZ	DAP'S DLZ	3	DEADAP	PERSONEL	District

CSV Has 43 Columns

OFACA100.PPDNLD39

Options

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13
"REFERENCE"	"NAME"	"DATE STAR"	"DATE END"	"HIRE DT"	"BU NO"	"EMP TY"	"PAY CODE"	"RET SYS"	"PAY LOC"	"ACA CLASS CUR"	"ACA CLASS PRV"	"ACA CLASS MOD"
"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1998"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"
"001074"	"PERSNIKITY REALLIE"	"00/00/0000"	"00/00/0000"	"07/01/1998"	"87"	"FT"	"00"	"00"	"0000"	"0305"	"0000"	"0000"

Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	Field 26	Field 27	Field 28	Field 29
"TERM DATE"	"DATE PAID"	"PER END DATE"	"ACA YEAR"	"ACA MONTH"	"POSITION NO"	"PAY TYPE"	"PAY SCHED"	"NO PAID"	"STA DED PROF"	"RATE TYPE"	"LUMP RATE"	"DAILY RATE"	"HOURLY RATE"	"UNITS"	"ADJ GROSS"
"00/00/0000"	"02/28/06"	"02/28/2006"	"06"	"02"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"
"00/00/0000"	"03/31/06"	"03/31/2006"	"06"	"03"	"000038"	"NML"	"EM12"	"12"	"TFP"	"L"	" 5271.00"	"0.00"	"0.00"	" 1.00"	" 5271.00"

Field 30	Field 31	Field 32	Field 33	Field 34	Field 35	Field 36	Field 37	Field 38	Field 39	Field 40	Field 41	Field 42	Field 43
"RET BASE"	"RET CODES"	"E FTE"	"MO YR"	"DA YR"	"HR DA"	"WCAL"	"ACA HOURS"	"PPO WC"	"PPO WC DAYS"	"PPO WC HRS DAY"	"MANUAL ACA HOUR"	"CALC ACA HOUR"	"WORK DAYS"
" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"	" 0.00"	" 0.00"	" 0.00"
" 5271.00"	" 08-1-1"	"0.0000"	"00.00"	"000.00"	"00.00"	"0000"	" 0.00"	"0000"	" 0.00"	" 0.00"	" 0.00"	" 0.00"	" 0.00"

Stephanie's Dictionary 1 of 2

DATA FILE ELEMENTS:

Column Contents

Data Location

A*	External Reference #	
B*	Employee Name	(MA screen)
C	Payline Start Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
D	Pay Line End Date Field (if filled in); 00/00/0000 if not entered	(Pay Line Detail of Pay History)
E*	Hire Date	(MA screen)
F*	Bargaining Unit Code	(MA screen)
G*	Employee Type Code	(MA screen)
H*	Pay Code	(W4 screen)
I*	Retirement System Code	(W4 screen)
J*	Pay Location	(Pay Check Sort, W4 screen)
K*	Current ACA Class	(W4 screen)
L*	Previous ACA Class	(W4 screen)
M*	Model ACA Class	(W4 screen)
N	Termination Date	(TE screen)
O*	Date Paid	(Pay History)
P	Period End Date	(Pay History)
Q*	ACA Year (used for subtotaling the 'report' generated) – derived from the Period End Date	
R*	ACA Month (used for subtotaling the 'report' generated) – derived from the Period End Date	
S*	Position Control District Authorized Position Number	(Pay Line Detail of Pay History)
T*	Pay Type	(Pay Line Detail of Pay History)
U*	Pay Schedule	(Pay Line Detail of Pay History)
V*	No Months Paid (derived from the Pay Schedule)	
W*	Statutory Deduction Profile (Stat-Ded)	(Pay Line Detail of Pay History)
X*	Pay Rate Type	(Pay Line Detail of Pay History)
Y*	Lump Rate (\$)	(Pay Line Detail of Pay History)
Z*	Daily Rate (\$)	(Pay Line Detail of Pay History)
AA*	Hourly Rate (\$\$)	(Pay Line Detail of Pay History)
AB*	Units	(Pay Line Detail of Pay History)
AC*	Adjusted Gross (\$)	(Pay Line Detail of Pay History)
AD*	Retirement Base Rate (\$)	(Pay Line Detail of Pay History)
AE*	Retirement Codes (AC-P-C)	(Pay Line Detail of Pay History)

