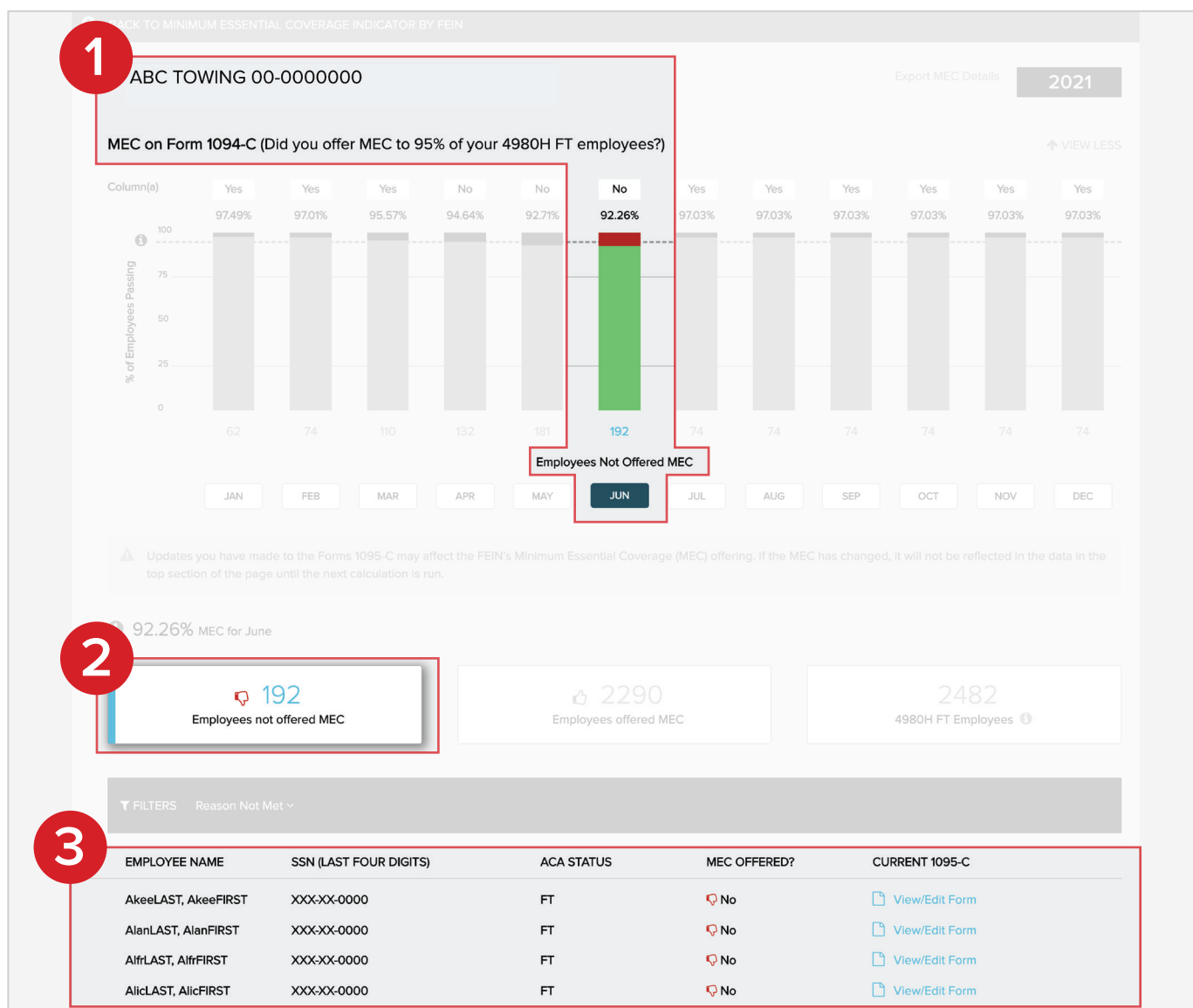


ACA IRS & State Reporting: MEC Summary Tool

What is the MEC Summary Tool?

The MEC Summary Tool visually organizes MEC data. The tool makes it easier to identify individual employees whose offer of coverage may contribute to an FEIN not meeting the MEC threshold, shown by a **No** in column **(a) Minimum Essential Coverage Offer Indicator** on **Form 1094-C**.

