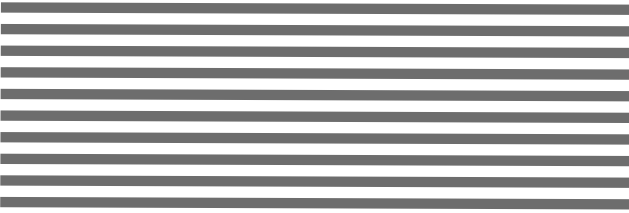
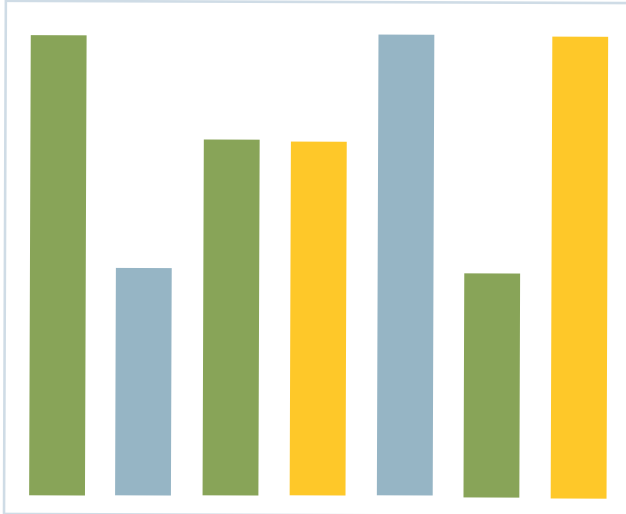


 ExpertHCM



2018

Employee Maintenance | Employee Main Tab


ExpertHCM calculates ACA codes for your company when employee profiles are set correctly.

Employee Main Tab

Only employees that are eligible to receive benefits are required to have a benefit profile assigned to them.

1. Navigate to My Employees> Employee Information
2. Locate the employee that needs the benefit profile assigned.

Profiles Widget

1. On the Benefit Profile, click the icon to add a row. 
2. Leave the bottom field blank.
3. Enter the appropriate benefit profile to the top field.
4. Enter the date the benefits are effective in the date field, usually the first of a month after a waiting period.



Benefit		
<input type="text" value="Benefits Profile 1"/>	<input type="text" value="01/01/2018"/>	
<input type="text"/>	<input type="text" value="12/31/1900"/>	

Employee Maintenance | Employee Main Tab

Profiles Widget Continued



You will then need to update the Benefit Enrollment Override widget. An information message will appear after saving the benefit profile to the employee. Clicking on this message will open a pop-up window to adjust the window of time an employee has to enroll in benefits. This also calculates a limited non-assessment period for the employee in regard to ACA.

 The Benefit Profile has been changed. Click here to access the enrollment override widget to adjust enrollment dates if needed.

Benefit Profile- Enrollment Override

This step only needs to be completed for new employees. Employees that have benefits already recorded on the HR tab in the Benefit Plans widget do not need this completed.

1. Select the benefit profile that was just applied to the employee.
2. Enter the first day an employee is allowed to enroll in benefits.
3. Enter the last day benefit enrollment will be open for this employee.

Profile   Start Date  End Date 


Employee Maintenance | Employee Main Tab

Employee ACA Tab

All employees will need an ACA profile assigned to them. Typically, the profile is labeled to indicate which type of employee this is.

ACA Timeline Widget

1. In the ACA Profile field, select the ACA Profile that is appropriate for this employee.
2. Save your changes.



The screenshot shows a software interface for the ACA Profile field. It features a dropdown menu with the text "ACA Profile" on the left and "Part-Time" selected in the center. To the right of the dropdown is a search icon and an "x" icon. Further right is a date field containing "01/01/2012" and a plus sign icon.

Line 14 | Offer of Coverage Codes

What medical benefit did you offer the employee?

Code	Description	Commonality	
1A	Qualifying offer of coverage - minimum value coverage offered to employee at a cost for single coverage of less than 9.56% of the federal poverty line, and at least minimum essential coverage is offered to spouse and children	Common	A plan meeting the “minimum value” requirements was offered to this full-time employee with employee contribution for self-only coverage equal to or less \$96.08/month (in 2018) and at least minimum essential coverage was offered to this employee’s spouse and dependent children. You will use this code if using the Federal Poverty Level Affordability Safe Harbor for this particular employee. This is also known as a “qualifying offer.”
1B	Offer of minimum value coverage to employee only	Rare	A plan meeting the “minimum value” requirements was offered to this full-time employee only, but not to this employee’s spouse or dependent children. It’s rare, but some companies do not allow any dependents to enroll on the plan. This would be the code companies that do not allow dependents to enroll in the plan would use.
1C	Offer of minimum value to employee and minimum essential coverage spouse (but not dependents)	Rare	A plan meeting the “minimum value” requirements was offered to this full-time employee and at least minimum essential coverage was offered to this employee’s dependent children, but not to this employee’s spouse. This code would be used for most spousal carve-out plans if coverage is not offered to the employee’s spouse.
1D	Offer of minimum value to employee and minimum essential coverage spouse (but not dependents)	Rare	A plan meeting the “minimum value” requirements was offered to this full-time employee and at least minimum essential coverage was offered to this employee’s spouse, but not to this employee’s dependent children. This one would be very, very rare.

