



Approval Process for Forms 1094-C and 1095-C

*ADP TotalSource®
Healthcare Reform*



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Revised: 2018



Introduction

Do I Need to Approve Forms 1095-C and 1094-C?

Applicable Large Employers (ALEs) are clients that had 50 or more Full-Time or Full-Time Equivalent employees on average in the prior year. ALEs are subject to the Employer Shared Responsibility provisions of the Affordable Care Act including having annual reporting obligations.

ALEs must distribute Forms 1095-C to employees by January 31 and file both Forms 1094-C & 1095-C with the IRS by March 31.

If you are an ALE, ADP TotalSource has gathered the necessary data to complete your forms; however, **you must approve the Forms 1095-C by January 25* and the Form 1094-C by March 13** in order for ADP TotalSource to furnish the forms to your employees and efile them with the IRS.

Important dates

- Clients can begin approving Forms 1095-C and 1094-C **12/17/2018**.
- Forms 1095-C **MUST** be approved by **1/25/2019** to meet the **1/31/2019** IRS deadline.
- ADP TotalSource will mail Forms 1095-C directly to the address on file for worksite employees.
- Forms 1094-C **MUST** be approved by **3/13/2019** to IRS so ADP TotalSource can meet the **3/31/2019** IRS deadline.

Note: It is considered best practice to approve your Forms 1095-C and 1094-C at the same time to ensure timely reporting.

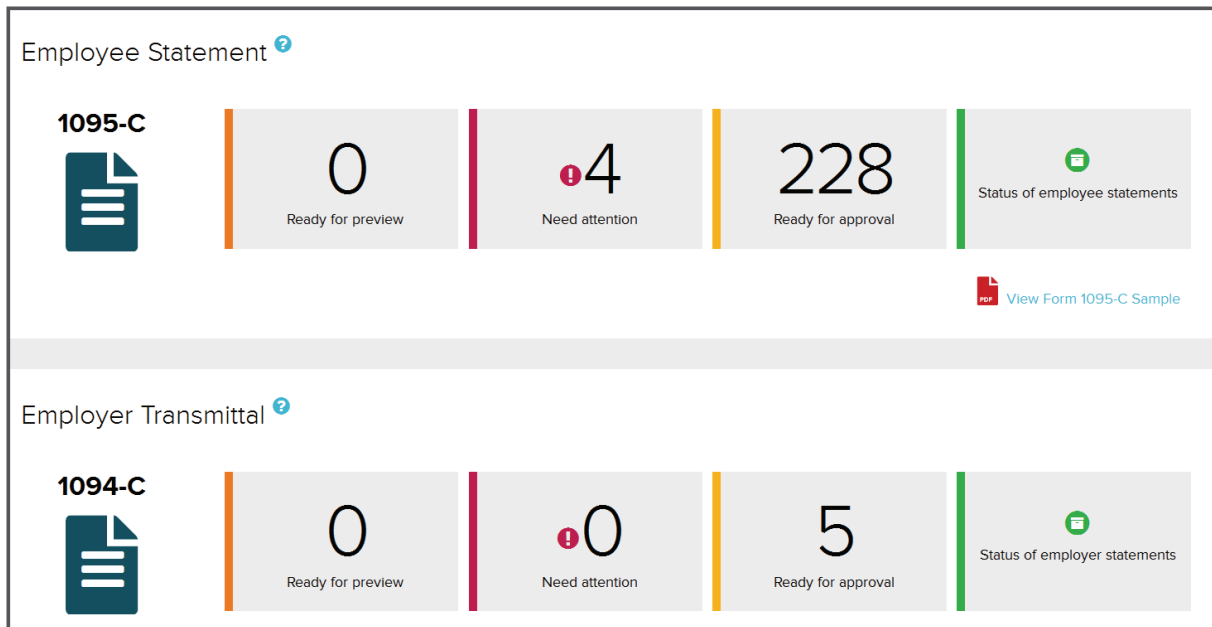
* ADP TotalSource recommends that ALL clients subject to the Employer Shared Responsibility provisions of the Affordable Care Act review and approve their Forms 1095-C and 1094-C. Forms 1095-C that are not on Hold will be auto approved for print and distribution on 1/16/19.

