ACA Management Solution

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Proactively manage ACA compliance across your entire workforce

The ACA Management Solution is an integrated tool designed to simplify and streamline Affordable Care Act (ACA) compliance for organizations. It replaces manual processes, spreadsheets, and home-grown reports with a comprehensive human capital management system.

How it Works

The solution offers tools to proactively manage ACA compliance across the entire workforce, with a focus on ensuring regular and variable-hour employees comply with benefits requirements. Users have access to real-time and historical ACA status measurements through management dashboards and the ACA Timeline view, both at the company-wide and individual employee levels. It automates employee hours tracking against defined measurement periods and enables real-time monitoring of ACA status to ensure compliance. The solution integrates HR, benefits administration, time and attendance, and payroll into a unified platform, creating a closed-loop process that streamlines operations from benefits enrollment to IRS filing.

Benefits

Automated Compliance: Reduces manual effort and minimizes compliance risks by automating employee hours tracking, benefit enrollment notifications, and compliance alerts.

Real-time Reporting: Provides instant access to employee ACA status, enabling timely decision-making and proactive management of compliance strategies.

Streamlined Processes: Simplifies benefits enrollment and ensures accuracy in completing IRS forms, enhancing efficiency and reducing administrative burdens.

Features

Comprehensive ACA Status Visibility: Real-time and historical views of ACA status for company-wide and individual employee monitoring.

Automation of Employee Hours Tracking: Tracks employee hours against set measurement periods automatically.

Real-time Reporting: Monitors and reports on employee ACA status at any time.

Streamlined Benefits Enrollment: Automates notifications and enrollment processes upon eligibility.

Automated IRS Form Completion: Auto-populates required employee data for IRS forms, ensuring accuracy and compliance with IRS specifications.

Compliance Alerts: Notifies managers of status changes, approaching eligibility, and compliance issues, helping enforce scheduling rules and maintain workforce mix.

Measurement Configuration: Involves measurement, administrative, and stability periods in initial or standard.

Compliance Alerts: Alerts for offering minimum value or affordable health plans, notifications for ACA benefits enrollment status changes, and alerts for projected changes in employee ACA status or benefit plans.

Reports: Includes comprehensive ACA-related reports such as employee ACA profiles, detailed ACA data histories, summary reports, ad hoc reports, and imports for ACA timeline information.

IRS Forms: Capability to auto-populate IRS Forms 1094-C and 1095-C using tracked system data, employee self-service view of Form 1095-C, and tools for mass population and editing of form fields.

Widgets/Views: Widgets for ACA timeline, exceptions, summary, compliance overview, and employee status history related to ACA.

Year End Processing: Year-end checklist, finalizing forms, delivery of forms electronically and in hard copy to employees, formatting forms for AIR submission (e-filing) or paper filing, and support for Break In Service rule corrections.

Calculations/Profile Rules: Supports calculations and rules for future changes in employee status (downgrade to part-time or upgrade to full-time), monthly hours tracking from payroll or timesheets, ACA status verification, effective dating for ACA profiles, waiting period management, and Break In Service rule adherence.

Our ACA Management Solution simplifies ACA compliance and enhances organizational efficiency.
For a demo or more information, contact us at **myworkforcego.com/contact**.

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Measurement Periods

- Initial measurement configuration — measurement administrative, and stability period
- Standard measurement configuration — measurement, administrative and stability periodin employee ACA status or benefit plans.

Compliance Alerts

- Minimum value plan offered * or **
- Affordable plan offered * or **

Notifications

- ACA benefits enrollment * or ** — sends email when the ACA status changes to full-time in order to offer benefits enrollment
- ACA predicted status changed — sends email when a possible upgrade or downgrade in employee status is changed
- ACA status changed
- Projected change in status
- Current benefit plan * or **

Reports

- Employee ACA — all employees and their assigned ACA profiles
- ACA data detailed — each employee and their detailed ACA history for the selected date range
- ACA data summary — total amounts for the selected date range within each affected ACA field
- Ad hoc reports
- Imports — pull ACA Timeline information into system
- Form 1094-C employee count — drill down into the numbers reported on Form 1094-C Part III
- ACA account status change history — list of changes in status for each employee

*Note: Some functionalities require the **HR module**, require the **payroll module**, and require the **timekeeping module** for full integration and operation.*

**** Need our HR module***
***** Need our payroll module***
****** Need our timekeeping module***

Widgets/Views

- ACA timeline widget — employee numbers and settings for each month
- ACA timeline exceptions widget — force calculation exceptions as of a certain date
- ACA summary widget — summary of ACA data for an employee
- ACA compliance overview widget — customizable view of ACA data
- AACA employees status history widget — lists all changes in dates of service for each employee

Calculations/Profile rules

- Future possible downgrade to part-time
- Future possible upgrade to full-time
- Monthly hours from payroll **
- Monthly hours from timesheets ***
- ACA Status
- Minimum value plan offered * or **
- ACA profile effective dating
- Support for Nonvariable-Hour EE Waiting Period
- Benefit profile configuration * or **
- Break In Service rule support

IRS Forms — autopopulated with information tracked in system or imported

- 1094-C
- 1095-C
- Employee self service (ESS) view of the 1095-C form
- Mass populate 1095-C forms
- Mass edit form fields

Year End Processing

- Year end process checklist
- Finalize forms
- Form delivery — electronic and hard copy to employees
- Format forms to file — AIR submission (e-filing) or paper
- Break In Service rule support
- Corrections — AIR Correction and Replacement formats supported

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