

Approval Process for Forms 1094-C and 1095-C

ADP TotalSource®
Healthcare Reform

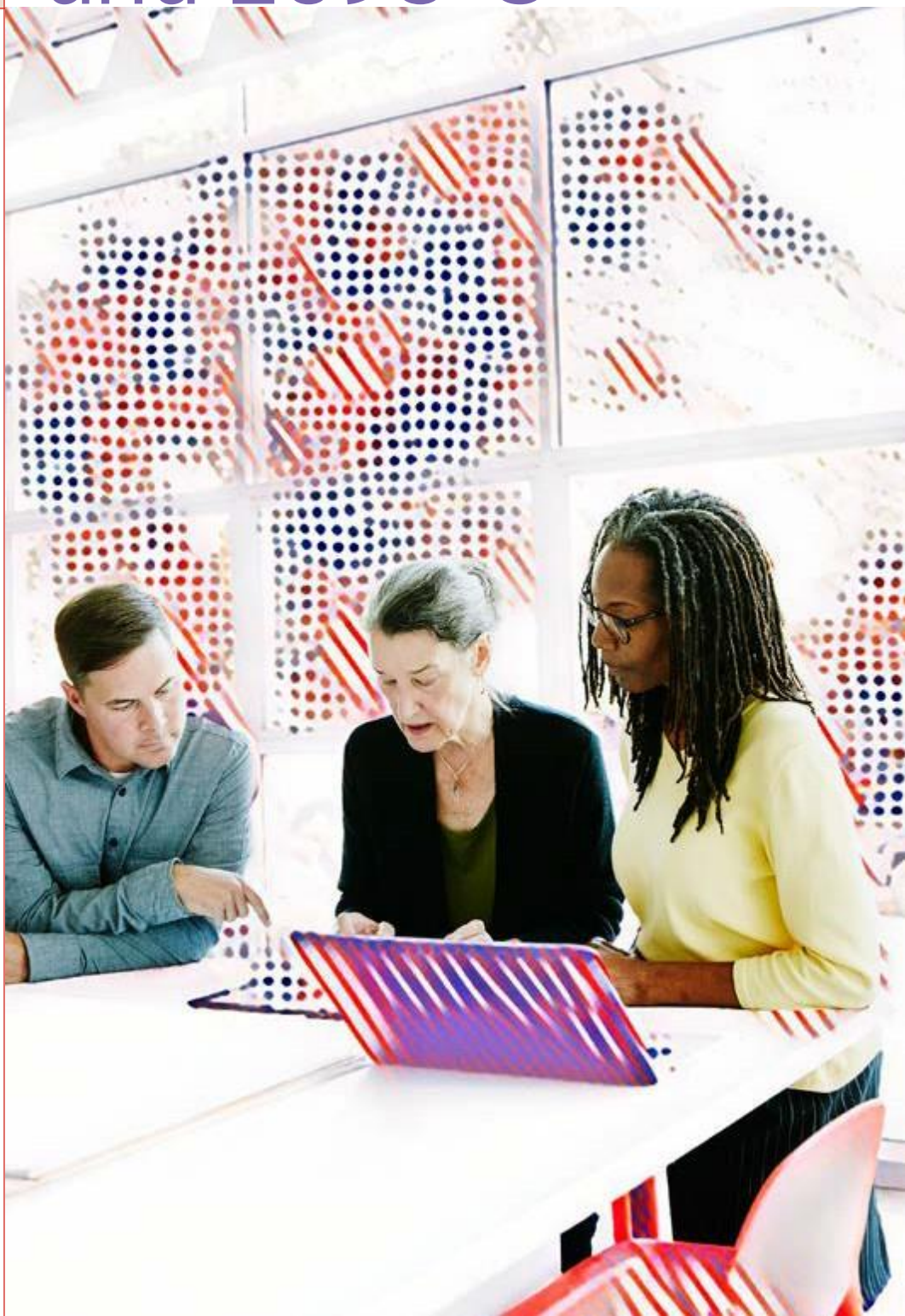


Table of Contents

Introduction

- Why Do I Need to Approve Forms 1095-C and 1094-C?
- Where do I Approve the Forms?
- Email Notifications (New)

Approving Forms 1095-C

- Downloading the Forms 1095-C Data File
- Approving Forms 1095-C

Approving Forms 1094-C

- Reviewing Forms that Need Attention
- Reviewing the MEC Summary Tool
- Approving Form(s) 1094-C

Viewing Forms after Approval

- Downloading Approved 1095-C Data
- Tracking Printing and Filing of Forms
- Viewing Forms 1095-C Instructions for Your Employees
- Download PDF of 1095-C Forms (New)
- Individual 1095-C PDFs (New)



Introduction

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

Applicable Large Employers (ALEs) are clients that had 50 or more Full-Time employees (including Full-Time equivalents) 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 March and file both Forms 1094-C & 1095-C with the IRS by March 31. Once you approve your forms, ADP TotalSource will print and mail your 1095-C forms directly to your employees and will transmit them to the IRS.