Where do I Approve the Forms?

To view and approve your forms, go to ADP TotalSource and click [Process > ACA > ACA Health Compliance](#)

The Health Compliance screen is organized by Employee Statements (Form 1095-C) and Employer Transmittal (Form 1094-C). Each section has four “buckets”.

- **Ready for Preview** – Review forms prior to the approval start date to get a head start on what to expect at the end of the year.
- **Need Attention** – These forms may be missing data or may have had changes made by the system since you approved them (if you already approved) that require review. Please contact your HRBP if you have forms in the Need Attention bucket after 12/17/2018.
- **Ready for Approval** – These forms are complete and awaiting your approval.
- **Employee corrected forms are waiting on approval** – This message will display in the Ready for Approval bucket after all other forms have been approved. You may see forms in this bucket if you approved your forms and then hired new full time employees.
- **Status of employee/employer statements** – Review a timeline of where your forms are in the process.



Approving Forms 1095-C

Prior to approving forms, please contact your HRBP if you have forms in the Need Attention bucket so that ADP TotalSource can assist with any necessary corrections to the forms or the system of record.

Downloading the Forms 1095-C Data File

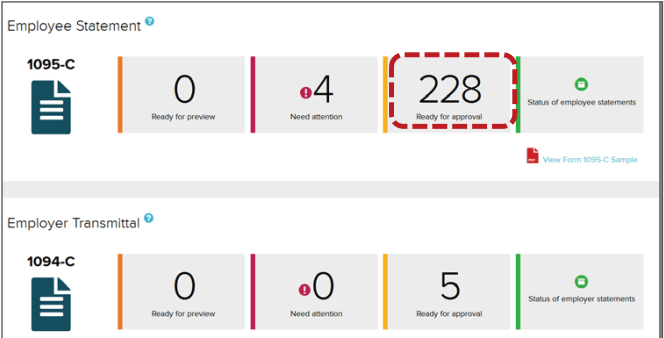
Best practice: Download the .csv data file from your employees' Forms 1095-C to review offline.

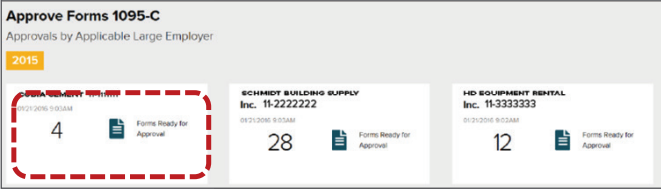
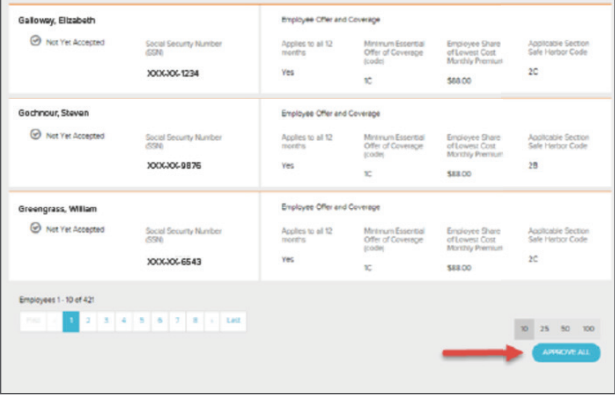

