

SkilMatch documentation for adding, changing and deleting Affordable Care Act (ACA) Tracking Codes (TCs) for employees (EEs). Command "ACADATUPD".

Abbreviations used in this documentation:

- **ACA** = **A**ffordable **C**are **A**ct
- **ALE** = **A**pplicable **L**arge **E**mployer (ACA defined)
- **EE** = **E**mploy**E**
- **FT** = **F**ull-**T**ime (ACA defined)
- **HCI** = **H**ealth **C**are **I**nsurance
- **IMP** = **I**nitial **M**easurement **P**eriod (ACA defined)
- **LBR** = **L**ook **B**ack **R**eporting (SkilMatch SMP and/or IMP reporting)
- **MEC** = **M**inimum **E**ssential **C**overage (ACA defined)
- **MVC** = **M**inimum **V**alue **C**overage (ACA defined)
- **SMP** = **S**tandard **M**easurement **P**eriod (ACA defined)
- **TC** = **T**racking **C**odes (ACA defined and/or SkilMatch-defined)
- **VH** = **V**ariable-**H**our (ACA defined)

Important notes:

- Only ALEs are subject to ACA compliance. If you are not an ALE for a reporting year, you will, likely, not need to enter or use any of these TCs.
- The ACADATUPD command **must** be run separately for temp and staff because the databases are completely separate. When running for staff, you **must** be signed on to the staff payroll library.
- For ACA processing, an EE with a temp record **and** a staff record must be reviewed and combined **manually** into **only** the temp record **or only** the staff record.
- To be able to process this ACADATUPD command, your SkilMatch user ID **must** have "SKPAYROLL" security authority.
- **Reading and understanding the entirety of this documentation and its examples before starting any data entry will provide a better understanding of the full process required for ACA reporting compliance.**

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Two types of ACA TCs can be entered... Optional and Required:

(1) Page 6. Optional TCs: If you utilize LBR of VH EEs for FT status qualification, optional TCs will be useful for re-adjusting measurement data that could reduce or increase the number of VH EEs who qualify as FT.

Note: If you do not utilize LBR, you do not **need** optional TCs. (Optional TCs can be used just for "history".)

RHR = **Re-hired TC.** "On" "**Date**" (required).
VLDJD = **Valid jury duty leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
VLDML = **Valid military leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
VLDMT = **Valid maternity (family) leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).

(2) Page 20. Required TCs: For IRS 1094/1095-C reporting. **Note1:** If you do not utilize SkilMatch for IRS 1094/1095-C reporting, you do not **need** required TCs. **Note2:** A 1095-C record will be created by SkilMatch **only** for EEs who meet **two** criteria: **(1)** earnings during the reporting year **and (2)** an FTE TC with a qualifying date during (or extending into) the reporting year. (Required TCs can be used just for "history".)

FTE = **FT EE designation TC.** "Starting" "**Date**" (required) through "**End**" date (optional).

The following TCs enable you to process just a few entries that are then used by SkilMatch to "auto-populate" form 1095-C... replacing up to 36 separate entries that could be required to complete each 1095-C.

OFRxx = **Offer of coverage TC... To populate IRS 1095-C Line 14: "Offer of coverage".**
These are (correspond to) IRS-defined "Indicator Codes: Code Series 1".
xx (sub-code) = "**1A-1I**". **Important:** See IRS publication "Instructions for Forms 1094-C and 1095-C (2015)" (page 10) for definitions:
<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>
"Offer" "**Date**" (required). (An "**End**" date is not used at this time.)

SAFxx = **Safe harbor TC... To populate IRS 1095-C Line 16: "Applicable Section 4980H Safe Harbor".**
These are (correspond to) IRS-defined "Indicator Codes: Code Series 2".
xx (sub-code) = "**2A-2I**". **Important:** See IRS publication "Instructions for Forms 1094-C and 1095-C (2015)" (pages 10-11) for definitions:
<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>
"Starting" "**Date**" (required) through "**End**" date (optional).

ESHxx = **EE share TC... To populate IRS 1095-C Line 15: "Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage".**
xx (sub-code) = from a user-defined table of "amounts". See documentation for ACAESHCD command for setup. **Important:** See IRS information regarding "affordability" "rate of pay" "safe harbor" regulations and other "EE share" information:
https://www.irs.gov/irb/2014-9_IRB/ar05.html
"Offer" "**Date**" (required). (An "**End**" date is not used at this time.)

Table of Contents: Where you will find...

Pages 4 - 6 **Important** "data entry" notes, "examples" information and "sorting" notes

Page 7 **Optional** TCs...

Pages 8 - 13 Adding/deleting **Re-hired (RHR)** TCs

Pages 14 - 21 Adding/changing/deleting **Valid leave (VLDxx)** TCs

Page 21 **Required** TCs...

Pages 22 - 27 Adding/changing/deleting **FT EE designation (FTE)** TCs

Pages 28 - 35 Adding/changing/deleting **Offer of coverage (OFRxx)** TCs

Pages 36 - 45 Adding/changing/deleting **Safe harbor (SAFxx)** TCs

Pages 46 -54 Adding/changing/deleting **EE share (ESHxx)** TCs

Important ACADATUPD command "data entry" notes:

- This command **allows you to create a new TC** for an EE.
- This command **allows you to delete an existing TC** for an EE.
- This command **allows you to change an "End" date for an existing TC** for an EE.
- This command **does not allow you to change the required "Date" for an existing TC** for an EE once it has been created. The original TC must be deleted. Then, a new TC with the correct **"Date"** must be added.
- **All** OFRxx, ESHxx and SAFxx TCs **must have** a "starting" **"Date"** on the **first** day of a month. (MM/**01**/YY).
- An EE **cannot have** more than one OFRxx TC for the **same** month.
- An EE **cannot have** more than one SAFxx TC for the **same** month.
- An EE **cannot have** more than one ESHxx TC for the **same** month.
- All TC additions, deletions and changes are **tracked** in the EE's file as #* comments.

Important "examples used in this documentation" information:

- There are **so many (too many)** scenarios, options and choices possible when documenting/showing "examples" for entering TCs... depending upon each organization's policies, insurance offered, etc.

Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.

Important "sorting" notes:

Below is an example screen showing an EE's list of existing TCs.

See the notes on next page regarding "Toggle" options for sort and "Date" sequence.

Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
VLDML	10/01/15	10/15/15	MILITARY LEAVE
ESH10	5/01/15		10.00-10.99 \$105.00
OFR1B	5/01/15		1095-C MEC+MV EE
SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD
OFR1H	1/01/15		1095-C NO OFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort

Date sequence:
L=Latest
E=Earliest

Toggle date

Bottom

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code RHR Date 020114

Click or press Enter to add, change or delete this ACA tracking date

Description EMPLOYEE REHIRED AFTER BIS

Back, don't process additional adds, changes or deletes for this EE

(This screen **could** have 0 to many existing TCs.)

(See the example screen on the previous page showing an EE's list of existing TCs.)

"Toggle" options for sort and "Date" sequence: (See **red** characters keyed to the above screen.)

Abbreviations used on this page:

- **(CCC)** = the first 3 characters of a TC (CCCxx) ("the code")
- **(xx)** = the last 2 characters of a TC (CCCxx) ("the sub-code")

This initial TC screen for an EE allows you to sort **existing** TCs for this EE file in a variety of ways. When first seeing this screen after calling the ACADATUPD command, the "default view" overall sort sequence will be: **1st** by **"Date"** (displaying in descending **"Date"** sequence with the **L**atest **"Date"** at the top and the **E**arliest **"Date"** at the bottom), **2nd** alphabetically by (CCC) and **3rd** alphabetically by (xx), if any. You can click on [\[Toggle sort\]](#) to "alternate" between three overall sort sequences available. The other two overall sort sequences available are:

- **1st** alphabetically by (CCC), **2nd** by **"Date"** (displaying in descending **"Date"** sequence with the **L**atest **"Date"** at the top of the sort of the (CCC) and the **E**arliest **"Date"** at the bottom of the sort of the (CCC) and **3rd** alphabetically by (xx), if any.
- **1st** alphabetically by (CCC), **2nd** alphabetically by (xx), if any, and **3rd** by **"Date"** (displaying in descending **"Date"** sequence with the **L**atest **"Date"** at the top of the sort of the (xx) and the **E**arliest **"Date"** at the bottom of the sort of the (xx).

Once you determine the overall sort sequence you desire, you can also click on [\[Toggle date\]](#) to alternate the sort of the **"Date"** (within just the **"Date"** portion of the overall sort sequence) between the **L**atest **"Date"** at the top and the **E**arliest **"Date"** at the bottom **or** the **E**arliest **"Date"** at the top and the **L**atest **"Date"** at the bottom.

While the call of the ACADATUPD command is active, the system will maintain (continue to use) the last toggled sequence(s). In other words... you can add, change or delete codes... move to different EE files, and the sequence(s) will remain the same **unless** you "toggle" to different sequences or exit the program.

The system will always revert to the "default view" overall sort sequence each time you call the ACADATUPD command.

Optional TCs:

If you utilize LBR of VH EEs for FT status qualification, optional TCs will be useful for re-adjusting measurement data that could reduce or increase the number of VH EEs who qualify as FT. **Note:** If you do not utilize LBR, you do not **need** optional TCs. (Optional TCs can be used just for "history".)

- RHR** = **Re-hired TC.** On "**Date**" (required).
- VLJD** = **Valid jury duty leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
- VLML** = **Valid military leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
- VLDMT** = **Valid maternity (family) leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).

Adding/deleting re-hired (RHR) TCs

RHR = **Re-hired TC**. On "**Date**" (required).

RHR TCs can be entered for an EE. Why? **If or when** the EE shows to be "qualified" as FT on a SMP LBR or an IMP LBR, the EE can be flagged on the "**probably qualified**" report if the EE has one or more "**Break-In-Service (BIS)**" (either "13-week" or "rule of parity" as defined by ACA regulations). This gives you the opportunity to investigate further to see if a BIS allows you to "re-hire" the EE... by entering an RHR TC (and re-running the LBR)... which can have the effect of preventing (or postponing) the EE from being FT... because the RHR TC changes the "hire date" comparison for the EE... and could eliminate your requirement to offer HCI to the EE.