An Applicable Large Employer (ALE) can use the list of identified employees to review the status of employee offers of coverage.



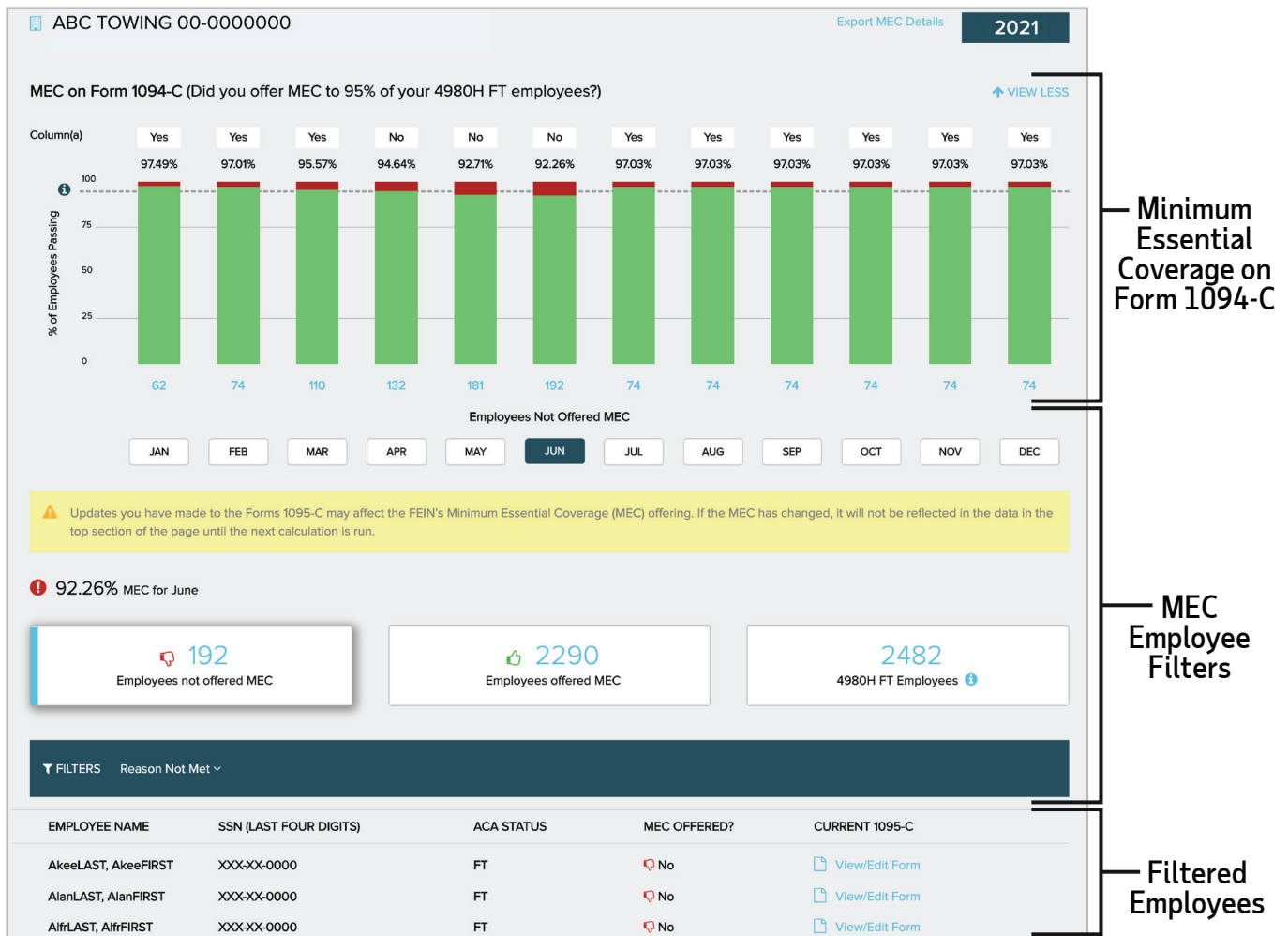
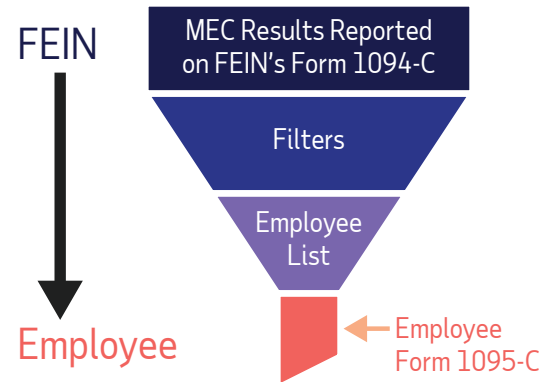
MEC Analysis Page