Line 14 | Offer of Coverage Codes

What medical benefit did you offer the employee?

Code	Description	Commonality	
1E	Minimum value coverage offered to Employee and minimum essential coverage offered to spouse and dependents	Common	A plan meeting the “minimum value” requirements was offered to this full-time employee and at least minimum essential coverage was offered to both this employee’s dependent children and spouse. This will be the most frequently used code. So, if the company is not planning to use the Federal Poverty Level Safe Harbor and offered coverage to this full-time employee and their family members, this would be the correct code.
1F	Minimum value coverage is not offered to Employee	Rare	Minimum essential coverage NOT providing minimum value offered to employee, employee and spouse and/or employee, spouse and dependent children. This could be a “skinny” or “mini” health plan that meets the threshold for minimum essential coverage, but not for minimum value.
1G	Self -funded plan offered to part-time employee or non-employee	Rare	An offer of coverage was made to this employee who was not a full-time employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year. You would only use this code if the company sponsors a self-funded plan and allows a part-time or non-employee to enroll, so this one is rare. This code should always be placed in the “all 12 months” box if selected.
1H	No offer of Coverage	Common	This employee received no offer of health coverage. Or, this employee received an offer of health coverage that fails to meet minimum essential coverage requirements. This code is used for any month that the employee did not work for you, when the employee was in their waiting period or when the employee was working part-time hours and ineligible for health insurance.
1I	No offer to employee, but employer is using qualifying offer transition relief	Rare	Not applicable

Line 14 Offer of Coverage Codes

What medical benefit did you offer the employee?

Code	Description	Commonality	
1J	This code is only used when the company only allows some employees to add their spouse, but not other employees.	Rare	This code is used when working spouses or spouses with other coverage are not eligible for the plan. Therefore, use this code if the employee is offered minimum essential coverage providing minimum value but such coverage is only offered to certain spouses (with conditions) and is not offered to dependent children. This one is very rare.
1K	This code is only used when the company only allows some employees to add their spouse, but not other employees.	Rare	This code is used when working spouses or spouses with other coverage are not eligible for the plan. Therefore, use this code if the employee is offered minimum essential coverage providing minimum value but such coverage is only offered to certain spouses (with conditions) and is offered to dependent children. This one is also very rare. The only difference between this one and 1J is whether or not coverage is offered to dependent children. 1K is used when it is offered to dependent children and 1J is used when it is not.

Line 16 | Safe Harbor Codes

What did the employee do when the offer was made? OR Why was the offer not made?

Code	Description	
2A	Employee not employed any date that month	This employee was not employed on any day of the calendar month. Do not use this code if they were employed on any day in the month. For example, if the employee only worked a partial month because this was the month in which they were hired or terminated, do not use this code. This code will most commonly be used for new hires and employees terminated during the calendar year.
2B	Employee part time or used for termination month if employee is not offered coverage for the entire month	The employee is not a full-time employee for the month and did not enroll in minimum essential coverage, if offered for the month. This is also the code to use if an employee terminates in the middle of the month and coverage is not extended through the end of the month. Also, use this code for January 2015 if the employee was offered health coverage no later than the first day of the first payroll period that begins in January 2015 and the coverage offered was affordable and provided minimum value. This does not apply to employees who are in their waiting period or measurement period.
2C	Employee is enrolled in coverage (spouse and dependent coverage is not relevant to use of this code)	This employee was enrolled in the employer's plan every day of this calendar month. Whether the spouse or dependents are enrolled has no effect on this code. This code will be the most common and if this code applies to the employee, it should supersede any other code that may also apply for this line.
2D	Employee is in waiting period or initial measurement period	Enter code 2D for any month during which an employee is in a Limited Non-Assessment Period, such as a waiting period or measurement period.
2E	Multi- employer plan interim relief (used for union members)	Enter code 2E for any month for which the multiemployer interim guidance applies for that employee.

Line 16 | Safe Harbor Codes

What did the employee do when the offer was made? OR Why was the offer not made?

Code Description

Code	Description	
2F	Employer using the W-2 affordability safe harbor	The employer used the W-2 Affordability Safe Harbor for this employee for the year. If an employer uses this safe harbor for an employee, it must be used for all months of the calendar year for which the employee is offered health coverage. This code is most commonly used when an eligible employee waives coverage and the employer uses the W-2 Affordability Safe Harbor.
2G	Employer using the Federal Poverty Line (FPL) safe harbor	The employer used the Federal Poverty Level Affordability Safe Harbor for this employee for any month(s). This code is most commonly used when an eligible employee waives coverage and the employer uses the Federal Poverty Level Safe Harbor. This code generally is used in conjunction with Code 1A in Line 14.
2H	Employer using the rate of pay safe harbor	The employer used the Rate of Pay Affordability Safe Harbor for this employee for any month(s). This code is most commonly used when an eligible employee waives coverage and the employer uses the Rate of Pay Affordability Safe Harbor.
2I	Reserved for future IRS use- Do Not Use	