If you are an ALE, ADP TotalSource has gathered the necessary data to complete your forms; however, **you must approve Forms 1095-C and 1094-C by January 31st*** in order for ADP TotalSource to furnish the forms to your employees and e-file them with the IRS.

*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 2/1/2024. Forms 1094-C that are not on Hold will be auto approved for transmission on 2/1/2024.

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



Important Dates

- Clients can begin approving Forms 1095-C and 1094-C 12/13/2023.
- Forms 1095-C **MUST** be approved by 1/31/2024 to meet the 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 1/31/2024 to IRS so ADP TotalSource can meet the IRS deadline.



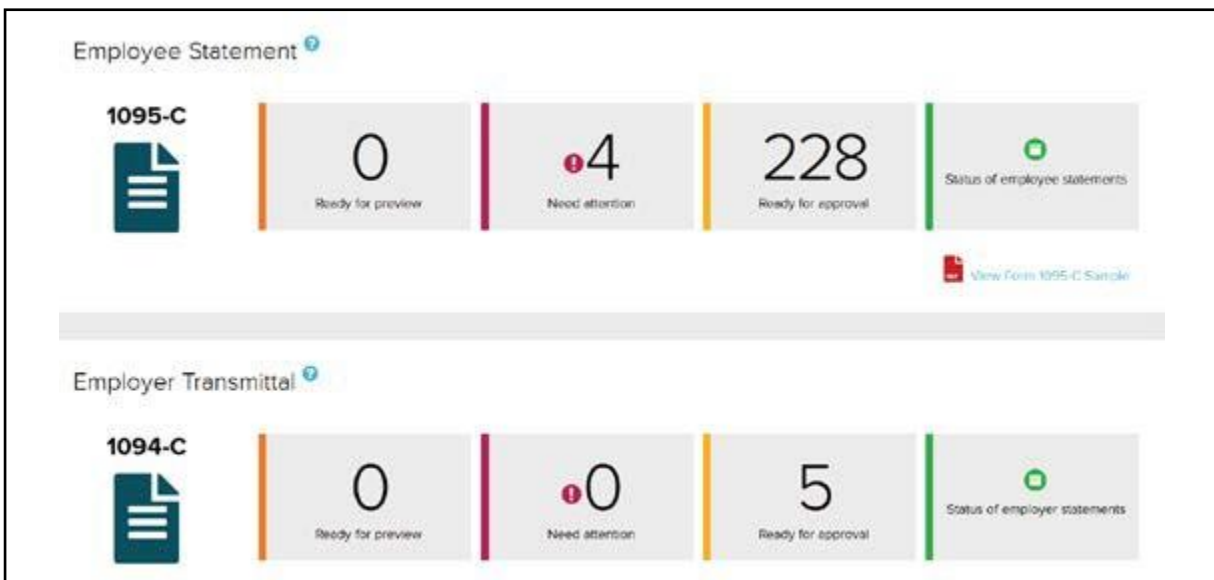
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Where do I approve the forms?

To view and approve your forms, go to ADP TotalSource, and click **Process > ACA > ACA IRS & State Reporting**

The ACA IRS & State Reporting tool screen is organized by Employee Statements (Form 1095-C) and Employer Transmittal (Form 1094-C). Each section has four "buckets".

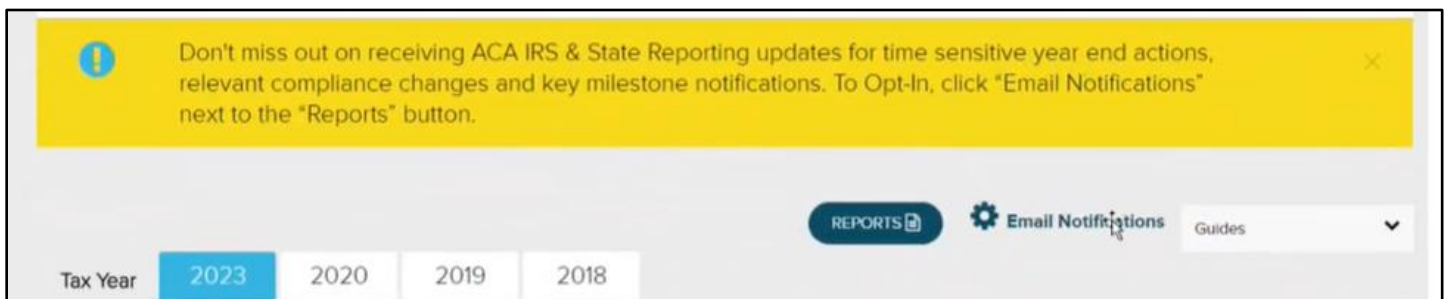
- **Ready for Preview** – Review forms prior to the approval start date to get a head start on what to expect at the end of the year.
- **Need Attention** – These forms may be missing data or may have had changes made by the system since you approved them (if you already approved) that require review. Please contact your HRBP if you have forms in the Need Attention bucket after 12/17/2023.
- **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.