The MEC Analysis Page is like a funnel that reports MEC data from the FEIN level down to an individual employee level.

At the top is a monthly summary of MEC data that will appear on an FEIN's Form 1094-C. In the middle are filters which list individual employees by MEC status. And at the bottom is an individual employee's Form 1095-C.

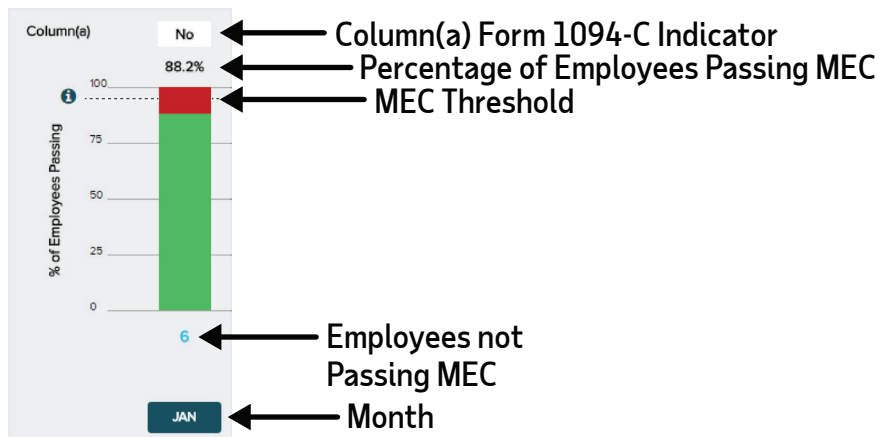
The page allows you to identify employees that do not meet MEC within 3 easy steps.

1. Select an FEIN.
2. Select Filters.
 - Month
 - Employee filter
 - Reason not met filter
3. View employee's Form 1095-C.



Minimum Essential Coverage on Form 1094-C

This section shows a summary of an FEIN's MEC data from month to month.



Employee MEC Filters

This section has three MEC smart filters. The first two filter employees by MEC status for a selected month. The last filter **4980H FT Employees** shows all full-time employees and their MEC status.

Selected Month: JUN

92.26% MEC for June

Employee MEC Filters:

- 192 Employees not offered MEC
- 2290 Employees offered MEC
- 2482 4980H FT Employees

Reason Not Met Filter (Only employees who were not offered MEC are available in this filter.)

Filtered Employees

This section lists filtered employees. Clicking **VIEW FORM** displays the employee's Form 1095-C.

EMPLOYEE NAME	SSN (LAST FOUR DIGITS)	ACA STATUS	MEC OFFERED?	CURRENT 1095-C
AkeeLAST, AkeeFIRST	XXX-XX-0000	FT	No	View/Edit Form
AlanLAST, AlanFIRST	XXX-XX-0000	FT	No	View/Edit Form
AlfrLAST, AlfrFIRST	XXX-XX-0000	FT	No	View/Edit Form
AlicLAST, AlicFIRST	XXX-XX-0000	FT	No	View/Edit Form
AlisLAST, AlisFIRST	XXX-XX-0000	FT	No	View/Edit Form

VIEW FORM

Latest ACA MEC Details Report

MEC data for all employees of an FEIN can be exported as a CSV file.