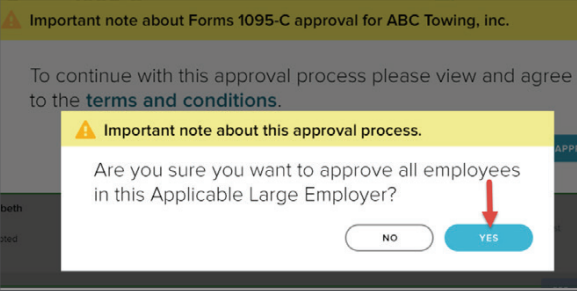
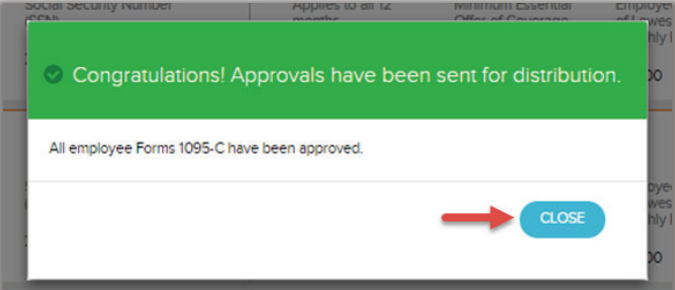
Download a spreadsheet of Forms 1095-C data:

1. From the Annual Health Care Reports Dashboard, click **Ready for Approval** in the Employee Statement section.
2. From the Approval page, select the appropriate Applicable Large Employer (ALE).
3. Click **Forms Ready for Approval**.
4. Click **Export CSV of all Employees for Full Analysis** to view the detailed register of data on the employee Forms 1095-C in a .csv format.
5. Save the file to the desired location.
6. Complete steps 1-5 for each FEIN.

Approving Forms 1095-C

When you are ready to approve your employees' Forms 1095-C:

Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click Ready for approval in the Employee Statement section for the Forms 1095-C.	 <p>The screenshot displays two sections: 'Employee Statement' and 'Employer Transmittal'. Each section has a grid of four status categories: 'Ready for preview', 'Need attention', 'Ready for approval', and 'Status of employee statements'. In the 'Employee Statement' section, the 'Ready for approval' count is 228, which is highlighted with a red dashed box. In the 'Employer Transmittal' section, the 'Ready for approval' count is 5.</p>


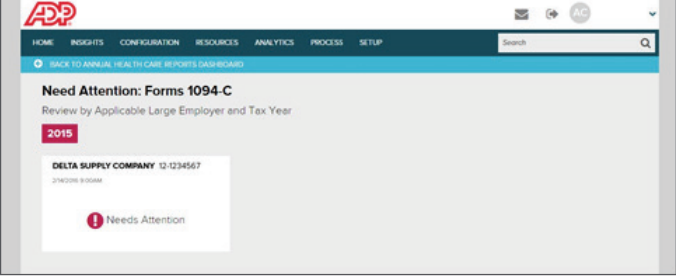
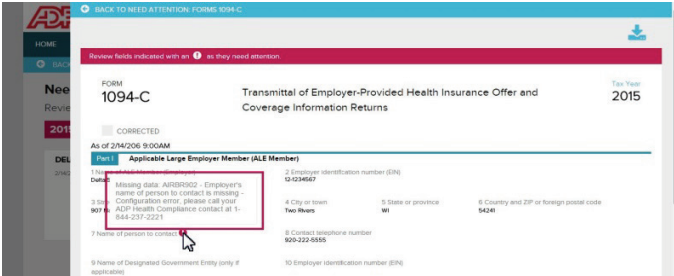
Step	Instructions	Image						
2	If you have multiple FEINs, locate the appropriate Applicable Large Employer/ FEIN, then click Forms Ready for Approval .							
3	<p>After reviewing, go to the top or the bottom of the page and click APPROVE ALL.</p> <p>Note: Clicking APPROVE ALL will approve all Forms 1095-C for this FEIN. It is not possible to only approve some forms and not others.</p> <p>Once a FEIN is approved, forms will be sent to print for that FEIN. There is no undo or reversal of an approval.</p> <p>If you find you need to make changes, please contact your HRBP for assistance.</p>							
4	<p>Select I agree on the terms and conditions attestation and click APPROVE.</p> <p>*If the Terms and Conditions have not previously been viewed, click the hyperlink and review the Terms and Conditions page.</p>							
5	<table border="1" data-bbox="232 1073 721 1409"> <thead> <tr> <th data-bbox="232 1073 477 1115">IF</th> <th data-bbox="477 1073 721 1115">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="232 1115 477 1262">You are sure you want to approve all employees for this ALE</td> <td data-bbox="477 1115 721 1262">Click YES</td> </tr> <tr> <td data-bbox="232 1262 477 1409">You are not sure you want to approve all employees for this ALE</td> <td data-bbox="477 1262 721 1409">Click NO to go back to preview the Forms 1095-C</td> </tr> </tbody> </table>	IF	THEN	You are sure you want to approve all employees for this ALE	Click YES	You are not sure you want to approve all employees for this ALE	Click NO to go back to preview the Forms 1095-C	
IF	THEN							
You are sure you want to approve all employees for this ALE	Click YES							
You are not sure you want to approve all employees for this ALE	Click NO to go back to preview the Forms 1095-C							
6	Once all employee Forms 1095-C have been approved, click CLOSE on the approval confirmation box.							
7	The approved ALE will be removed from the approval view of the dashboard.							
8	Repeat steps two - eight to approve employee Forms 1095-C for each FEIN.							

