

ACA Yearend Checklist

CHECKLIST		
<input type="checkbox"/>	Review your medical to plan to see if anything has changed.	Has it changed from Fully insured to self- insured or vis versa? Has employee cost changed? Has the start and end date of the plan changed?
<input type="checkbox"/>	Forward all new plan documents to Performance HCM 1 month prior to the change.	This allows performance HCM time to update all plan information.
<input type="checkbox"/>	If using 1A code be sure your monthly amount is less than the prior years federal poverty level times 9.56% divided by 12. (2017 Federal Poverty level is \$12,060.00). Monthly employee cost must be less \$96.08 per month.	Your coverage is affordable at the employee-only level because it's < or = to 9.56% of the mainland prior years federal poverty level divided by 12. You offer coverage to EEs, spouses and children. You offer MEC providing MV. Caution: If you no longer fall under the Federal Poverty level amount your series 1 & 2 coding should change and your, safe harbor and Certification of Eligibility may also need to be changed. See IRS Website under ACA.
<input type="checkbox"/>	Run ACA preview report under your reports menu.	Be sure to select the year and the form type (1095B or 1095C) you are expecting under the report parameters> Misc. Tab.
<input type="checkbox"/>	Validate that all employee that were eligible for medical coverage to begin or end in the current year are listed on the report. Even if the employee does not select coverage they must be listed on the report to receive a form.	This includes: terminations and new hires. The employee may also be in an administrative waiting period prior to the start of the coverage.
<input type="checkbox"/>	Identify any employees that may have had a change in coverage.	Open enrollment changes or change in dependent information if self-insured.
<input type="checkbox"/>	Review the monthly coding	Ensure the 1 & 2 codes and monthly amounts change in the months you are intending them the change.
<input type="checkbox"/>	If self-insured validate that the employee plus any dependents are listed under Part III on the preview report and the months of coverage are accurate.	To update go to the HR module>Employee>Benefits
<input type="checkbox"/>	Run the ACA Preview report and W2 preview report prior to yearend.	Ensure that all active employees with earnings are listed on the ACA preview report where applicable.