Hold Status (Rarely used - majority of changes should be made directly to employee file)

Employee Data						Form 1095-C MEC Data (Grouped by Month)									
AOID	FEIN	First Name	Middle Name	Last Name	SSN_ID	On Hold	Held by ID	Held by Name	Hold Date	ALE on Hold	ALE Blocked	AN - ACA St	JAN - Part III	JAN - Part III	JAN - Part III
2															
3	XXXXXXXX	000000000	DariFIRST		DariLAST	XXX-XX-0000						T	Yes	Yes	Yes
4	XXXXXXXX	000000000	VaneFIRST		VaneLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
5	XXXXXXXX	000000000	AndrFIRST		AndrLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
6	XXXXXXXX	000000000	OmarFIRST		OmarLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
7	XXXXXXXX	000000000	MorgFIRST		MorgLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
8	XXXXXXXX	000000000	AngeFIRST		AngeLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
9	XXXXXXXX	000000000	AlisFIRST		AlisLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
10	XXXXXXXX	000000000	JustFIRST		JustLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
11	XXXXXXXX	000000000	DeriFIRST		DeriLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
12	XXXXXXXX	000000000	RichFIRST		RichLAST	XXX-XX-0000						FT	Yes	Yes	Yes
13	XXXXXXXX	000000000	ChriFIRST		ChriLAST	XXX-XX-0000						FT	Yes	Yes	Yes
14	XXXXXXXX	000000000	BriaFIRST		BriaLAST	XXX-XX-0000						FT	Yes	Yes	Yes
15	XXXXXXXX	000000000	BrucFIRST		BrucLAST	XXX-XX-0000						N/A	N/A	N/A	N/A
16	XXXXXXXX	000000000	ToreFIRST		ToreLAST	XXX-XX-0000						N/A	N/A	N/A	N/A

The CSV file includes the following data:

Employee Data:

- AOID - A system generated value used to identify an Individual employee.
- FEIN
- First Name
- Middle Name
- Last Name
- SSN_ID

Employee Data:

- On Hold
- Held by ID
- Held by Name
- Hold Date
- ALE on Hold
- ALE Blocked

Employee Data (for each month):

- JAN - ACA Status



All ADP TotalSource, Inc. Health and Welfare Plan (ADP TotalSource Health Plan) medical offerings meet the minimum value threshold for Employee, spouse, and dependents.

- JAN - Part III Column A: Offered Minimum Essential Coverage to Employee
- JAN - Part III Column A: Offered Minimum Essential Coverage to Dependent
- JAN - Part III Column A: Offered Minimum Essential Coverage

Reach out to your HR Business Partner if corrections are needed.

Procedures

This section shows how to view employee MEC data in a CSV file or view an employee's MEC on their Form 1095-C

View Latest ACA MEC Details Report

1. Click **Process>IRS & State Reporting**.



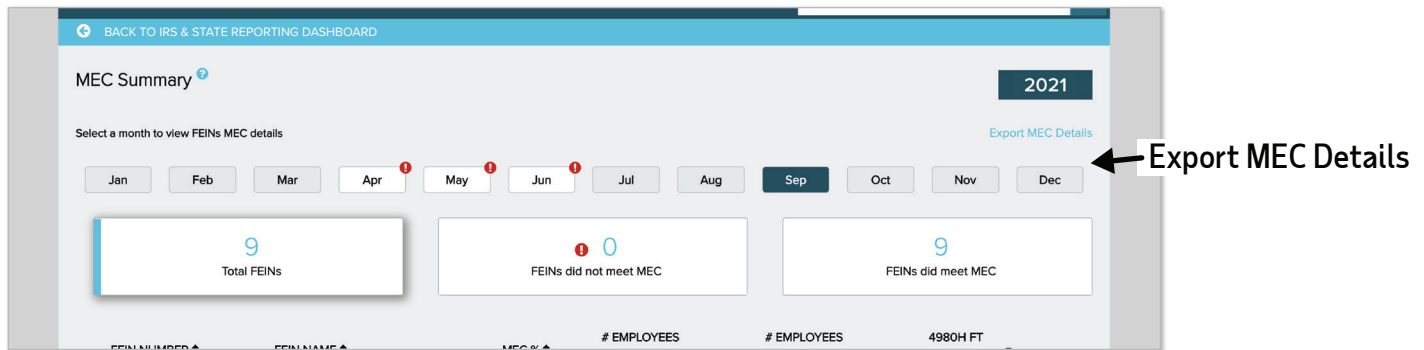
If MEC is not met for one or more FEINs, a yellow MEC banner appears above the Employer Transmittal section. Click SHOW ME to troubleshoot why MEC was not met for an FEIN.