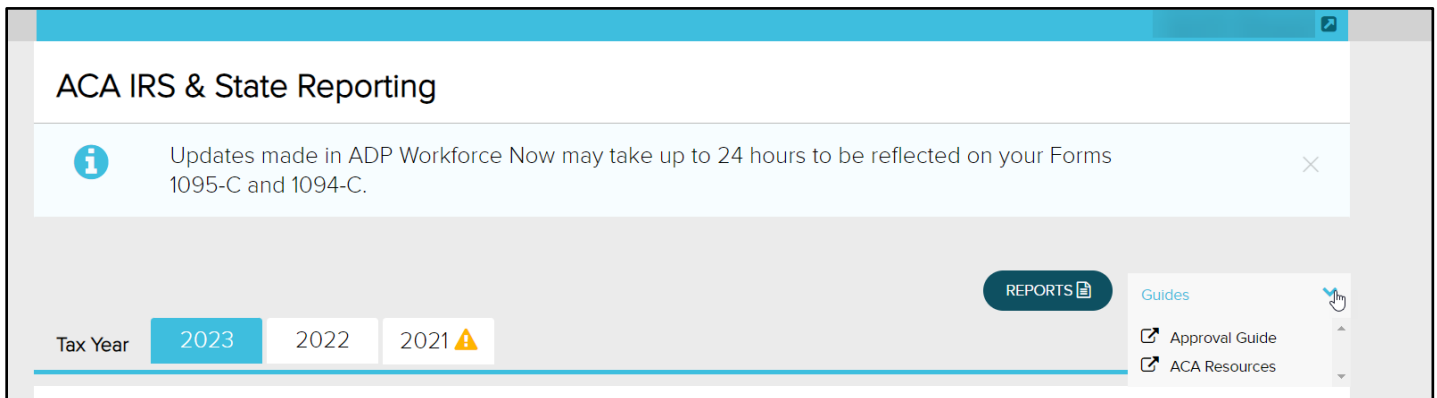
Email Notifications and ACA Guides (New)

To receive ACA notifications to a specific email you can now opt into automated email notifications. Click Email Notifications and toggle notifications on.

Automated emails will be sent if your transmission receives an IRS Accepted with Errors response. Emails will also be sent if additional form approvals are needed between the 1/31/24 approval deadline and the IRS Transmission deadline.



This approval guide can be found directly on the site by clicking Guides and Approval Guide. Other ACA guides and helpful information is available on our Insights & Solutions pages and can be accessed by clicking ACA Resources.



Paperless Notifications (New)


ALEs now can track the list of employees who have decided to go paperless to receive their ACA 1095 form. Click on "Status of employee statements" and use the link to "ACA Paperless 1095-C Employee Listing Report". The link will take you to the standard reporting page. Click ACA Paperless 1095-C Employee Listing to run the report.

Employee Statement [?]

FIND FORMMANAGE FORMS

Form 1095-C Tools [▼]


1095-C



239
Ready for preview

0
Need attention

0
Ready for approval


Status of employee statements

Employee Forms 1095-C Status [?]

"Go Paperless": 1095-C Electronic Delivery
Some employees may have opted to "go paperless" and only receive Electronic Delivery of their Form 1095-C. References to "print" or "mail" may also include electronic delivery only for some employees. To view which employees have opted to "go paperless", you can run the [ACA Paperless 1095-C Employee Listing Report](#).

ACA IRS & State Reporting

Standard Reports

IRS REPORTING [▼]

Run an Report

ACA Employees With No Printed 1095C

ACA Form 1095C Manual Edits

ACA MEC Details

ACA MEC Validation

ACA 1094C Validation

ACA 1095C CSV Register

ACA 1095C Data

ACA 1095C Print Transmission Status

ACA 1095C Print Transmission Status Detail

ACA Historical Forms 1095-C

ACA Paperless 1095-C Employee Listing

Latest Reports

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


You may want to download the .csv data file to review your employees' Forms 1095-C offline.