Approving Forms 1094-C

Reviewing Forms that Need Attention


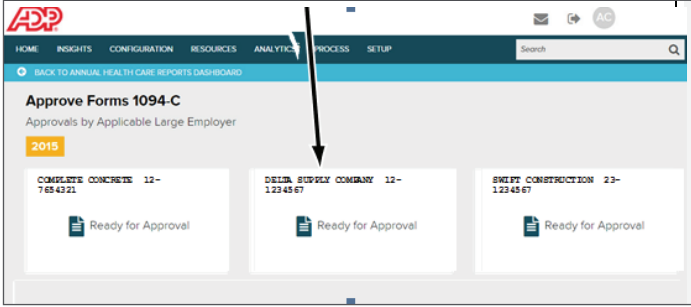
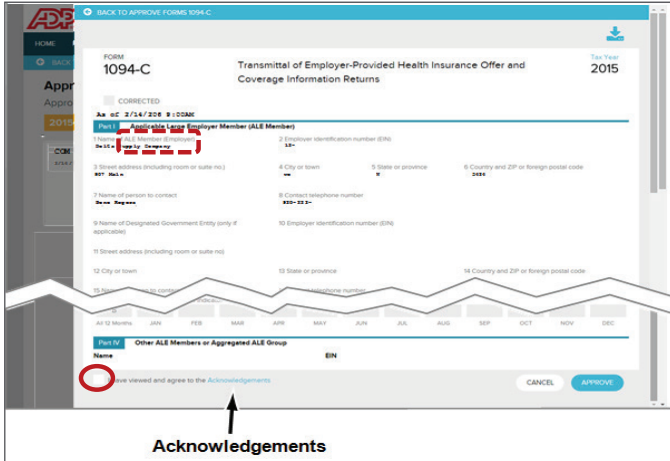
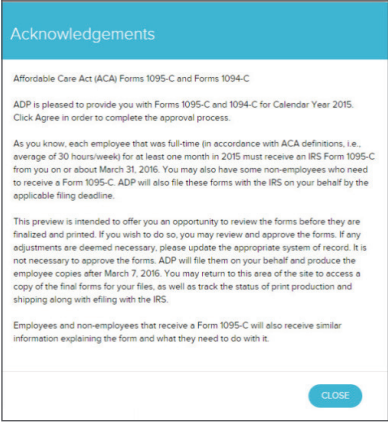
This section of the guide includes addressing the 1094-C Need Attention forms, approving the Form(s) 1094-C, and tracking the status of the IRS transmission.