Stephanie's Dictionary 2 of 2

AF*	Employee FTE (derived from Position Control District Authorized Position) (PO screen)	
AG*	Position Months per Year (if no position = 0 in data file, blank on ACA100 report)	
AH*	Position Days per Year (if no position = 0 data file, blank on ACA100 report)	
AI*	Position Hours per Day (if no position = 0 data file, blank on ACA100 report)	
AJ*	Work Calendar # (if no position = 0 data file, blank on ACA100 report) (PO screen)	
AK*	ACA Hours (calculated – Hourly x # of units, Lump Rate * E-FTE, Daily – converted to hours based upon Class)	
AL	Enhanced Payroll Work Calendar #	
AM	Enhanced Payroll Work Calendar Days	
AN	Enhanced Payroll Work Calendar Hours/Day	
AO (AL)*	ACA Hours Manually Entered On Pay Line	(Pay Line Detail of Pay History)
AP (AM)	ACA Calc Hours <u>prior</u> to Manual Override	
AQ (AN)	Days Worked Entered On Pay Line	(Pay Line Detail of Pay History)

The new fields added will display in different columns depending upon whether or not your district is using Enhanced Payroll or (Standard Payroll).

*Included in the ACA100 report that is generated and sent to Print Manager.

ALL of the data elements are included in the CSV file that can be created and sent to the Personnel Downloader module, data tab.

ACA Management & Reporting

ACA Hours – Pay Lines

Manual ACA Hours: Pay Line (Enh)

Placement: [Dropdown] FTE: 0.0000 / [Dropdown] M Adj: [Dropdown] 0.00 Hr Rt: 0.00 Base Pay: 0.00 Base Ret: 0.00 O: [Dropdown] Mo/Yr: 0.00 Da/Yr: 0.00 Hr/Day: 0.00 Work Cal: 0000 BU: [Dropdown] Class: [Dropdown] Link: [Dropdown]

Pos Code: 000024 COUNSELOR Job Code: [Dropdown] Work Loc: 0000 [Dropdown]

Bonus 1	Bonus 2	Bonus 3	Bonus 4	Bonus 5	Bonus 6	Bonus 7	Bonus 8	Bonus 9	Bonus 10	Total	Pct
[Dropdown]	0	0.00									
Pay:										0.00	0.00
Ret:										0.00	0.00

D	Rate	Units	RT	S	Ex-Gross	Pay Type	St-Ded	SP	EP	Ret. Base	AC	P	C	WSC	SCT
[Dropdown]	20.00	1.00	L	P	20.00	OTP	TF	[Dropdown]	[Dropdown]	0.00	99	9	9	[Dropdown]	[Dropdown]
Adjustment >	0.00	0.00	[Dropdown]	[Dropdown]	0.00	OTP	[Dropdown]	[Dropdown]	[Dropdown]	0.00	99	9	9	[Dropdown]	[Dropdown]

Name: [Dropdown] Pay Schd: EOM12 HR/DAY: 0.00 S: 1 B: [Dropdown] Start: [Dropdown] End: [Dropdown] User: [Dropdown] Annual Contract: 0.00 / 0.00

ACA Hours: 3.50 Days Worked: 1.00 FTD Paid: 30.00

+ Add - Delete X Delete All Acct Copy Acct Copy+ Acct Copy All Acct Paste Acct Add From Copy

Prcnt	Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Pseudocode/Desc	SBT	Ex-Gross	FTD Paid
1	1.04	L	060-7393-0-1200-00-1110-3110-000000-026-0000			SSTESTPC01	...	0.21	10.00
2	98.96	L	020-1100-0-1200-00-1110-3110-000000-026-0000			SSTESTPC01	...	19.79	20.00
	100.00		**Totals**					20.00	30.00

Manual ACA Hours: Pay Line (Std)

D	Rate	Units	RT	S	Ex-Gross	Pay Type	St-Ded	SP	EP	Ret. Base	AC	P	C	WSC	SCT
	20.00	1.00	L	P	20.00	OTP	TF			0.00	99	9	9		
Adjustment >	0.00	0.00			0.00	OTP				0.00	99	9	9		

Name	Pay Schd	HR/DAY	S	B	Start	End	User	Annual Contract	ACA Hours	Days Worked	FTD Paid
	EDM12	0.00	1		//	//		0.00 / 00	3.50	1.00	30.00

Prctnt	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Pseudocode/Desc	SBT	Ex-Gross	FTD Paid
1	1.04	L	060-7393-0-1200-00-1110-3110-000000-026-0000			SSTESTPC01	...	0.21	10.00
2	98.96	L	020-1100-0-1200-00-1110-3110-000000-026-0000			SSTESTPC01	...	19.79	20.00
	100.00		**Totals**					20.00	30.00

ACA Management & Reporting

ACA Forms

Supported 1095-C Forms (PTM 2017)

- **ACA_2017_1095C_CS_PP (B95CFPREC)**
 - 8.5 x 11 cut sheet pre-printed form that will fit in the matching envelope. Fill in the blank printing.
- **ACA_2017_1095C_CS_BL (B95CPERFI)**
 - 8.5 x 11 cut-sheet blank page with pre-printed instructions on the back. The form and data are printed at the same time. Mailed in matching envelope.
- **ACA_2017_1095C_PS_PP (81652)**
 - 8.5 x 14 pressure seal z-fold pre-printed form that is sealed/mailed. Fill in the blank printing.