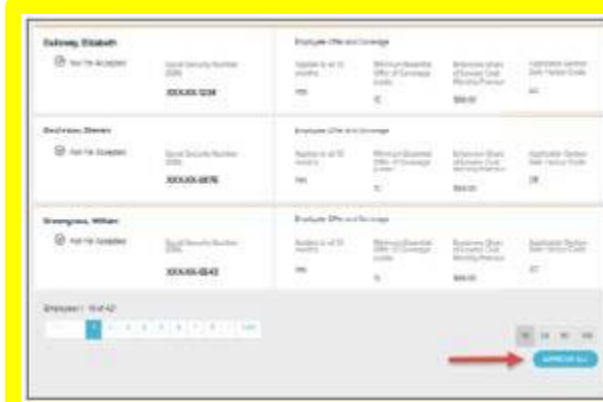

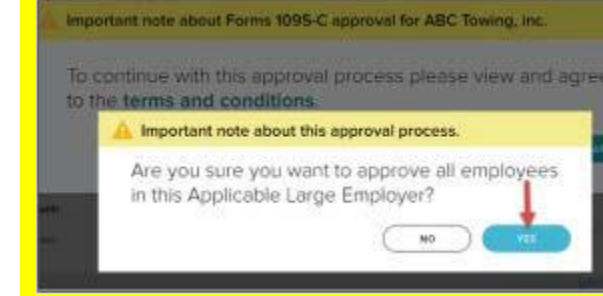
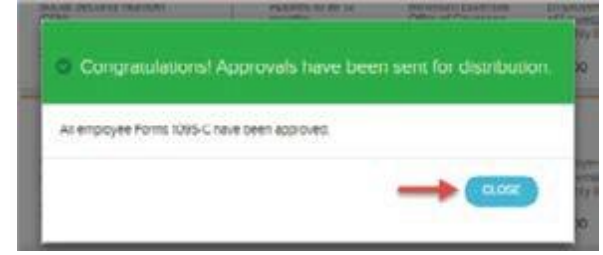
Download a spreadsheet of Forms 1095-C data:

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.	

Step	Instructions	Image
2	<p>If you have multiple FEINs, click Forms Ready for Approval then, locate and click on the appropriate Applicable Large Employer/ FEIN.</p> <p>IMPORTANT! All of the FEINs in your company's control group should be listed here. If a FEIN is missing or incorrect, please reach out to your HRBP immediately for assistance to ensure correct reporting to the IRS.</p> <p>Note: Once all the 1095-C forms have been approved, the tile for the FEIN will disappear from this view.</p>	
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>	
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	<p>Click Yes if you are sure you want to approve all employees for this ALE.</p> <p>Click No to go back to preview the Forms 1095-C if you would like to continue to review.</p>	
6	<p>Once a FEIN is approved, forms will be sent to print for that FEIN. There is no undo or reversal of an approval. If you find you need to make changes, please contact your HRBP for assistance. Once all employee Forms 1095-C have been approved, click CLOSE on the approval confirmation box.</p>	
7	The approved ALE will be removed from the approval view of the dashboard.	
8	Repeat steps two - seven to approve employee Forms 1095-C for each FEIN	






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Approving forms 1094-C

Reviewing Forms that Need Attention

This section of the guide addresses 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	Locate the appropriate Applicable Large Employer (ALE) and click Needs Attention .	
3	Analyze incomplete or invalid data. <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. 	

Reviewing the MEC Summary Tool

Use the MEC summary tool to quickly identify the FEINs that failed to meet the MEC threshold.

NOTE: If you fail to offer MEC to 95% of your full-time employees and their dependents (or Column A = No) for one or more FEINs, the following warning message is displayed in yellow.



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REPORTS

Tax Year 20XX 20XX 20XX 20XX 20XX

Employee Statement [?] [FIND FORM](#) Form 1095-C Tools

1095-C

3,574 Ready for preview

0 ¹ Need attention

0 Ready for approval

Status of employee statements

95% Minimum Essential Coverage not met for one or more FEINs [SHOW ME](#)

Employer Transmittal [?] Form 1094-C Tools

1094-C

38 Ready for preview

0 ¹ Need attention

0 Ready for approval

Status of employer statements

- To see the impacted FEINs, click **SHOW ME** (in the yellow ribbon) or click **Form 1094-C Tool** and then select **MEC Summary** on the Health Coverage Reporting Dashboard.

RESULT: MEC Summary page displays the FEINs by month that failed to meet the MEC offer threshold.

- Click on any month and corresponding FEIN tile to see the FEIN, FEIN Name, MEC %, ACA Full time employees (Column B), and # Employees Not Met (MEC not offered).

BACK TO HEALTH COVERAGE REPORTING DASHBOARD

MEC Summary [?] 20XX

Select a month to view FEINs MEC details

Jan ¹ Feb ¹ Mar ¹ Apr ¹ May ¹ Jun ¹ Jul ¹ Aug ¹ Sep ¹ Oct ¹ Nov ¹ Dec ¹

38 Total FEINs

7 FEINs did not meet MEC

31 FEINs did meet MEC

Export MEC Details

FEIN NUMBER	FEIN NAME	MEC %	# EMPLOYEES NOT OFFERED	# EMPLOYEES OFFERED	4980H FT EMPLOYEES
		93.04%	8	107	115
		94.73%	6	108	114