RHR TCs would usually be entered due to an EE's BIS. In addition, RHR TCs would typically be entered after "discovering" the BIS after running a SMP LBR or an IMP LBR. For detailed information on ACA BIS rules, **CHECK WITH YOUR ACA EXPERT** and see IRS information: https://www.irs.gov/irb/2014-9_IRB/ar05.html


An EE can have **multiple** RHR TCs over time and "previous" RHR TCs need not, and should not, be deleted.

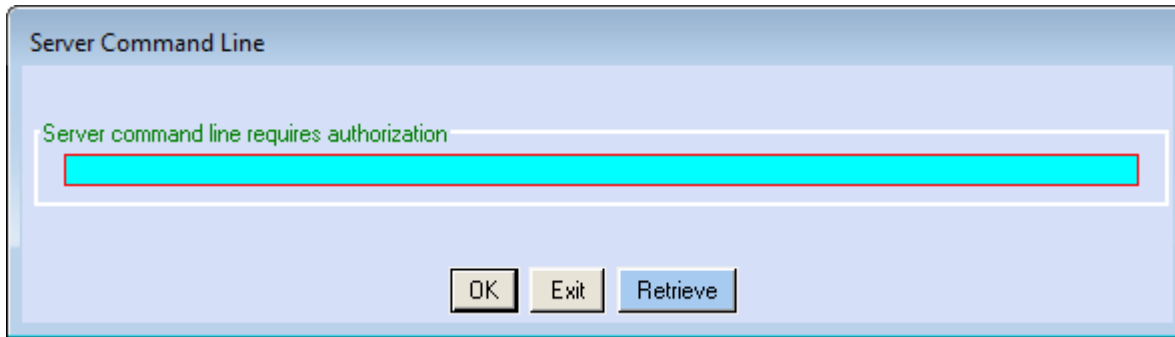
HERE IS THE EXAMPLE BEING DOCUMENTED:

- EE is re-hired on 2/1/14 after a BIS.
- **Action #1 needed:** Enter an RHR TC with an "on" "**Date**" of 02/01/14.

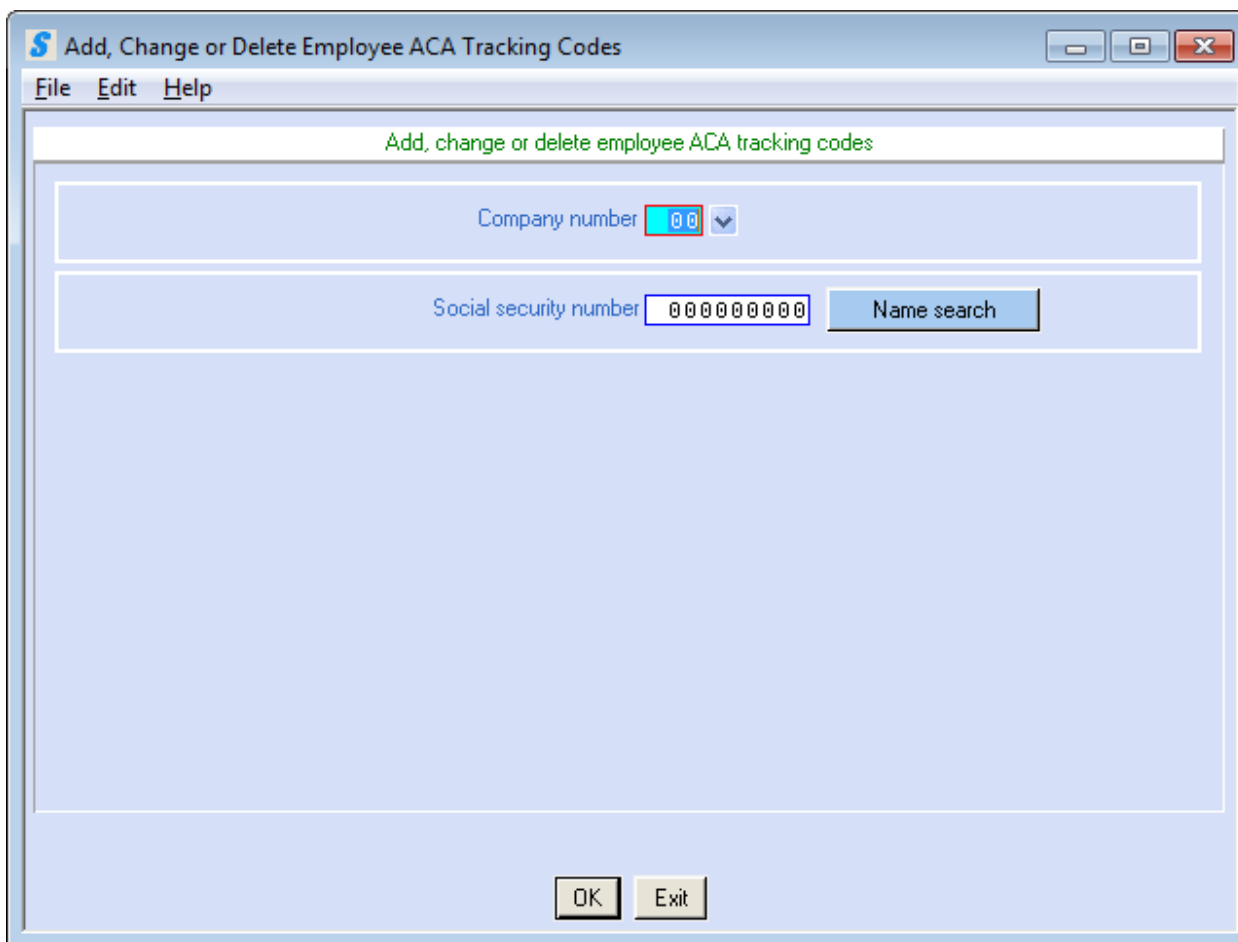
Note: Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.

From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

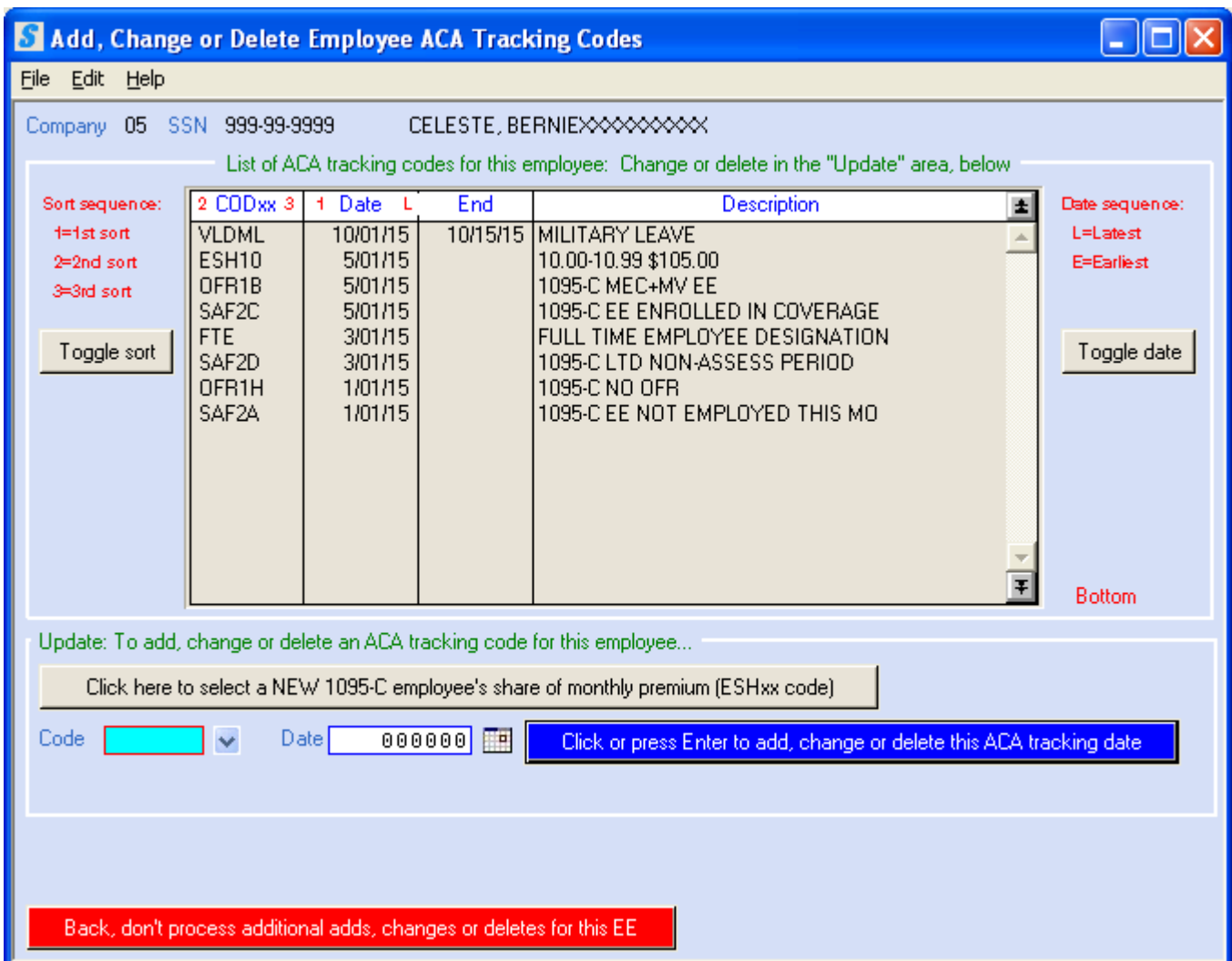
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.