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

2. Click Form **1094-C Tools> MEC Summary**.

The screenshot displays the ADP TotalSource web application. The top navigation bar includes links for HOME, INSIGHTS, RESOURCES, ANALYTICS, and SETUPS, along with a search bar for 'Search Employee Profile'. The main content area is titled 'IRS & State Reporting' and features a section for 'Employer Transmittal'. Below this, there are four status cards for '1094-C' forms: 'Ready for preview' (0), 'Need attention' (0), 'Ready for approval' (0), and 'Status of employer statements'. A dropdown menu for 'Form 1094-C Tools' is visible, with 'MEC Summary' and 'Incomplete Forms' options. An arrow points from the text 'MEC Summary' to the 'MEC Summary' option in the dropdown menu.

3. Click **Export MEC Details**.



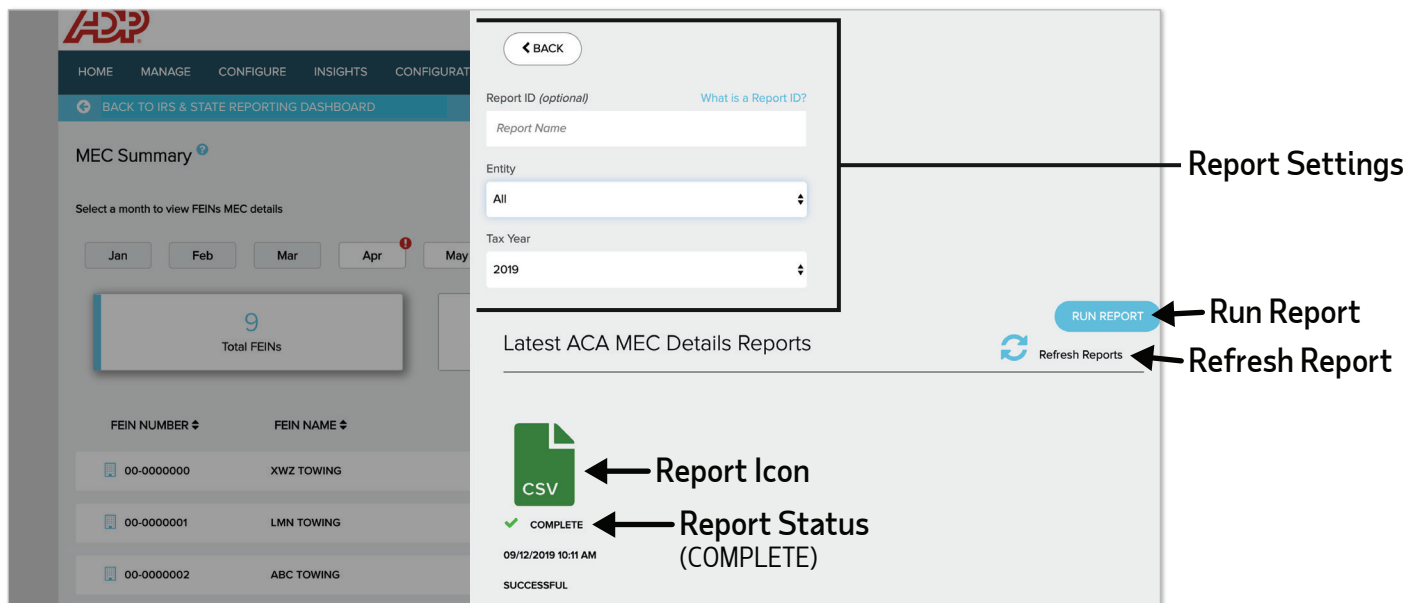
4. Complete the **Report Settings**.

- Report ID (optional)
- Entity
- Tax Year

5. Click **Run Report**.

6. Click **Refresh Reports** to update the status of the ACA MEC Details Report. The report is ready to download when its status is **COMPLETE**.

7. Click the report icon to download the report. For additional information on how to read the report, [refer to Latest ACA MEC Details Report on page 4](#).