Before approving a Form 1094-C, any forms in the Need Attention bucket will need to be addressed. These forms may have invalid or incomplete data. ***It is best practice to contact your HRBP for assistance if you have any forms in the Needs Attention bucket.***

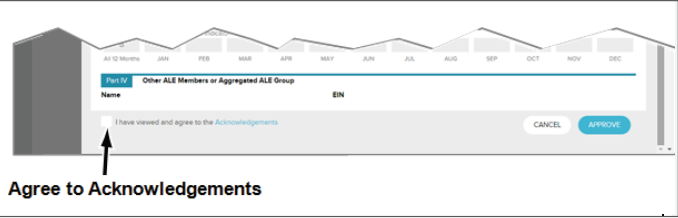
Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click Need Attention in the Employer Transmittal section for the Forms 1094-C.	
2	First locate the appropriate Applicable Large Employer (ALE) then click Needs Attention .	
3	<p>Analyze incomplete or invalid data.</p> <ul style="list-style-type: none"> An error icon designates incomplete or invalid data. To display additional details, point your mouse over the error icon. Read the details of the error, and then make the appropriate corrections or contact your HRBP for assistance. Corrections must be made in the System of Record (ADP TotalSource) and cannot be made directly on the form. 	

Approving Form(s) 1094-C

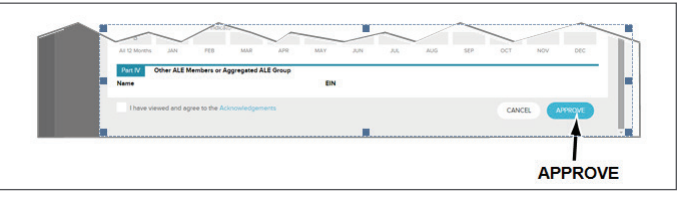
You must approve a Form 1094-C for each Applicable Large Employer (FEIN).

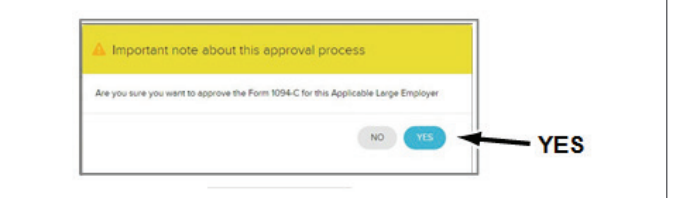
Step	Instructions	Image
1	From the Annual Health Care Reports Dashboard click Ready for approval in the Employer Transmittal section for the Forms 1094-C.	 <p>The screenshot shows the 'Employer Transmittal' section with a progress bar. The bar is divided into four segments: '1094-C' (document icon), 'Ready for preview' (0), 'Need attention' (0), and 'Ready for approval' (4, highlighted with a red dashed box). A 'Status of employe statements' indicator is also visible.</p>
2	Click the applicable large employer. If you have more than one FEIN, you will need to do the following steps for EACH FEIN.	 <p>The screenshot shows the 'Approve Forms 1094-C' dashboard. It lists three employers: 'COMPLETE CONCRETE 12-765 4321', 'DELM SUPPLY COMPANY 12-123 45 67', and 'SHELT CONSTRUCTION 23-123 45 67'. Each employer entry has a 'Ready for Approval' button. An arrow points to the first employer's name.</p>
3	At the bottom of the form, click Acknowledgements .	 <p>The screenshot shows the 'FORM 1094-C' form. At the bottom, there is a section for 'Other ALE Members or Aggregated ALE Group' with a red circle around the 'I have viewed and agree to the Acknowledgements' link. An arrow points to this link with the label 'Acknowledgements'.</p>
4	Once you have finished reading the Acknowledgements, click CLOSE .	 <p>The screenshot shows the 'Acknowledgements' dialog box. It contains text about the Affordable Care Act (ACA) Forms 1095-C and 1094-C, a preview of the forms, and a 'CLOSE' button at the bottom right.</p>



Step	Instructions	Image
5	If you understand, and agree to the acknowledgements, select I have viewed and agree to the Acknowledgements.	 <p>Agree to Acknowledgements</p>

IMPORTANT: Do not click **APPROVE** until your Forms 1095-C and Form 1094-C are accurate. Clicking **APPROVE** electronically transmits all of your Forms 1095-C and Form 1094-C to the IRS, even if they are incomplete or invalid. Once approved, it is not possible to stop the transmission.