If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:




(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)

Key the RHR TC (**RHR**) to be added (or deleted), then **press [Tab]**.

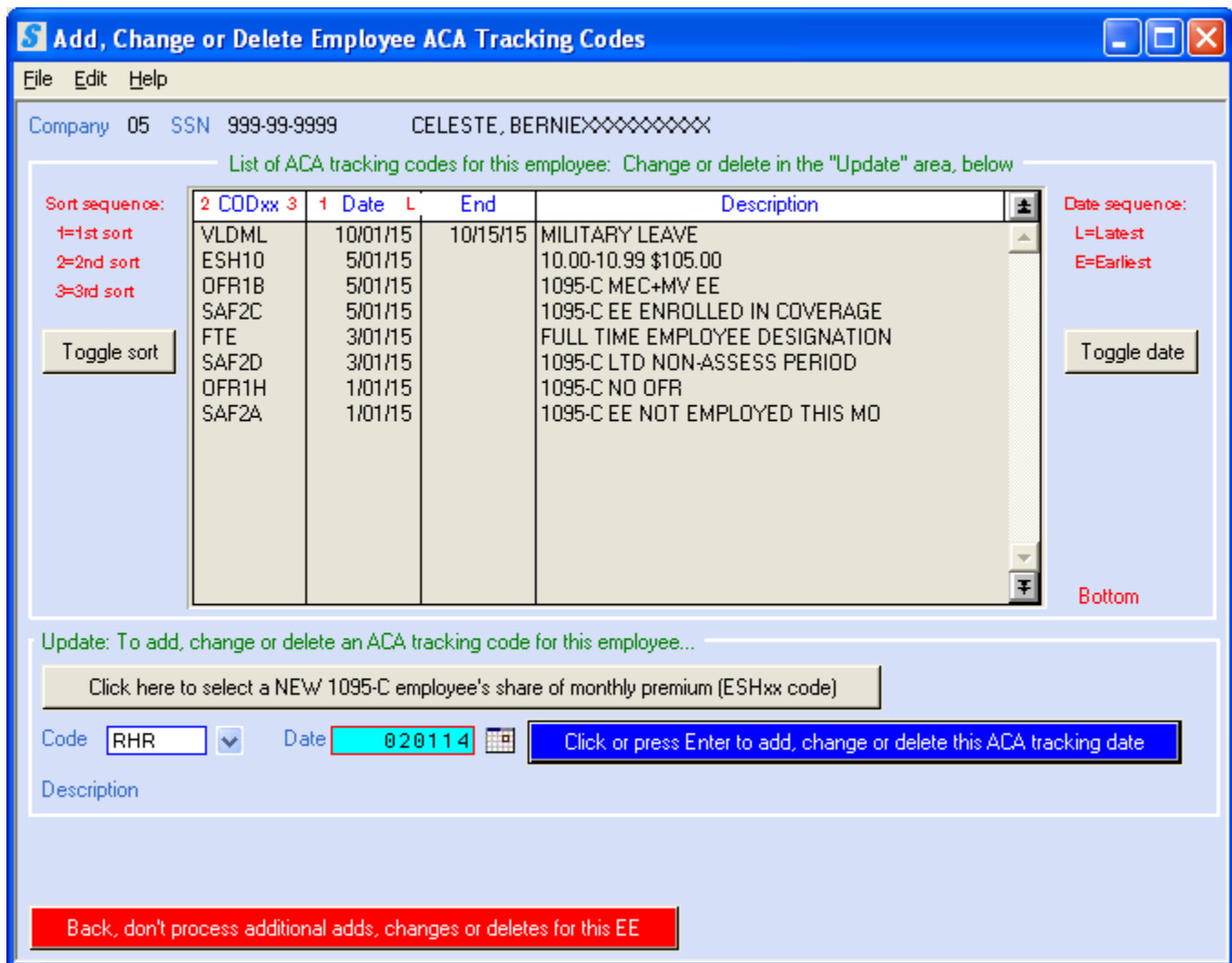
"Date:" (Action #1)

Key an "on" **"Date"** (keyed as MMDDYY) (**020114**) for the RHR TC... or select an "on" **"Date"** by clicking the  button (prompt and select) to the right of **"Date"**... then **double-click** on a date (**02/01/14**).

Note: If you have a reason to **delete** an **existing RHR TC**, key its **"Date"** from the **"Date"** column (showing on the list of TCs for the EE), then click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]** to bring up the existing RHR TC. Proceed with your deletion (see "Active/Delete", below).

Reminder: You can **only** delete an existing RHR TC. You **cannot** change the "on" **"Date"** for an existing RHR TC once it has been created: The original RHR TC must be deleted. Then a new RHR TC with the correct "on" **"Date"** must be added. **Note:** An EE could be re-hired **multiple** times... after every BIS over the years... and, therefore, would, logically, have **multiple** RHR TCs over the years, too... and **"previous" RHR TCs that were, at one time, valid, should never be deleted.**

After the RHR TC (**RHR**) and **"Date"** (**020114**) have been keyed or selected, your screen will display:



S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
VLDML	10/01/15	10/15/15	MILITARY LEAVE
ESH10	5/01/15		10.00-10.99 \$105.00
OFR1B	5/01/15		1095-C MEC+MV EE
SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD
OFR1H	1/01/15		1095-C NO OFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort


Date sequence:
L=Latest
E=Earliest

Toggle date

Bottom

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date 

Click or press Enter to add, change or delete this ACA tracking date

Description

Back, don't process additional adds, changes or deletes for this EE

(This screen **could** have 0 to many existing TCs.)

To process the RHR TC (**RHR**) for this EE, click [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or press **[Enter]**...

Or, to not process the RHR TC for this EE and return to the EE selection screen, click [\[Back, don't process additional adds, changes or deletes for this EE\]](#).

If you clicked [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or pressed **[Enter]** to continue, the screen will display:

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:	2 CODxx	3	1 Date	L	End	Description
1=1st sort	VLDML		10/01/15		10/15/15	MILITARY LEAVE
2=2nd sort	ESH10		5/01/15			10.00-10.99 \$105.00
3=3rd sort	OFR1B		5/01/15			1095-C MEC+MV EE
	SAF2C		5/01/15			1095-C EE ENROLLED IN COVERAGE
	FTE		3/01/15			FULL TIME EMPLOYEE DESIGNATION
	SAF2D		3/01/15			1095-C LTD NON-ASSESS PERIOD
	OFR1H		1/01/15			1095-C NO OFR
	SAF2A		1/01/15			1095-C EE NOT EMPLOYED THIS MO

Update: To add, change or delete an ACA tracking code for this employee...

Click or press Enter to process Don't add, change or delete this

Code RHR Date 02/01/14 Delete this tracking code

Description EMPLOYEE REHIRED AFTER BIS

(This screen **could** have 0 to many existing TCs.)

"Active/Delete:"

The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen. **Note:**

An EE could be re-hired **multiple** times... after every BIS over the years... and, therefore, would, logically, have **multiple** RHR TCs over the years, too... and "**previous**" RHR TCs that were, at one time, valid, should **never** be deleted.

To process the add or deletion of the RHR TC for this EE... and go to the EE selection screen to work with a **different** EE... click **[Click or press Enter to process]** or **press [Enter]**.

Or, to process the add or deletion of the RHR TC for this EE... and then process **additional** TCs for the **same** EE, press **[Enter] twice**. (If you decide not to do additional TC processing for the **same** EE, just click **[Back, don't process additional adds, changes or deletes for this EE]** to go back to the EE selection screen to work with a **different** EE.)

Or, to **cancel** the add or deletion of the RHR TC for this EE... and return to the EE selection screen, click **[Don't add, change or delete this]**.

Adding/changing/deleting valid leave (VLDxx) TCs

- VLDJD** = **Valid jury duty leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
- VLDML** = **Valid military leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).
- VLDMT** = **Valid maternity (family) leave TC.** "Starting" "**Date**" (required) through "**End**" date (optional).

VLDxx TCs can be entered for an EE. Why? **If or when** the EE "misses" being "qualified" as FT on a SMP LBR or an IMP LBR, the EE can be "flagged" on the "**probably not qualified**" report as having one or more valid leaves (if you have entered the VLDxx TCs). This gives you the opportunity to investigate further to see if the hours "missed" while the EE was on a valid leave had the effect of **preventing** the EE from being averaged (qualified) as FT... and could, inadvertently, create an ACA compliance "**fine**" issue for your organization. After investigation, you may need to re-average hours for the EE to be able to "qualify" the EE as FT.

ACA regulations state that time taken off by an EE for specified "valid leaves" of absence must not have a disqualifying effect in calculating the average hours worked when "looking back" to determine the FT status of a measured VH EE. For detailed information on "valid leaves", **CHECK WITH YOUR ACA EXPERT** and see IRS information: https://www.irs.gov/irb/2014-9_IRB/ar05.html


VLDxx TCs are available for jury duty (VLD**JD**), military leave (VLD**ML**) and maternity (family) leave (VLD**MT**)

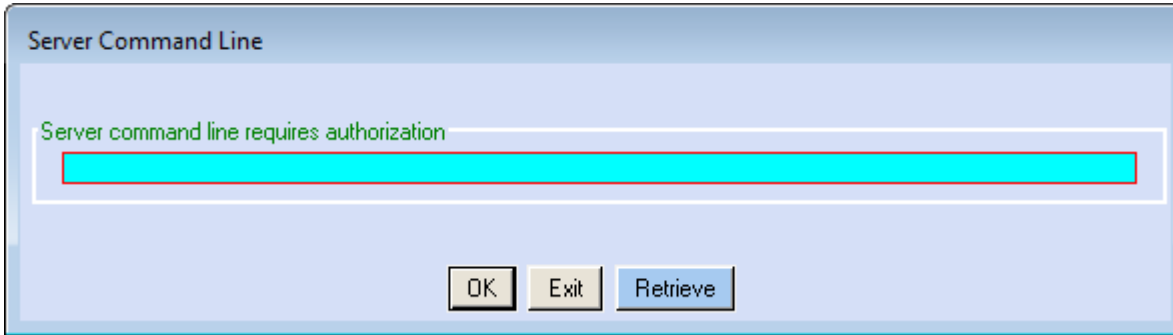
HERE IS THE EXAMPLE BEING DOCUMENTED:

- EE has a military leave starting on 10/1/15 and ending on 10/15/15.
- **Action #1 needed:** Enter a VLDML TC with a "starting" "**Date**" of 10/01/15 and an "**End**" date of 10/15/15.