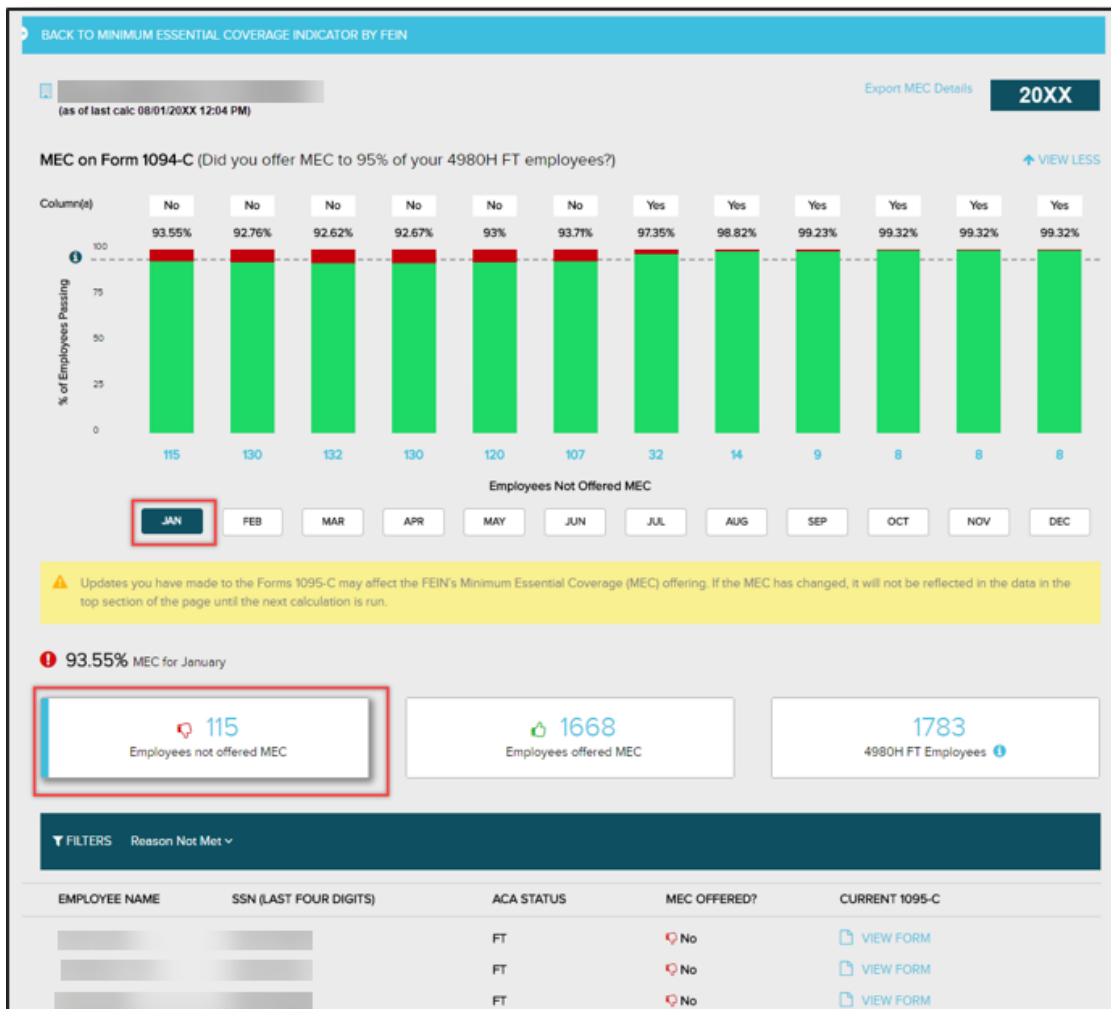
NOTE: The number indicates how many FEINs are below the 95% MEC threshold.

- To view details for a FEIN that failed the MEC offer threshold, click **FEIN did not meet MEC** tile.

NOTE: To download the Form 1094-C, Column A employee detail for ALL FEINs into an XLS format, click **Export MEC Details**.

- In the **# Employees Not Offered** column, click the number displayed.
- To view individual employee details for a FEIN that failed the MEC offer threshold, select the month you want to view and the corresponding employee tile.

