

## A Simplified Approach to Meet Affordable Care Act (ACA) Reporting Requirements for Employers

**A**ffordable Care Act activity to calculate benefits eligibility and required coverage offerings began January 1, 2015 for 2016 tax reporting.

The **Selerix ACA Reporting Module** enables employers to **Measure, Monitor** and **Manage** eligibility while addressing the **4 Corners of ACA Filing**:

- **Measure:** Choose measurement and stability periods from a user-friendly interface.
- **Monitor:** Stay apprised of variable hour trends with the Look Back functionality.
- **Manage:** Efficiently process eligibility changes with the one-step update process. Use report data to notify and enroll newly eligible employees.



### 4 Corners of ACA Filing

1095-B

1094-B

6055 Minimum Essential Coverage

6056 Employer Shared Responsibility

1095-C

1094-C

**GENERATE AND FILL 6055/6056 IRS FORMS DIRECTLY FROM BENSELECT**

Ensure your **4 Corners of ACA Filing** are covered with pre-filled IRS documents, generated for both employer and employees.

### EMPLOYER SHARED RESPONSIBILITY & MINIMUM ESSENTIAL COVERAGE

Beginning in 2016, IRS form series (1094 & 1095) communicate:

- Months coverage was in place for employee and covered dependents in 2015.
- Months employer offered (or did not offer) coverage to employee and applicable dependents.

### Compliance Timeline Example

LOOK BACK PERIOD	ADMINISTRATION PERIOD	STABILITY PERIOD
January 1, 2015	April 1, 2015	
Window of time to determine if an employee is ACA benefit eligible. Look Back period may vary from 3 months to 12 months.	Extends up to 90 days after end of Look Back Period. If Look Back hours average more than 30 hours per week, coverage must be offered within Administration Period.	Greater of 6 months, or the length of the Look Back period.

Employee Information				Pay History				Measurement Period				Eligibility Trend				Audit			Contact Information					
Employee SSN	EID	Last Name	First Name	Location	Job Class	Hire Date	Status	Regular Hours	Last Pay Date	From Date	To Date	Weeks to date	Weeks remaininr	Total Week	Required Elig. Hour	Avg Hours Per Week	Avg Needed per Week	Trend	Gaps	Overlaps	Address1	Address2	Cit	
998-79-7894	80121	Davis	Alan	ALABAMA	Part-time	02/01/2015	Active	17.50	02/27/2015	02/01/2015	01/31/2015	5.86	48.14	52.00	30	4.54	32.04	15.12%	0	0	0	815 Kona St		De
998-99-7451	638052	Vasquez	Joe	ALASKA	Part-time	12/15/2014	Active	286.00	02/27/2015	12/20/2014	12/19/2015	10.00	42.00	52.00	30	28.60	30.33	95.33%	0	0	0	2234 Durant Dr.		Al
998-78-1195	61196	Barber	Bette	KENTUCKY	Full-time, hourly	06/02/2003	Active	1,864.00	02/27/2015	03/01/2014	02/28/2015	52.00	0.00	52.00	30	35.85	N/A	19.49%	0	0	0	183 Todd St		Fr
998-77-9890	79891	Conaway	Mae	MASSACHUSETTS	Part-time	05/01/2003	Active	1,480.00	02/27/2015	03/01/2014	02/28/2015	52.00	0.00	52.00	30	28.46	N/A	94.87%	0	0	0	6 NW Stephany Blvd		Bo
998-78-0270	80771	Castor	Ben	UTAH	Part-time	04/30/2003	Active	1,864.00	02/27/2015	03/01/2014	02/28/2015	52.00	0.00	52.00	30	35.85	N/A	19.49%	0	0	0	8 NW Deidra Blvd		Sal
		Darlene		ALASKA				2,080.00	02/27/2015	03/01/2014	02/28/2015	52.00	0.00	52.00	30	40.00	N/A	33.33%	0	0	0			An

## Forecast and monitor variable hour trends and eligibility

Set your measurement rules and receive automated reports when and where you need them.

## Save time and resources with "Selerix One-Step" eligibility changes

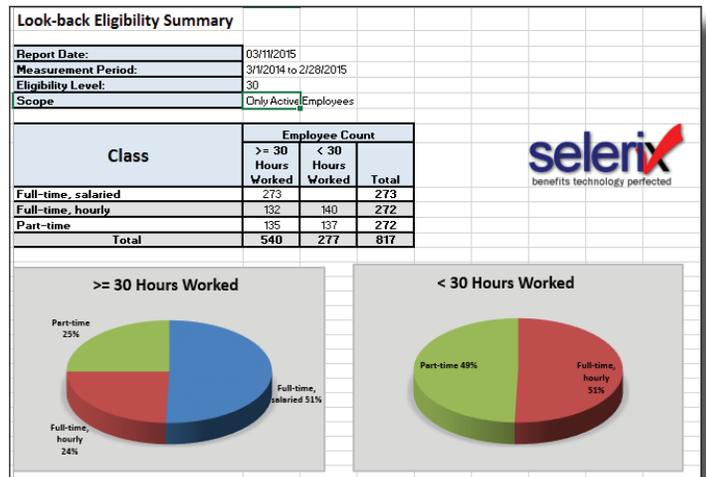
Our one-step solution pre-populates a ready-for-upload list of eligibility changes generated from the "Look Back" report. This list of eligibility changes is populated in the Selerix Upload format, allowing employers to easily review and upload new eligibility adjustments.

## Upload and manage employee hours on a per pay-period basis

Use the direct import feature to conveniently house, modify and track pay period hours.

## Identify eligibility changes with scheduled "Look Back" reports

Stay current on employee status changes and avoid costly penalties with at-a-glance "Look Back" reporting. Coverage **must** be offered to newly eligible employees within a 90 day Administrative Period.



Type	Payroll Date	From	To	Regular Hours	PTO Hours	Overtime Hours	Holiday Hours	Qualified Leave Hours	NonQualified Leave Hours	Regul Gros Earnin
Hourly	03/06/2015	02/14/2015	02/27/2015	60	0	0	0	0	0	\$663
Hourly	02/20/2015	01/31/2015	02/13/2015	60	0	0	0	0	0	\$663
Hourly	02/06/2015	01/17/2015	01/30/2015	56	0	0	0	0	0	\$619
Hourly	01/23/2015	01/03/2015	01/16/2015	64	0	0	0	0	0	\$707
Hourly	01/09/2015	12/20/2014	01/02/2015	56	0	0	0	0	0	\$619
Hourly	12/26/2014	12/06/2014	12/19/2014	48	0	0	0	0	0	\$530
Hourly	12/12/2014	11/22/2014	12/05/2014	60	0	0	0	0	0	\$663
Hourly	11/28/2014	11/08/2014	11/21/2014	56	0	0	0	0	0	\$619
Hourly	11/14/2014	10/25/2014	11/07/2014	64	0	0	0	0	0	\$707
Hourly	10/31/2014	10/11/2014	10/24/2014	56	0	0	0	0	0	\$619

## ACA TRACKING HIGHLIGHTS

- Upload and manage employee hours on a per pay-period basis.
- Forecast and monitor variable hour trends and eligibility through automated reports.
- Identify eligibility changes with at-a-glance "Look Back" reporting.
- Process eligibility changes easily with the One-Step solution for pre-populating eligibility changes.
- Generate pre-filled 6055/6056 and 1094/1095 IRS documents.

For details and complete pricing information, visit

[www.workplacebenefitsplus.com/home/aca-reporting](http://www.workplacebenefitsplus.com/home/aca-reporting)