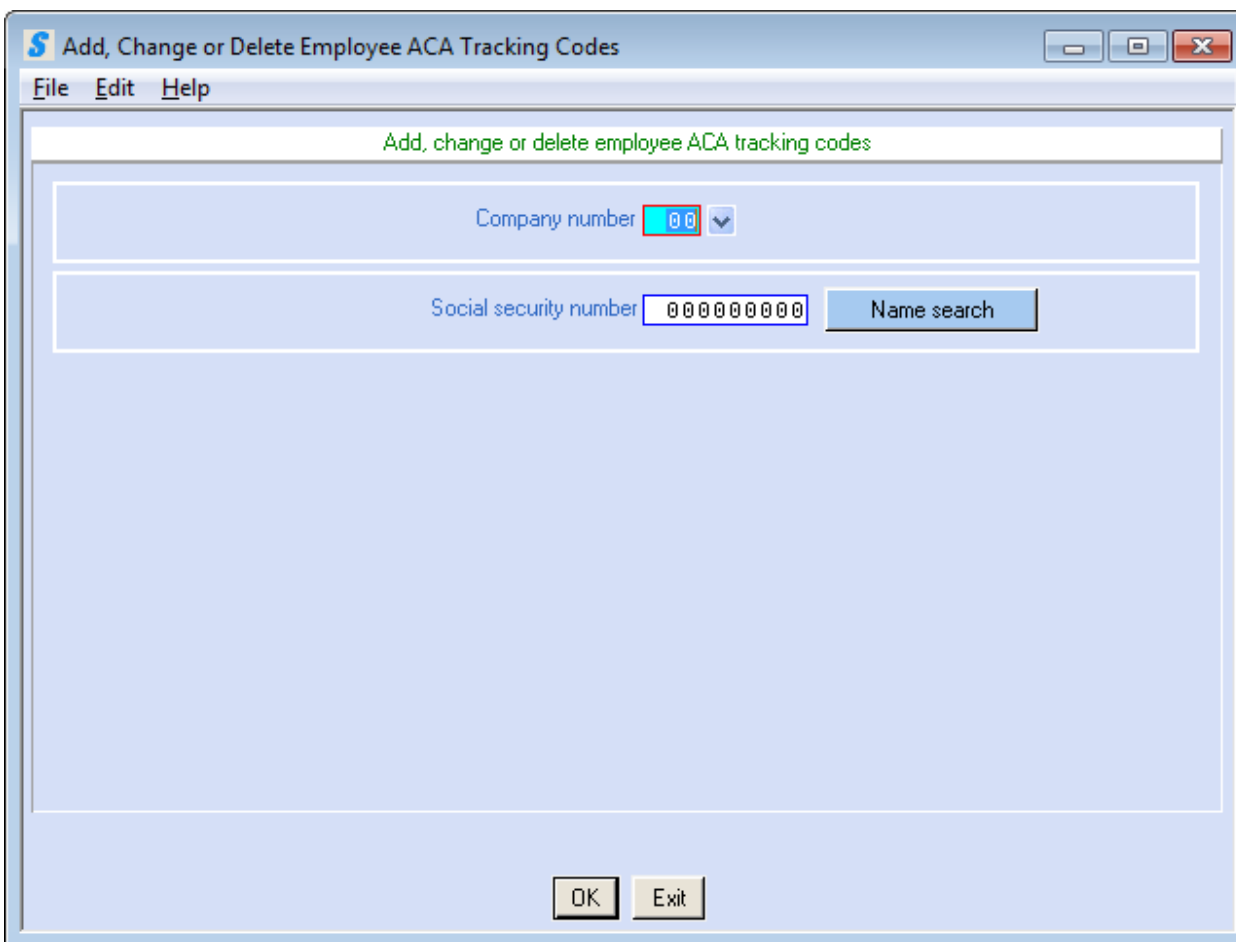
Note: Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.


From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

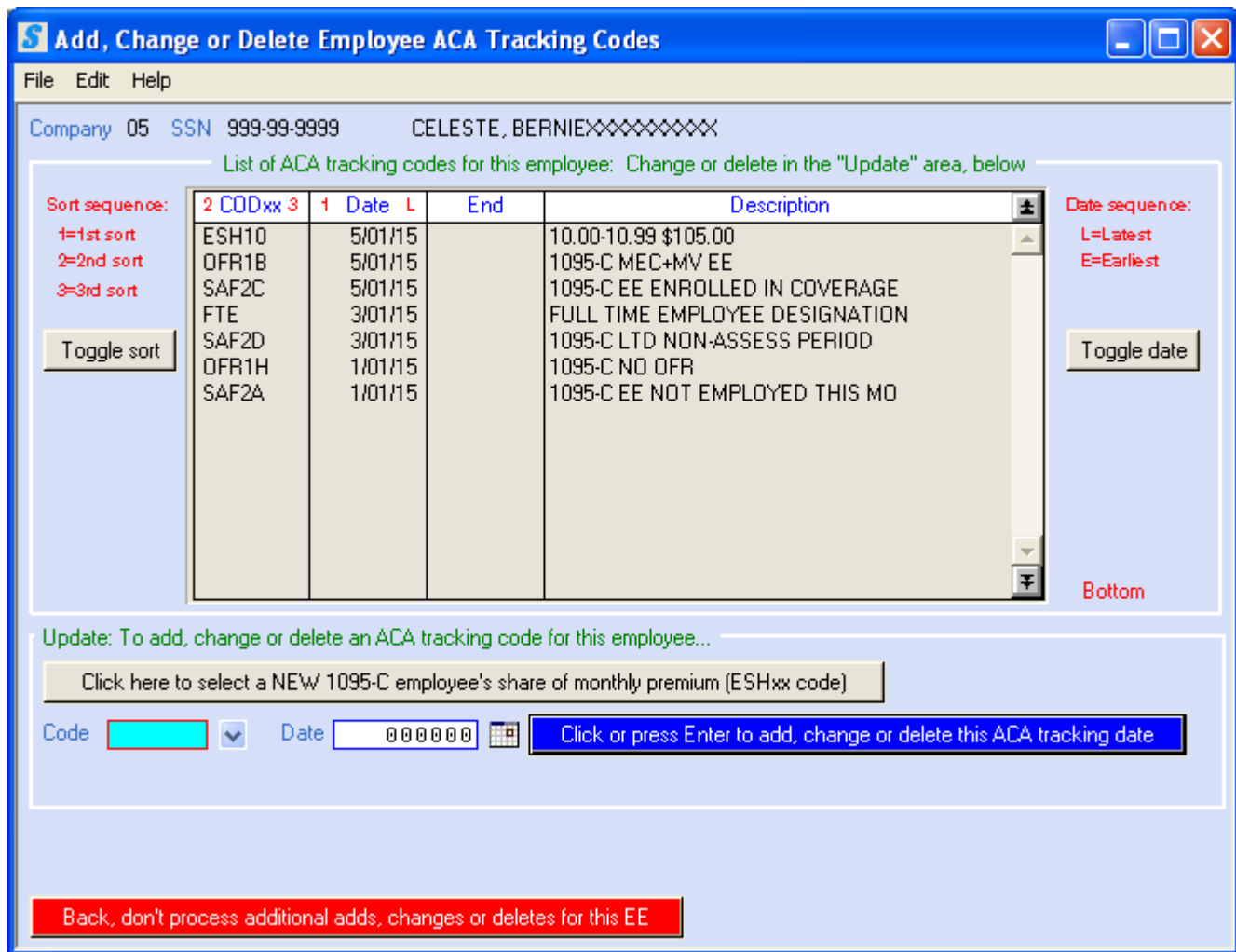
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.


If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:




2 CODxx 3	1 Date L	End	Description
ESH10	5/01/15		10.00-10.99 \$105.00
QFR1B	5/01/15		1095-C MEC+MV EE
SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD
QFR1H	1/01/15		1095-C NO QFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)

Key the VLDxx TC (**VLDML**) to be added (or changed or deleted)... jury duty: VLDJD, military: VLDML, maternity/family: VLDMT... or click the  button (prompt and select) with "VLD" in the "Code" field... then **double-click** to select the desired VLDxx TC (**VLDML**). When the correct VLDxx TC has been keyed or selected, **press [Tab]**.

"Date:" (Action #1)

Key a "starting" "**Date**" (keyed as MMDDYY) (**100115**) for the VLDxx TC... or select a "starting" "**Date**" by clicking the  button (prompt and select) to the right of "**Date**"... then **double-click** on a date (**10/01/15**).

Note: If you have a reason to **change or delete an existing VLDxx TC**, key its "**Date**" from the "**Date**" column (showing on the list of TCs for the EE), then click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]** to bring up the existing VLDxx TC. Proceed with your change or deletion (see "Active/Delete", below). **Reminder:** You can **only** change the "**End**" date for an existing VLDxx TC. You **cannot** change the "starting" "**Date**" for an existing VLDxx TC after it has been created: The original VLDxx TC must be deleted; then a new VLDxx TC with the correct "starting" "**Date**" must be added.