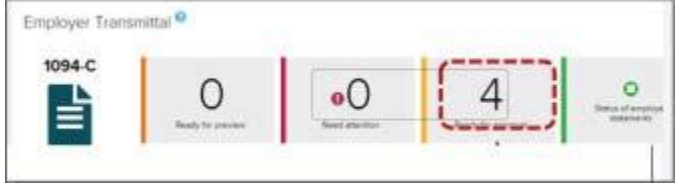

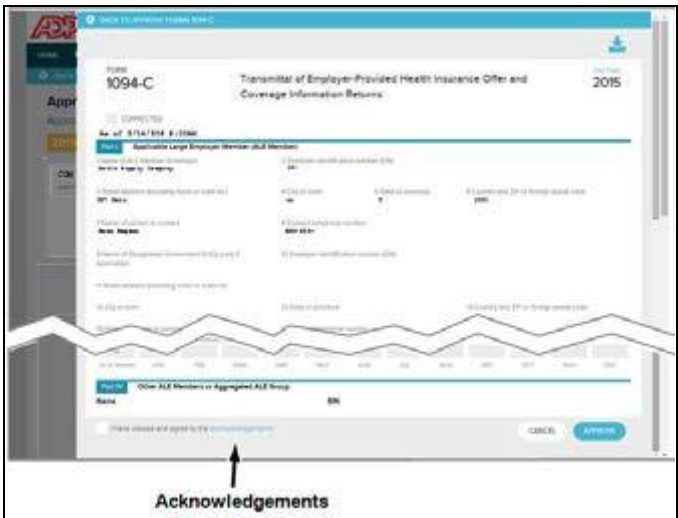
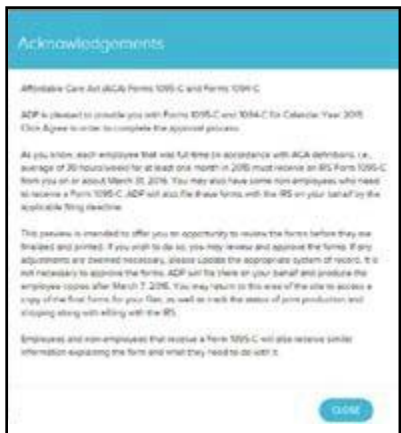





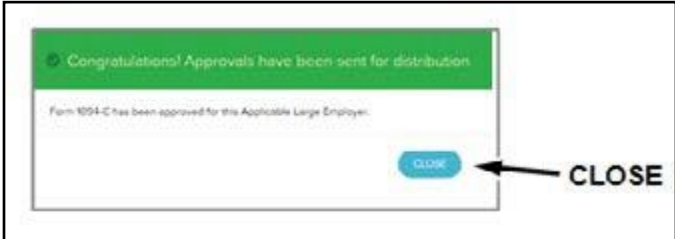



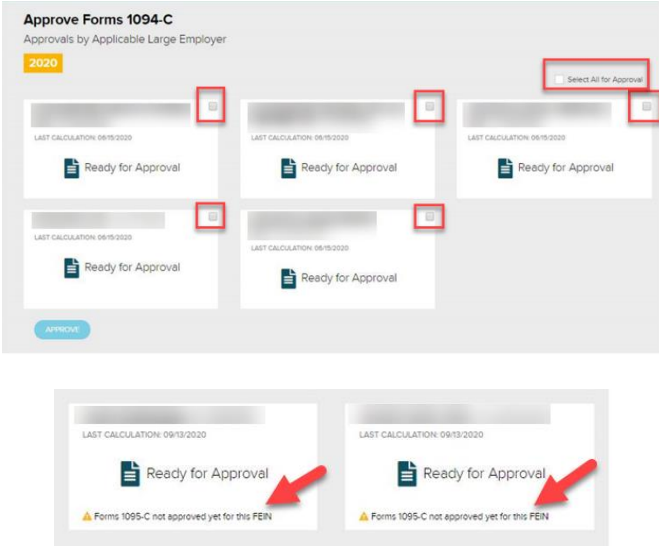
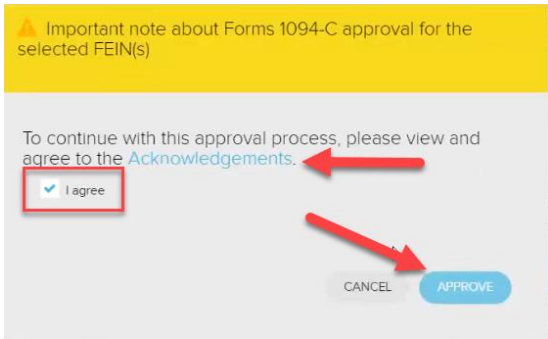
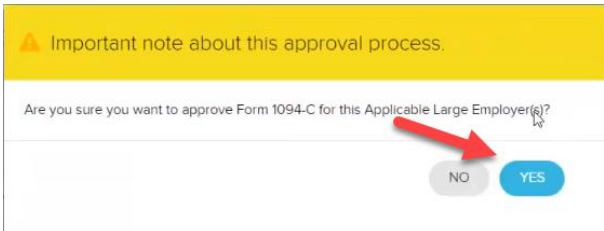
6. To view an individual employee form, click **View Form**.
7. If an employee's form looks incorrect, please contact your dedicated HR Business Partner for assistance with reviewing the system of record and making updates if necessary.
8. To return to the MEC Summary page, click **MEC Details** page.
9. Click **Back to Minimum Essential Coverage Indicator by FEIN**.
10. To return to the Health Coverage Reporting Dashboard, click **Back to Health Coverage Reporting Dashboard**.

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.	
2	Click the applicable large employer. If you have more than one FEIN, you will have the option to approve all at once after review. IMPORTANT! All of the FEINs in your company's control group should be listed here. If a FEIN is missing or incorrect, please reach out to your HRBP immediately for assistance to ensure correct reporting to the IRS.	
3	To approve one Form 1094-C at a time, click into each individual form. At the bottom of the form, click Acknowledgements .	
4	Once you have finished reading the Acknowledgements, click CLOSE .	

