



ACA MANAGEMENT SOLUTION

Proactively manage ACA compliance across your entire workforce

When it comes to ACA administration, spreadsheets, home-grown reports, and manual calculations will do little to simplify a highly complex process with potentially significant financial consequences. Instead, organizations like yours need integrated human capital management tools that provide complete automation and high-quality information for driving cost-effective labor decisions and minimizing ACA compliance risk. The good news is that we have these tools ready for you with our ACA management solution.

Our ACA management module provides proactive management of your ACA compliance strategy across your entire workforce. It gives you the tools to effectively manage regular- and variable-hour employees' benefit compliance, along with applicable reporting and a simple year-end process. It's ACA compliance made easy!

GET COMPREHENSIVE ACA STATUS VISIBILITY

With our ACA management solution, you can access both real-time and historical detail on ACA status measurements for your company as a whole as well as for individual employees. Management dashboards provide consolidated views of regular- and variable-hour labor pools and the ability to drill down into views for each employee. View any employee's current status or historical status by month with the ACA Timeline view.

Key Benefits

- ➔ **AUTOMATE EMPLOYEE HOURS** tracking against set measurement periods
- ➔ **REAL-TIME REPORTING** provides anytime monitoring of employee's ACA status
- ➔ **STREAMLINE BENEFITS ENROLLMENT** with automatic enrollment notifications
- ➔ **ACCURATELY COMPLETE AND FINALIZE** forms to submit to the IRS

Month	Year	Hours	ACA Status FT	ACA Status PT	Affordable Plan Offered	Minimum Value Plan Offered	Compliance Alert	Approaching A
September	2018	968.00	:	:	125	125	:	:
August	2018	1822.50	:	:	125	125	:	:
July	2018	17796.00	:	:	125	125	:	:
June	2018	14149.00	:	:	125	125	:	:
May	2018	15925.50	:	:	125	125	:	:
April	2018	17843.25	:	:	125	125	:	:
March	2018	17197.00	:	:	125	125	:	:
February	2018	15375.25	:	:	125	125	:	:
January	2018	15972.75	:	1	125	125	:	:
December	2017	5452.25	1	1	125	125	:	:
November	2017	6300.75	1	1	125	125	:	:
October	2017	6227.50	:	2	125	125	:	:
September	2017	4528.25	:	2	125	125	:	:
August	2017	9658.00	:	2	125	125	:	:
July	2017	8132.10	1	1	125	125	:	:
June	2017	2619.25	:	:	125	125	:	:
May	2017	5189.42	:	:	125	125	:	:

The ACA Compliance Overview shows — at a glance — your total number of employees by month, how many of those employees are part time, and how many part-time employees are approaching full-time status.



AUTOMATE ACA STRATEGY ENFORCEMENT

Our ACA management solution lets you proactively manage your ACA compliance strategies and policies. Compliance alerts notify managers when an employee's status changes to full time or part time, when an employee is approaching eligibility, and when an employee has scheduled hours that would put him or her over the eligibility limit. Alerts can also be sent to employees to notify them that they are eligible for benefits. Additional rules can help you enforce schedules and maintain your preferred full-time/part-time employee mix.

CLOSED-LOOP ACA PROCESS ADMINISTRATION

Our ACA management solution is the only human capital management suite that delivers the power of a platform unified for HR/benefits administration, time and attendance, and payroll. With a single record for each employee, you can streamline and automate the benefits enrollment process as they reach eligibility. Eligibility notifications can be sent to employees with links to automate the enrollment process via simplified self-service features.

SIMPLIFIED YEAR-END PROCESS FOR IRS FILING

With our human capital management solution, organizations follow a simple year-end process to complete and finalize the IRS forms. Accurately completing the forms is a breeze with the auto-populate button that directly pulls required employee data into each form. What's more, our solution is directly linked with the IRS to ensure the forms in the system are up to date and formatted to the specific AIR submission file specifications.

Our solution takes the administrative headache out of ACA compliance through automated hours tracking, benefit enrollment, notifications, reporting, and completing and finalizing the forms. So when it comes time to file with the IRS, organizations can be confident that the forms are accurate, complete, and ready to submit.

The screenshot displays the 'Edit Employee' page for Bob Brooks (94). The main section is the 'ACA Timeline' view, which shows a table of ACA-related data for the months of August 2017 through February 2018. The table includes columns for 'Hours', 'Month Status', 'ACA Status', 'Waiting Period Month', 'Initial Measurement Month', 'Initial Administrative Month', 'Initial Stability Month', 'Standard Measurement Month', 'Standard Administrative Month', 'Standard Stability Month', 'Affordable Plan Offered', 'Minimum Value Plan Offered', 'Compliance Alert', 'Approaching ACA FT', 'Possible Downgrade', and '1095-C Line 14 Codes (Series 1)'. The 'Hours' column shows values ranging from 30.00 to 125.25. The 'Month Status' column shows 'PT' (Part Time) for most months, with 'FT' (Full Time) for November and December 2017. The 'ACA Status' column shows 'PT' for August, September, and October 2017, and 'FT' for November and December 2017. The 'Compliance Alert' column shows 'No' for all months. The 'Approaching ACA FT' column shows 'Yes' for January 2018. The 'Possible Downgrade' column shows 'Yes' for November and December 2017. The '1095-C Line 14 Codes (Series 1)' column shows '1B' for August, September, and October 2017. To the right of the table are two side panels: 'ACA Timeline Exceptions' and 'ACA Summary'. The 'ACA Timeline Exceptions' panel shows a table for 'CALCULATED MONTHLY HOURS' and 'FREEZE AFFORDABLE PLAN OFFERED AND MINIMUM VALUE PLAN'. The 'ACA Summary' panel shows a table for 'FEB 18' with rows for 'Current ACA Status', 'Current Measurement Period End Date', 'Current Measurement Period Average Hours Per Month', 'Projected Change in Status', 'Current Benefit Plan', 'Waived Benefit Plan', and 'Compliance Alert'.

In the ACA Timeline view, you can drill down to see each employee's status for the ACA Measurement, Administration, and Stability periods.