When the VLDxx TC (**VLDML**) and "Date" (**100115**) have been keyed or selected, the screen will display:

Sort sequence:	2 CODxx 3	1 Date	L	End	Description
1=1st sort	ESH10	5/01/15			10.00-10.99 \$105.00
2=2nd sort	QFR1B	5/01/15			1095-C MEC+MV EE
3=3rd sort	SAF2C	5/01/15			1095-C EE ENROLLED IN COVERAGE
	FTE	3/01/15			FULL TIME EMPLOYEE DESIGNATION
	SAF2D	3/01/15			1095-C LTD NON-ASSESS PERIOD
	QFR1H	1/01/15			1095-C NO QFR
	SAF2A	1/01/15			1095-C EE NOT EMPLOYED THIS MO

(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on this screen when you select a code using the prompt and select button.)

To process this VLDxx TC (**VLDML**) for this EE, click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]**...

Or, to not process this VLDxx TC for this EE and return to the EE selection screen, click **[Back, don't process additional adds, changes or deletes for this EE]**.

If you clicked **[Click or press Enter to add, change or delete this ACA tracking date]** or **pressed [Enter]** to continue, the screen will display:

S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:	2 CODxx 3	1 Date L	End	Description	Date sequence:
1=1st sort	ESH10	5/01/15		10.00-10.99 \$105.00	L=Latest
2=2nd sort	OFR1B	5/01/15		1095-C MEC+MV EE	E=Earliest
3=3rd sort	SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE	
	FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION	
	SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD	
	OFR1H	1/01/15		1095-C NO OFR	
	SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO	

Update: To add, change or delete an ACA tracking code for this employee...

Code VLDML Date 10/01/15 End Delete this tracking code

Description MILITARY LEAVE

Bottom

(This screen **could** have 0 to many existing TCs.)

"End:" (Optional, but **logically** necessary.)

Key an **"End"** date for the VLDxx TC (keyed as MMDDYY)... or select an **"End"** date by clicking the button (prompt and select) to the right of **"End"** date... then **double-click** on a date.

Note: Although you **should** have an **"End"** date for a VLDxx TC, if you do not have the **"End"** date when the VLDxx TC is being entered, leave **"End"** date as zeros - 000000 - and the **"End"** date for the VLDxx TC can be entered later when you have the information. **A "warning" is issued if you do not enter an "End" date.**

"Active/Delete:"

The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen.

To process the add, change or deletion of this VLDxx TC for this EE... and go to the EE selection screen to work with a **different** EE... click [\[Click or press Enter to process\]](#) or **press [Enter]**.

Or, to process the add, change or deletion of this VLDxx TC for this EE... and then process **additional** TCs for the **same** EE, press [\[Enter\]](#) **twice**. (If you decide not to do additional TC processing for the **same** EE, just click [\[Back, don't process additional adds, changes or deletes for this EE\]](#) to go back to the EE selection screen to work with a **different** EE.)

Or, to **cancel** the add, change or deletion of this VLDxx TC for this EE... and return to the EE selection screen, click [\[Don't add, change or delete this\]](#).

Required TCs:

For IRS 1094/1095-C reporting. **Note1:** If you do not utilize "SkilMatch" for IRS 1094/1095-C reporting, you do not **need** required TCs. **Note2:** A 1095-C record will be created by SkilMatch **only** for EEs who meet two criteria: **(1)** earnings during the reporting year **and (2)** an "FTE" TC with a qualifying date during (or extending into) the reporting year. (Required TCs can be used just for "history".)

FTE = **FT EE designation TC.** "Starting" **"Date"** (required) through **"End"** date (optional).

The following TCs enable you to process just a few entries that are then used by SkilMatch to "auto-populate" form 1095-C... replacing up to 36 separate entries that could be required to complete each 1095-C.

OFRxx = **Offer of coverage TC... To populate IRS 1095-C Line 14: "Offer of coverage".**

These are (correspond to) IRS-defined "Indicator Codes: Code Series 1".

xx (sub-code) = **"1A-1I"**. **Important:** See IRS publication "Instructions for Forms 1094-C and 1095-C (2015)" (page 10) for definitions:

<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>

"Offer" **"Date"** (required). (An **"End"** date is not used at this time.)

SAFxx = **Safe harbor TC... To populate IRS 1095-C Line 16: "Applicable Section 4980H Safe Harbor".**

These are (correspond to) IRS-defined "Indicator Codes: Code Series 2".

xx (sub-code) = **"2A-2I"**. **Important:** See IRS publication "Instructions for Forms 1094-C and 1095-C (2015)" (pages 10-11) for definitions:

<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>

"Starting" **"Date"** (required) through **"End"** date (optional).

ESHxx = **EE share TC... To populate IRS 1095-C Line 15: "Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage".**

xx (sub-code) = from a user-defined table of "amounts". See documentation for ACAESHCD command for setup. **Important:** See IRS information regarding

"affordability" "rate of pay" "safe harbor" regulations and other EE share information:

https://www.irs.gov/irb/2014-9_IRB/ar05.html

"Offer" **"Date"** (required). (An **"End"** date is not used at this time.)

Adding/changing/deleting FT EE designation (FTE) TCs

FTE = **FT EE designation TC.** "Starting" "**Date**" (required) through "**End**" date (optional).


- **Required for an EE to receive a 1095-C:** An EE **(1)** who has 1095-C "reporting year" earnings **and (2)** who has been evaluated and designated **by you** (at the time of initial hire or after being measured as a VH EE) as FT for at least one month of a 1095-C "reporting year" **must** receive a 1095-C. Using SkilMatch ACA tools for creation of 1095-Cs, qualification"(1)" is determined by looking at YTD earnings... but qualification "(2)" can **only** be determined by SkilMatch finding an FTE TC (FT designation/confirmation) **you have entered** with a "starting" "**Date**" during the 1095-C reporting year (or within date range if the FTE TC has an "**End**" date).
- The FTE TC also establishes the **requirement** for you to enter 12 months of "Offer" TC(s) (1095-C Line 14)... and, **usually** (but not necessarily), up to 12 months of "EE share" (ESH) TCs (1095-C Line 15) and up to 12 months of "Safe harbor" (SAF) TCs (1095-C Line 16).
- An EE **cannot have** more than one FTE TC unless **(1)** all other existing FTE TCs for that EE have an "**End**" date **and (2)** all other FTE TC's beginning-to-end date ranges **cannot overlap** with any other FTE TC beginning-to-end date ranges for the EE.

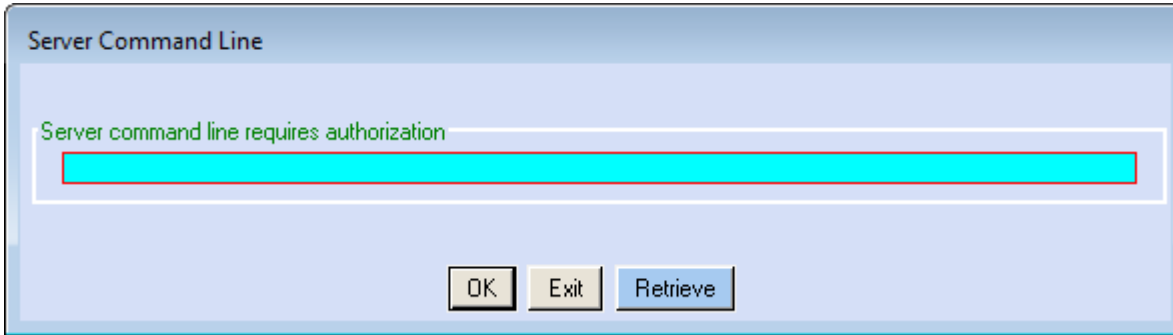
HERE IS THE EXAMPLE BEING DOCUMENTED:

- EE is designated as FT (at the time of initial hire [hire date] or after being measured as a VH EE) on 3/1/15. No "**End**" date at this time.
- **Action #1 needed:** Enter an FTE TC with a "starting" "**Date**" of 03/01/15.

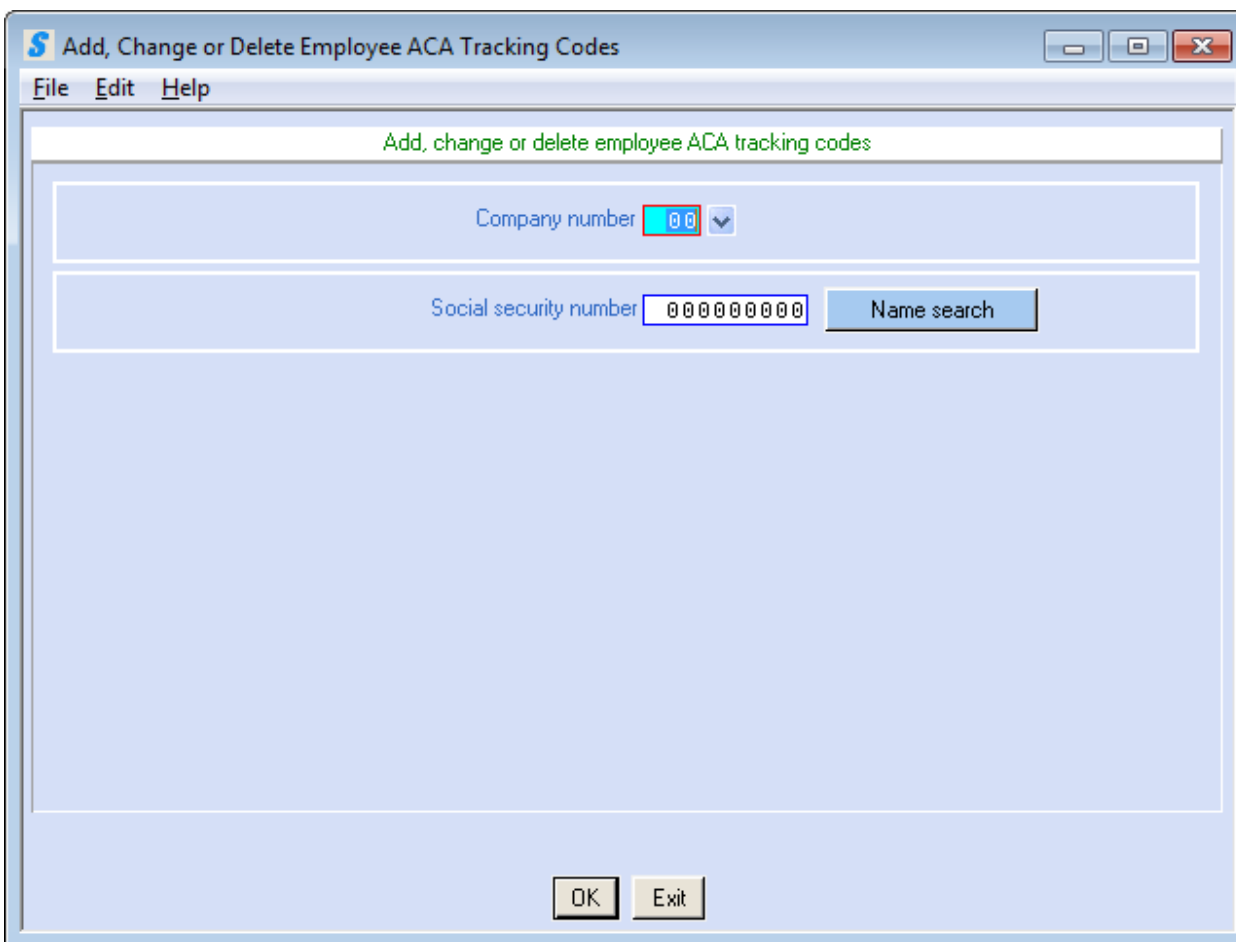
Note: Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.