Step	Instructions	Image
5	If you understand, and agree to the acknowledgements, select I have viewed and agreed to the Acknowledgements.	
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 1094-C, at the bottom of the Form 1094-C page, click APPROVE .	
7	If you are sure that you want to approve the Form 1094-C to the IRS, click YES on the Important Note Window.	
8	On the Congratulations window, click CLOSE .	
9	If you have more than 1 FEIN, and would like to approve all at once, From the Annual Health Care Reports Dashboard click Ready for approval in the Employer Transmittal section for the Forms 1094-C.	

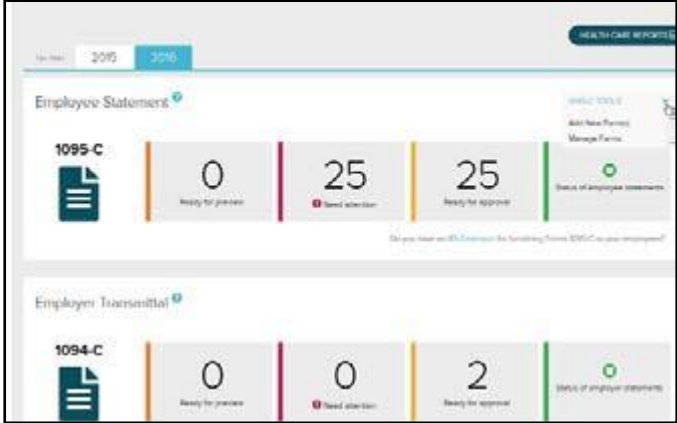

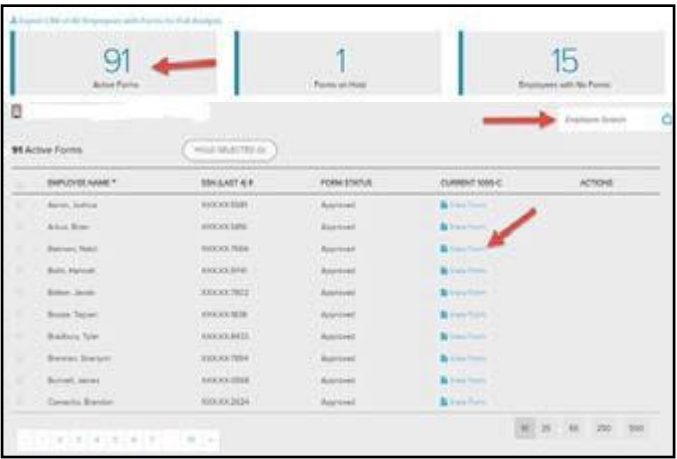
<p>10</p>	<p>Click the check box next to the applicable large employer Form 1094-C you would like to approve. You can choose all or just a select few.</p> <p>IMPORTANT! All of the FEINs in your company's control group should be listed here. If a FEIN is missing or incorrect, please reach out to your HRBP immediately for assistance to ensure correct reporting to the IRS.</p> <p>Note: 1095-C forms must be reviewed and approved prior to 1094-C approval. You will see a warning under each Form 1094-C if the 1095-C forms have not yet been reviewed and approved for the FEIN.</p>	
<p>11</p>	<p>To approve, click the APPROVE button at the bottom of the screen. You will then be asked to view and agree to the Acknowledgements.</p> <p>If you understand, and agree to the acknowledgements, select I agree to the Acknowledgements.</p> <p>Click APPROVE.</p>	
<p>12</p>	<p>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>	
<p>Result: Forms 1095-C and Form 1094-C transmit to the IRS electronically.</p>		

Viewing Forms after Approval

Downloading Approved 1095-C Data




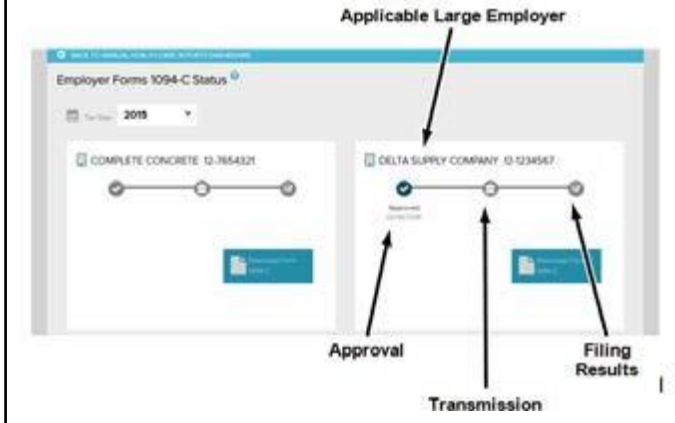
You can review or download the data from your forms after Approval.

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.	