Supported 1095-B Forms (PTM 2017)

- ACA_2017_1095B_CS_PP (B95BFPREC)
 - 8.5 x 11 cut sheet pre-printed form that will fit in the matching envelope. Fill in the blank printing.
- ACA_2017_1095B_CS_BL (B95BPERFI)
 - 8.5 x 11 cut-sheet blank page with pre-printed instructions on the back. The form and data are printed at the same time. Mailed in matching envelope.

Sample 1095-C Pressure Seal - Top

VOID CORRECTED OMB No. 1545-2251 **2016** Form **1095-C**

MW 1095C

832005

Part I APPLICABLE LARGE EMPLOYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		Part II Employee Offer of Coverage			
Do not attach to your tax return. Keep for your records. Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c . EMPLOYEE'S name, address, ZIP/postal code & country APPLICABLE LARGE EMPLOYER'S identification number (EIN) EMPLOYEE'S social security number (SSN)		Plan Start Mo. (Enter 2-digit no.):	14 Offer of Coverage (enter required code)	15 Employee Required Contribution (see instructions)	16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)
		All 12 Months		\$	
		Jan		\$	
		Feb		\$	
		Mar		\$	
		Apr		\$	
		May		\$	
		June		\$	
		July		\$	
		Aug		\$	
		Sept		\$	
		Oct		\$	
		Nov		\$	
Dec		\$			

Department of the Treasury - IRS
Employer Provided Health Insurance Offer and Coverage

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Part III Covered Individuals																	
If Employer provided self-insured coverage, check the box and enter the information for each individual enrolled in coverage, including the employee.																	
(a) Name of covered individual(s)	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage													
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
17																	
18																	
19																	
20																	
21																	
22																	

Sample 1095-B Cut Sheet – Top (Self Insured < 50)

VOID CORRECTED OMB No. 1545-2252 **2016** Form **1095-B**

ISSUER'S or OTHER COVERAGE PROVIDER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		ISSUER'S or OTHER COVERAGE PROVIDER'S identification number (EIN)		Health Coverage
EMPLOYER'S name, address, ZIP/postal code & country		EMPLOYER'S identification number (EIN)		
Do not attach to your tax return. Keep for your records. Information about Form 1095-B and its separate instructions is at www.irs.gov/form1095b .		Enter letter identifying Origin of the Health Coverage (see instructions for codes): <input type="checkbox"/>		For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.
RESPONSIBLE INDIVIDUAL'S name, address, ZIP/postal code & country		Reserved		
RESPONSIBLE INDIVIDUAL'S social security number (SSN or other TIN)	RESPONSIBLE INDIVIDUAL'S date of birth (if SSN or other TIN is not available)	Department of the Treasury — IRS 38-2099803		

Covered Individuals (Enter the information for each covered individual.)

(a) Name of covered individual(s)	(b) SSN or other TIN	(c) DOB (if SSN or other TIN is not available)	(d) Covered all 12 mos.	(e) Months of coverage													
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
23																	
24																	
25																	
26																	
27																	

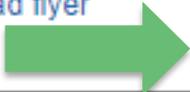
Supported Transmittals (2017)

- 1094/1095-C
 - From detailed data used to print the 1095-C you give to your employees and summary data counts hand entered in the ACA Management Module
- 1094/1095-B (self insured < 50)
 - From detailed data used to print the 1095-B you give to your employees

Summary of ACA Reporting

- Employee Class Code Assignment
- Payroll analysis using ACA100 to monitor full-time employees
- Manual entry of ACA hours
- 2016 ACA forms for your employees

Give Feedback

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member or HSS-sponsored Reg. Cost	QSSUG Non- Member Reg. Cost	Status (See Legend Below)
Thursday November 16, 2017 10am-12 Noon	ACA Management Module Download flyer 	QSSUG Fin-Per Webinar Give Feedback	Don Hemwall Mike Smith	\$0.00	\$250.00	Open