From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

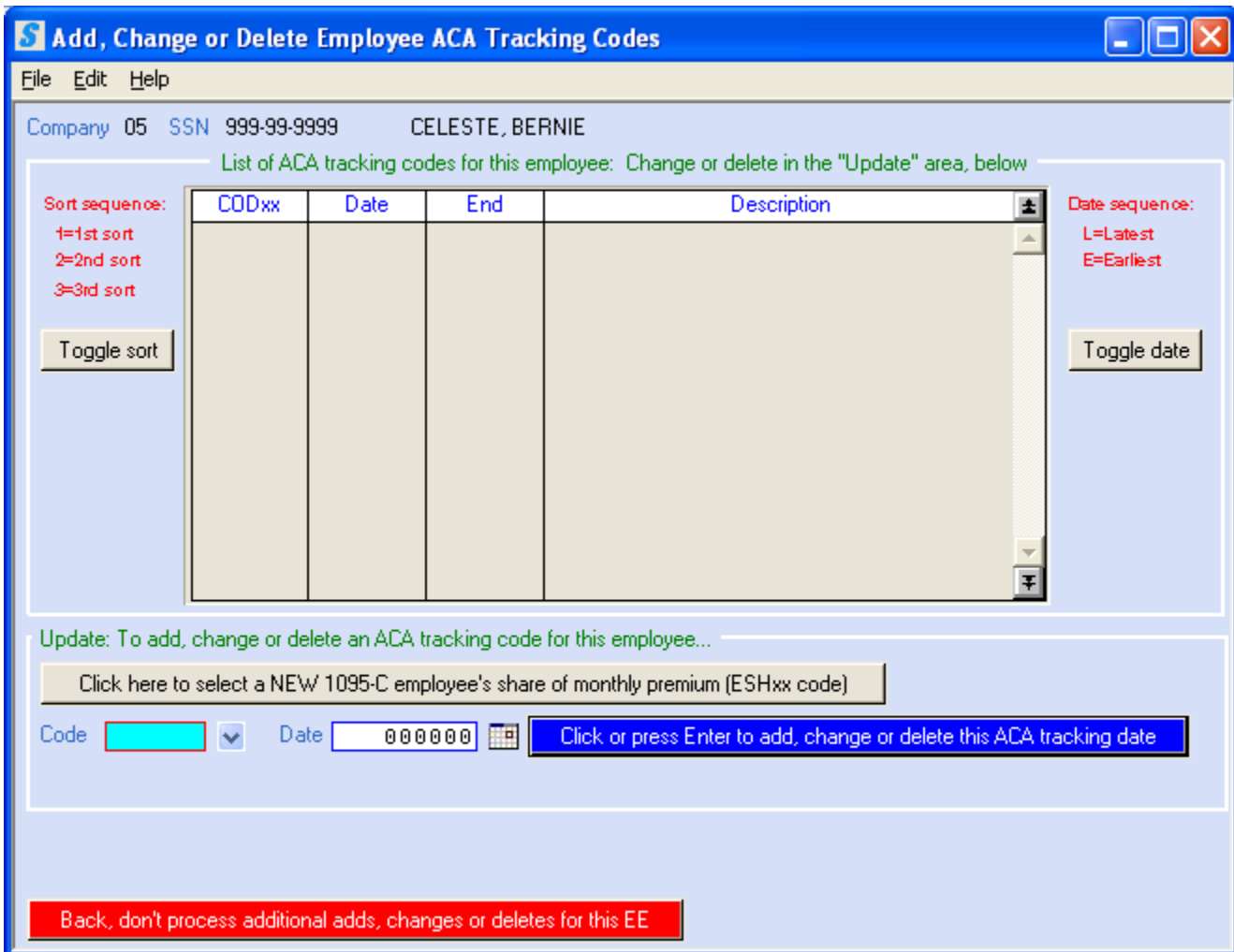
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.

If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:



S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIE

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort

CODxx	Date	End	Description
-------	------	-----	-------------

Date sequence:
L=Latest
E=Earliest

Toggle date

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date

Click or press Enter to add, change or delete this ACA tracking date


Back, don't process additional adds, changes or deletes for this EE

(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)

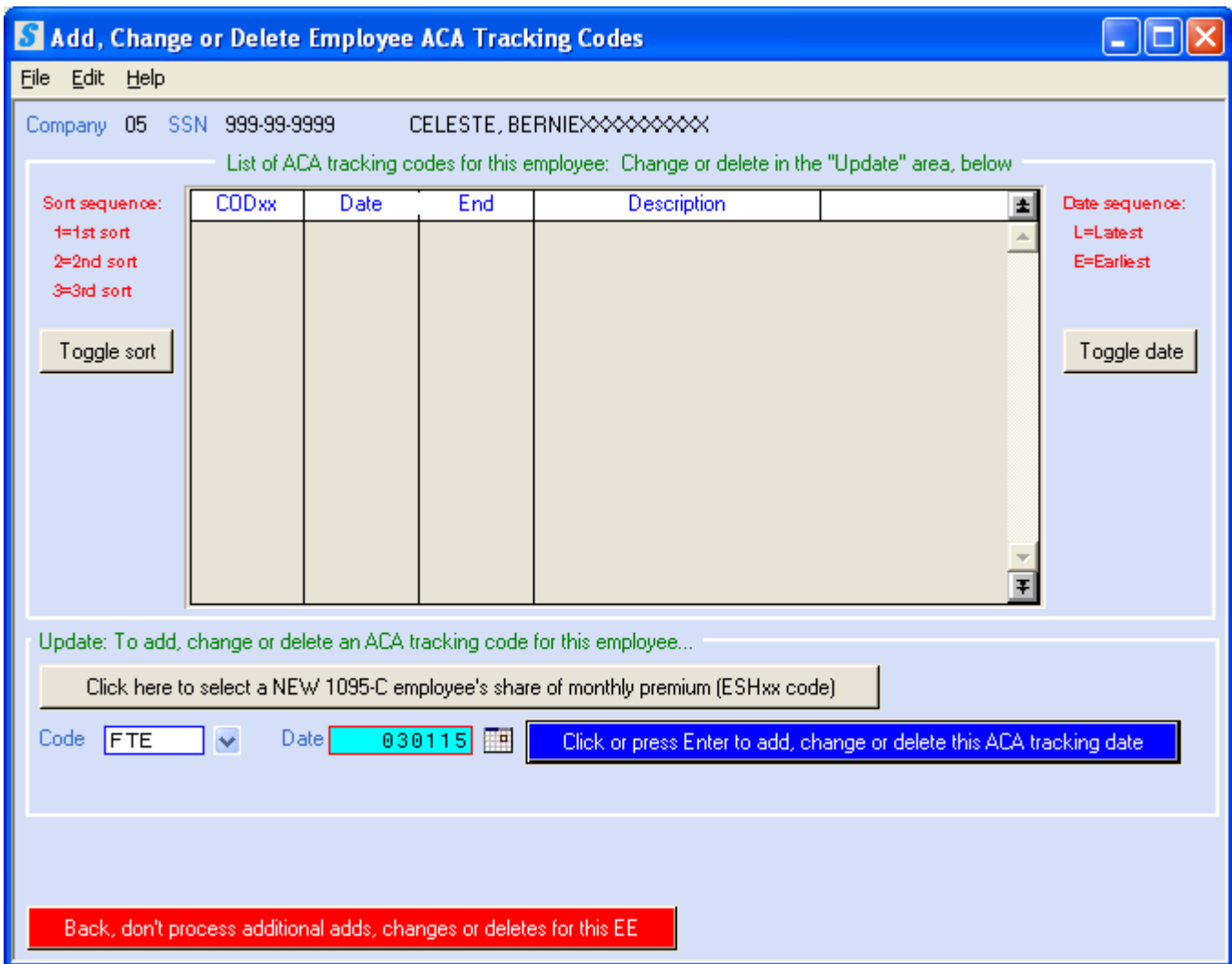
Key the FTE TC (**FTE**) to be added (or changed or deleted), then **press [Tab]**.

"Date:" (Action #1)

Key a "starting" "**Date**" (keyed as MMDDYY) (**030115**) for the FTE TC... or select an " starting" "**Date**" by clicking the  button (prompt and select) to the right of "**Date**"... then **double-click** on a date (**03/01/15**).