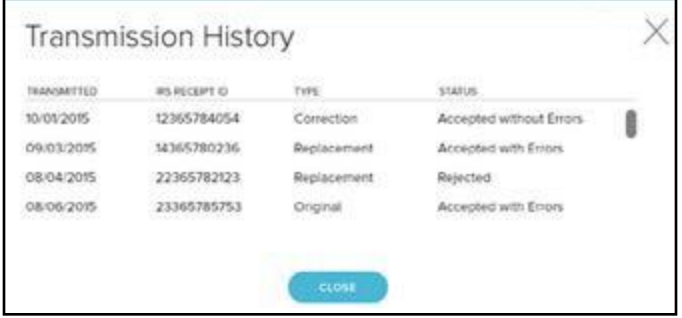
Tracking Printing and Filing of Forms

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 February 11. 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 in the ADP ACA IRS & State Reporting tool 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	For each FEIN, a timeline provides additional details regarding the filing. • 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.	

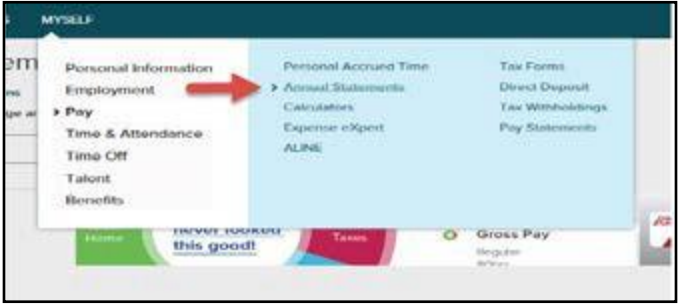




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Step	Instructions	Image
3	Status of Employee Statements displays the Transmitted to IRS date.	
4	Clicking on the Transmitted to IRS icon will display a pop-up including the history of the IRS Transmissions for the FEIN. Note: You should keep track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

Viewing Forms 1095-C Instructions for Your Employee

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.

1	Employees will go to Myself > Pay > Annual Statements .	
2	Under 1095-C , click on 2023 . Forms W-2 and 1099 will also display in this area.	
	The employee can view, save, or print a copy of the 1095-C form.	

Download All PDF of 1095-C Forms (New)

ALEs can now download a PDF copy of all 1095-C forms from reports section within the ACA IRS & State Reporting platform. Click Reports and ACA Historical Forms 1095-C. Select the year and FEIN to print and click Run Report. The Report may take some time to generate. When it is ready, click the PDF file image to download.

NOTE: PDFs of 1095-C forms are only available once the initial forms have been approved and printed.

The screenshot displays the 'ACA IRS & State Reporting' dashboard. On the left, a sidebar lists various reports under 'IRS REPORTING' and 'STATE REPORTING'. The 'ACA Historical Forms 1095-C' report is highlighted with a red circle '1'. The main area is titled 'Run an ACA Historical Forms 1095-C Report' and includes a 'My Favorite' star icon. Below the title, there are two input fields: 'Tax Year' with a dropdown menu showing '2023' (marked with a red circle '2') and 'Entity' with a text input field containing '123456789' (marked with a red circle '3'). A 'RUN REPORT' button is located to the right of the 'Entity' field, marked with a red circle '4'. Below the 'RUN REPORT' button, there is a section titled 'Latest ACA Historical Forms 1095-C Reports' with a 'Refresh Reports' button. Under this section, a message states 'Historical Forms 1095-C reports can be viewed here after being created'. A red PDF icon (marked with a red circle '5') is shown next to a 'COMPLETE' status indicator, which is followed by a 'SUCCESSFUL' message. The URL at the bottom of the page is 'wfn/reports/standard/report/ACA...'. The ADP logo is visible in the bottom right corner.

Individual 1095-C PDFs (New)

To view or download and individual 1095-C PDF, click manage forms in the IRS & State Reporting tool. Select Active Forms or search for the employee in the Find Employee search box. Click the View History link and select the PDF of the form to view.

NOTE: PDFs of 1095-C forms are only available once the initial forms have been approved and printed.


Employee Statement ?

FIND FORM

MANAGE FORMS

Form 1095-C Tools ▼

1095-C



239


Ready for preview

0

Need attention

0

Ready for approval



Status of employee statements

< BACK TO ALE LIST

FILTER BY: All ▼

Find Employee 🔍

282 Active Forms

HOLD SELECTED (0) DO NOT FILE SELECTED (0)

<input type="checkbox"/>	EMPLOYEE NAME ^	SSN (LAST 4) ⇅	ASSOCIATE ID ⇅	FORM STATUS	CURRENT 1095-C	ACTIONS	1095-C HISTORY
<input type="checkbox"/>				Approved	View/Edit Form		View History
<input type="checkbox"/>				Approved	View/Edit Form		View History
<input type="checkbox"/>				Approved	View/Edit Form		View History
<input type="checkbox"/>				Approved	View/Edit Form		View History
<input type="checkbox"/>				Approved	View/Edit Form		View History
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<input type="checkbox"/>				Approved	View/Edit Form		View History

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29

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10

25

50

250

500

History of Form 1095-C

2022

Feb 7, 2023



Transmitted to IRS
10:35 AM

Feb 1, 2023



Sent to Print
10:17 AM

Jan 30, 2023



Form 1095-C Approved
04:06 PM