Viewing MEC for Individual Employee Using MEC Analysis Page

1. From the Homepage, click **Process>IRS & State Reporting**.



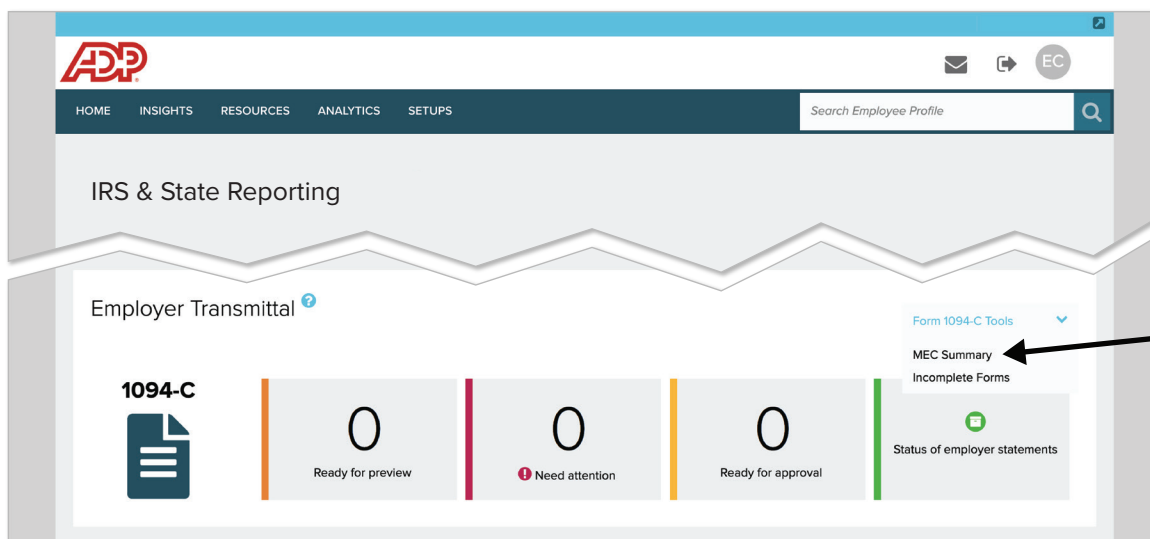
If MEC is not met for one or more FEINs, a yellow MEC banner appears above the Employer Transmittal section. Click **SHOW ME** to troubleshoot why MEC was not met for an FEIN.



95% Minimum Essential Coverage not met for one or more FEINs

SHOW ME

2. Click Form **1094-C Tools> MEC Summary**.



MEC Summary

3. On the **MEC Summary** page, use filters to view high level MEC status for FEIN(s):
 - a. Select a month. After selecting a month, the list of FEINs refreshes.
 - b. Select an FEIN/MEC Filter. After selecting an FEIN/MEC filter, the list of FEINs refreshes.
 - c. To view employees who do or do not meet MEC, click the appropriate employee total in the Employee/MEC Filter columns. Clicking a total takes you to the Employee details page for that FEIN.

MEC Summary [?]

a. Month

Select a month to view FEINs MEC details Export MEC Details

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

9

Total FEINs

¹ 0

FEINs did not meet MEC

9

FEINs did meet MEC

b. FEIN/MEC Filters

FEIN NUMBER	FEIN NAME	MEC %	# EMPLOYEES NOT OFFERED	# EMPLOYEES OFFERED	4980H FT EMPLOYEES [?]
00-0000000	XWZ TOWING	100%	0	11	11
00-0000001	LMN TOWING	100%	0	11	11
00-0000002	ABC TOWING	97.03%	74	2422	2496

c. Employee/MEC Filters

4. On the **MEC on Form 1094-C** page, use filters to view employee Forms 1095-C that affect MEC on the selected FEIN's Form 1094-C:
 - a. Select a month. After selecting a month, the list of filtered employees refreshes.
 - b. Select an Employee Smart Filter. The list of filtered employees refreshes.
 - c. Click **VIEW FORM** to view an employee's Form 1095-C.



5. Analyze the **Part II Employee Offer and Coverage** section of the employee's Form 1095-C for accuracy.
6. If **Part II Employee Offer and Coverage** is not accurate, contact your HR Business Partner.

Date	Change
April 25, 2023	Original copy

Released: April 25, 2023

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