6	Once you have confirmed the accuracy of your Forms 1095-C and 1094-C, at the bottom of the Form 1094-C page, click APPROVE .	 <p>APPROVE</p>
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7	If you are sure that you want to approve the Form 1094-C and transmit your Forms 1095-C and Form 1094-C to the IRS, click YES on the Important Note Window.	 <p>YES</p>
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8	On the Congratulations window, click CLOSE .	 <p>CLOSE</p>
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Result: Forms 1095-C and Form 1094-C transmit to the IRS electronically.

Viewing Forms after Approval

Downloading Approved 1095-C Data

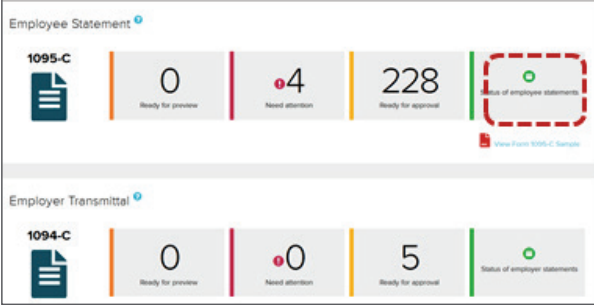
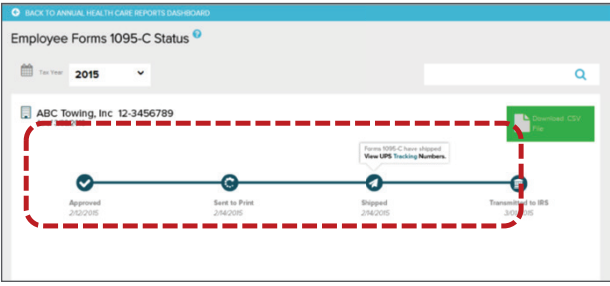
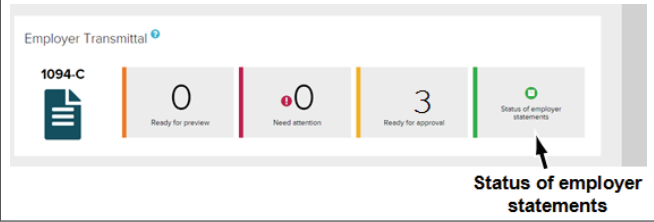
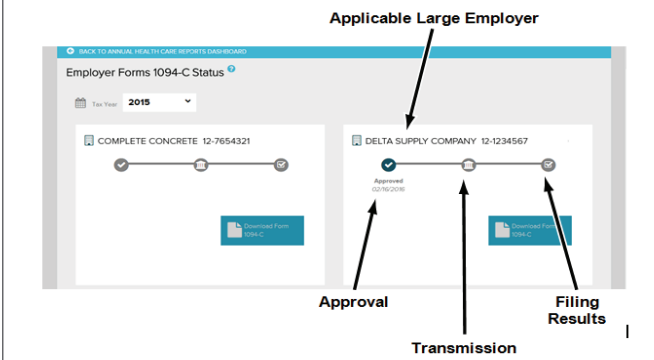
You can review or download the data from your forms after Approval.

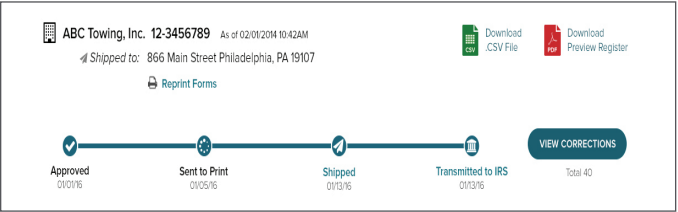
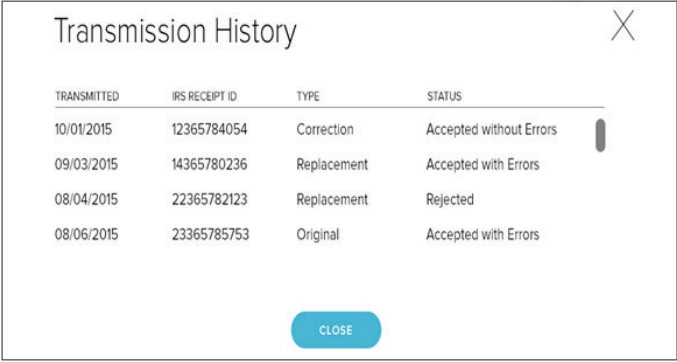
Best Practice: Download your data after approval and keep it in a secure place.