Note: If you have a reason to **change or delete an existing FTE TC**, key its "**Date**" from the "**Date**" column (showing on the list of TCs for the EE), then click [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or **press [Enter]** to bring up the existing FTE TC. Proceed with your change or deletion (see "Active/Delete", below). **Reminder:** You can **only** change the "**End**" date for an existing FTE TC. You **cannot** change the "starting" "**Date**" for an existing FTE TC after it has been created: The original FTE TC must be deleted; then a new FTE TC with the correct "starting" "**Date**" must be added.

When the FTE TC (**FTE**) and "starting" "**Date**" (**030115**) have been keyed or selected, the screen will display:



(This screen **could** have 0 to many existing TCs.)

To process this FTE TC (**FTE**) for this EE, click [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or **press [Enter]**...

Or, to not process this FTE TC for this EE and return to the EE selection screen, click [\[Back, don't process additional adds, changes or deletes for this EE\]](#).

If you clicked [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or **pressed [Enter]** to continue, the screen will display:

S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

CODxx	Date	End	Description
-------	------	-----	-------------

Date sequence:
L=Latest
E=Earliest

Update: To add, change or delete an ACA tracking code for this employee...

Code FTE Date 03/01/15 End 000000 Delete this tracking code

Description FULL TIME EMPLOYEE DESIGNATION

(This screen **could** have 0 to many existing TCs.)

"End:" (Optional, and **only required when a subsequent FTE TC needs to be entered.**)

Key an **"End"** date for the FTE TC (keyed as MMDDYY)... or select an **"End"** date by clicking the button (prompt and select) to the right of **"End"** date... then **double-click** on a date.

Note: Typically, you **will not** have an **"End"** date for an FTE TC. When the FTE TC is being entered, leave **"End"** date as zeros - 000000 - and an **"End"** date for the FTE TC can be entered later if or when it is necessary... or when an EE is no longer FT or employed... and as you need to enter additional "Offer" TCs, "EE share" TCs and "Safe harbor" TCs for the EE, you will need to track those changes **because** FT status changed... and it may "make sense" to add an **"End"** date to an existing FTE TC in conjunction with the other TC activity.

"Active/Delete:"

The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen.

To process the add, change or deletion of this FTE TC for this EE... and go to the EE selection screen to work with a **different** EE... click **[Click or press Enter to process]** or **press [Enter]**.

Or, to process the add, change or deletion of this FTE TC for this EE... and then process additional TCs for the **same** EE, press **[Enter]** **twice**. (If you decide not to do additional TC processing for the **same** EE, just click **[Back, don't process additional adds, changes or deletes for this EE]** to go back to the EE selection screen to work with a **different** EE.)

Or, to **cancel** the add, change or deletion of this FTE TC for this EE... and return to the EE selection screen, click **[Don't add, change or delete this]**.

Adding/changing/deleting offer of coverage (OFRxx) TCs

The following TCs enable you to process just a few entries that are then used by SkillMatch to "auto-populate" form 1095-C Line 14... replacing up to 12 separate entries that could be required to complete each 1095-C Line 14.

OFRxx = Offer of coverage TC... **To populate IRS 1095-C Line 14: "Offer of coverage".**

These are (correspond to) IRS-defined "Indicator Codes: Code Series 1".

xx (sub-code) = "1A-1I". **Important:** See IRS publication "Instructions for Forms 1094-C and 1095-C (2015)" (page 10) for definitions:

<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>

"Offer" **"Date"** (required). (An **"End"** date is not used at this time.)

- OFRxx TCs indicate offers of insurance coverage to an EE.
- An EE with an FTE TC **must have** one or more OFRxx TC(s) that will enable "population" of **all** 12 months of the 1095-C Line 14.
- An EE **cannot have** more than one OFRxx TC for the **same** month.
- All OFRxx TCs **must have** a "starting" **"Date"** on the **first** day of a month. (MM/01/YY)
- OFRxx TCs will populate an EE's 1095-C Line 14 (with the "xx" portion) for the "starting" month **and all following months...**
...until (and unless) a subsequent OFRxx TC **"Date"** is encountered... and, then, **that** OFRxx TC will begin to populate (with the "xx" portion) for the "starting" month **and all following months...**
...until (and unless) a subsequent OFRxx TC **"Date"** is encountered... and, then, **that** OFRxx TC will begin to populate (with the "xx" portion) for the "starting" month **and all following months...**
...and so forth.
- An OFRxx TC with a "starting" **"Date"** of 1/1/YY (or before) that is the **only** OFRxx TC with a "starting" **"Date"** **in or before** the reporting year... will populate **only** the "All 12 Months" box on the 1095-C Line 14.

HERE IS THE EXAMPLE BEING DOCUMENTED:

- EE designated as FT on 3/1/15; 60-day waiting period for insurance; Offered **1B** coverage (MEC+MVC EE only) on 5/1/15 for the balance of the year; coverage accepted by EE.


These 2 actions replace 12 separate entries that would be required when completing a 1095-C form Line 14:

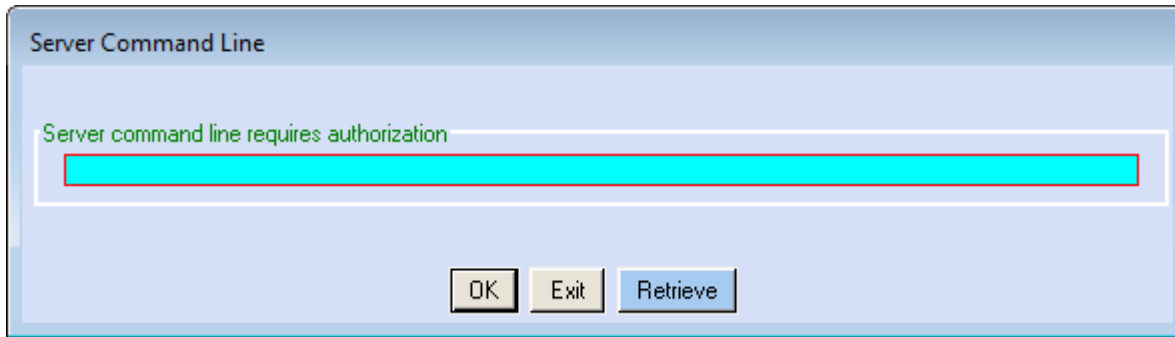
- **Action #1 needed:** Enter an OFR**1B** TC with an "offer" **"Date"** of 05/01/15 to populate the 1095-C Line 14 with "**1B**" for May Jun Jul Aug Sep Oct Nov Dec (and months after that... into the next year, too).
- **Action #2 needed:** **1H** offer is needed for the months in the reporting year **before** the **1B** offer. (**1H** = no offer). Enter an OFR**1H** TC with an "offer" **"Date"** of 01/01/15 to populate the 1095-C Line 14 with "**1H**" for Jan Feb Mar Apr.

Note: Screen images and examples in this document do not reflect your organization's specific circumstances.

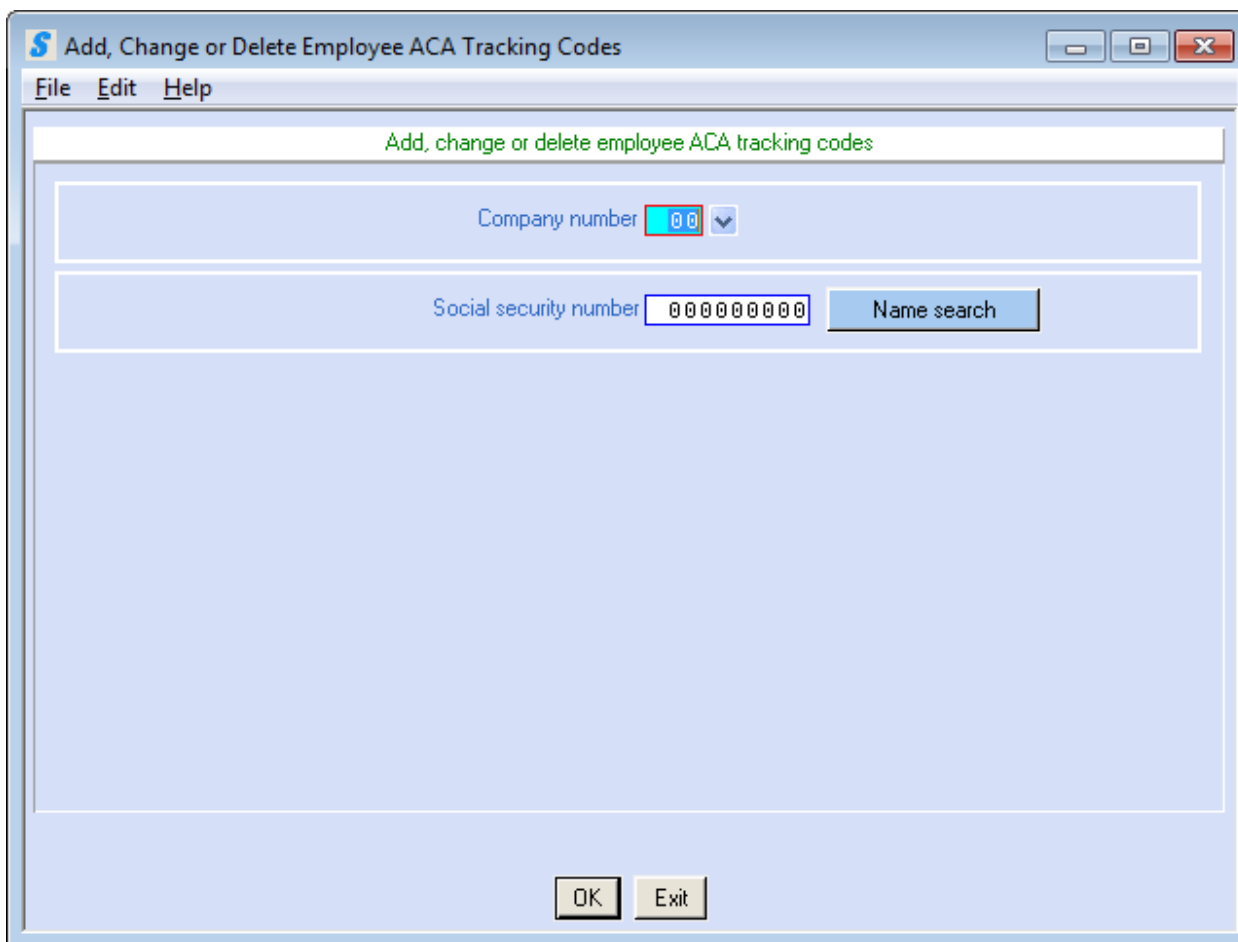
The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.