Step	Instructions	Image
1	Go to 1095-C Tools and select Manage Forms .	
2	To download all Forms 1095-C data (Best Practice), click the Export CSV of All Employees with Forms for Full Analysis link and save in a secure location.	
3	To review individual employee's forms, click in the Active Forms bucket. Use Employee Search to locate the employee in question and click View Form to view the employee's form.	

Tracking Printing and Filing of Forms

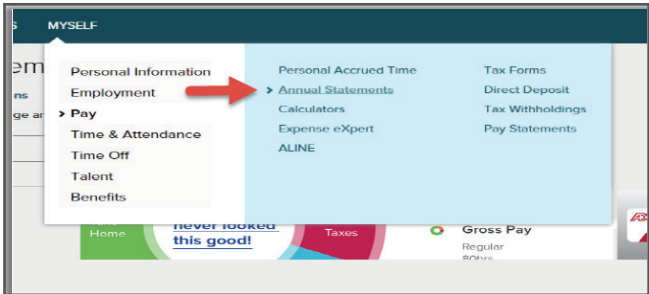
ADP TotalSource will print your Forms 1095-C and mail them directly to your employees by the IRS deadline if the forms are approved by you by January 16. ADP TotalSource will also efile your Forms 1094-C and 1095-C with the IRS after your approval. You can track the printing and filing of forms within the ADP Health Compliance screens.

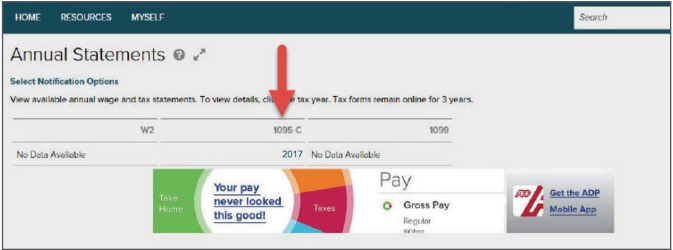
Step	Instructions	Image
1	To track your 1095-C forms from the Annual Health Care Reports Dashboard, click Status of employee statements .	
2	The Employee Forms 1095-C Status page is displayed. Hover over each activity in the timeline to view high level details about approvals, printing status, IRS transmittals, and corrections.	
1	To track your Forms 1094-C in the Employer Transmittal section, click Status of employer statements .	
2	<p>For each FEIN, a timeline provides additional details regarding the filing.</p> <ul style="list-style-type: none"> • Approval - The date on which the Form 1094-C was approved, after which Forms 1095-C and 1094-C are prepared for electronic transmission to the IRS. • Transmission - The date on which the FEINs data for ACA Annual Reporting was transmitted to the IRS electronically. 	

Step	Instructions	Image
3	<p>Status of Employee Statements displays the Transmitted to IRS date</p>	
4	<p>Clicking on the Transmitted to IRS icon will display a pop-up including the history of the IRS Transmissions for the FEIN.</p> <p>Note: You should keep track of the IRS RECEIPT ID in case you ever need to work with the IRS.</p>	

Viewing Forms 1095-C Instructions for Your Employees

Shortly after the Forms 1095-C are approved and sent to print, they will be available online for **paid** employees to view an electronic copy in **Annual Statements**, which is the same place they would go to view their Form W-2. You must have the payroll employee Self Service feature in order to view the forms. Employees added from another system will not have access to online statements.

Step	Instructions	Image
1	<p>Employees will go to Myself > Pay > Annual Statements.</p>	

Step	Instructions	Image
2	Under 1095-C , click on 2018 . Forms W-2 and 1099 will also display in this area.	
3	The employee can view, save or print a copy of the 1095-C form.	