From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

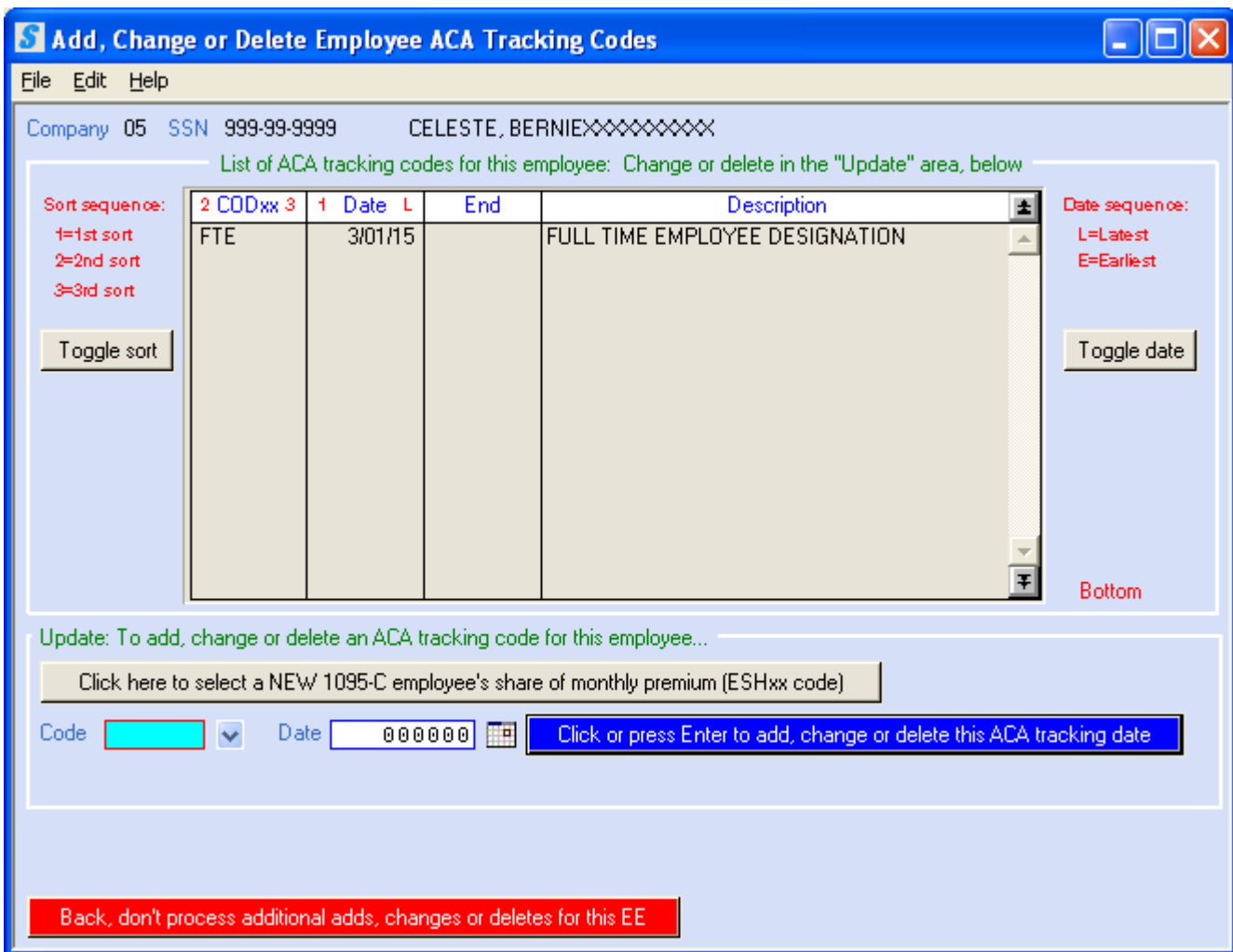
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.

If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:



Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort

Date sequence:
L=Latest
E=Earliest

Toggle date

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date


Click or press Enter to add, change or delete this ACA tracking date

Bottom

Back, don't process additional adds, changes or deletes for this EE

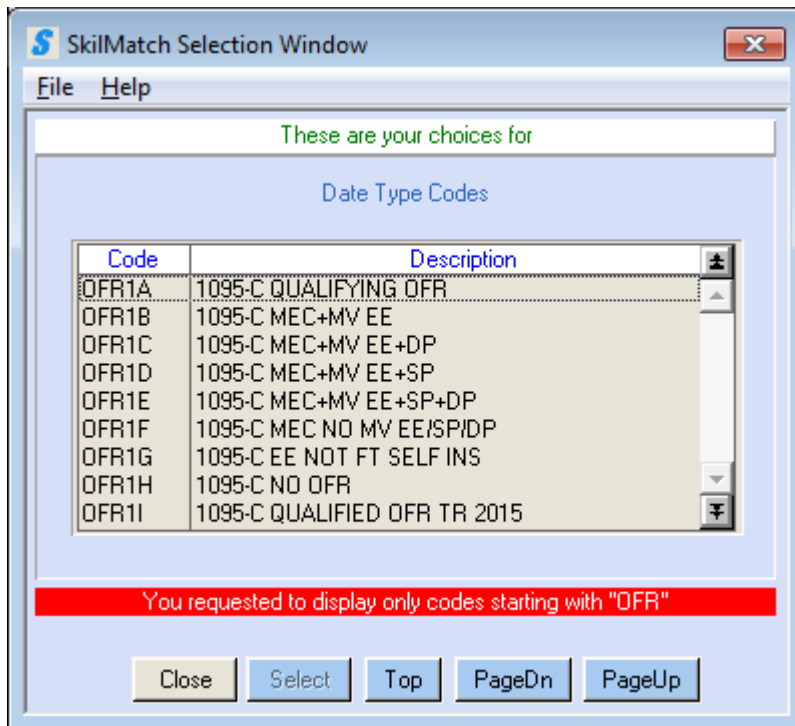
(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)


Key the OFRxx TC (**OFR1B**) to be added (or deleted)... or click the  button (prompt and select) with "OFR" in the "Code" field... then **double-click** to select the desired OFRxx TC (**OFR1B**).

When the OFRxx TC (**OFR1B**) has been keyed or selected, **press [Tab]**.

(If you clicked the  button the screen displayed:)



"Date:" (Action #1)

Key an "offer" "Date" (keyed as MMDDYY) (**050115**) for the OFRxx TC... or select an "offer" "Date" by clicking the  button (prompt and select) to the right of "Date"... then **double-click** on a date (**05/01/15**).

Note: If you have a reason to **delete** an **existing OFRxx TC**, key its "Date" from the "Date" column (showing on the list of TCs for the EE), then click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]** to bring up the existing OFRxx TC. Proceed with your deletion (see "Active/Delete", below). **Reminder:** Since "End" dates are not used for OFRxx TCs, you can **only** delete an existing OFRxx TC. You **cannot** change the "offer" "Date" for an existing OFRxx TC after it has been created: The original OFRxx TC must be deleted; then a new OFRxx TC with the correct "offer" "Date" must be added. **An OFRxx TC that could ever be needed on a 1095-C should never be deleted.**

The screen will display:

S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort

Date sequence:
L=Latest
E=Earliest

Toggle date

Bottom

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date

Description 1095-C MEC+MV EE

(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on this screen when you select a code using the prompt and select button.)

When the OFRxx TC (**OFR1B**) and "Date" (**050115**) have been keyed or selected, click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]...**

Or, to not process this OFRxx TC for this EE and return to the EE selection screen, click **[Back, don't process additional adds, changes or deletes for this EE]**.

If you clicked **[Click or press Enter to add, change or delete this ACA tracking date]** or **pressed [Enter]** to continue, the screen will display:

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Date sequence:
L=Latest
E=Earliest

Update: To add, change or delete an ACA tracking code for this employee...

Click or press Enter to process Don't add, change or delete this

Code QFR1B Date 05/01/15 End 000000 Delete this tracking code

Description 1095-C MEC+MV EE

(This screen **could** have 0 to many existing TCs.)

"End:" (**Not to be used at this time.** Reserved for possible future use. **Leave as 000000.** Any **"End"** date entered here will be ignored in 1095-C processing, i.e., treated as **"End"** date 00/00/00.)

"Active/Delete:"

The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen.

To process the add or deletion of this OFRxx TC for this EE... and go to the EE selection screen to work with a **different** EE... click [\[Click or press Enter to process\]](#) or **press [Enter]**.

Or, (used for processing Action #1) to process the add or deletion of this OFRxx TC (**OFR1B**) for this EE... and then process additional TCs for the **same** EE, press **[Enter] twice**. (If you decide not to do additional TC processing for the **same** EE, just click [\[Back, don't process additional adds, changes or deletes for this EE\]](#) to go back to the EE selection screen to work with a **different** EE.)

Or, to cancel the add or deletion of this TC for this EE... and return to the EE selection screen, click [\[Don't add, change or delete this\]](#).

After pressing **[Enter] twice**, this following screen will display: (**Note:** showing the just added **OFR1B** TC.)


(**Action #2:** Adding **OFR1B** TC with an "offer" "Date" of **01/01/15**.)

2 CODxx 3	1 Date L	End	Description
OFR1B	5/01/15		1095-C MEC+MV EE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION

(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on this screen when you select a code using the prompt and select button.)

"Code:" (Action #2)

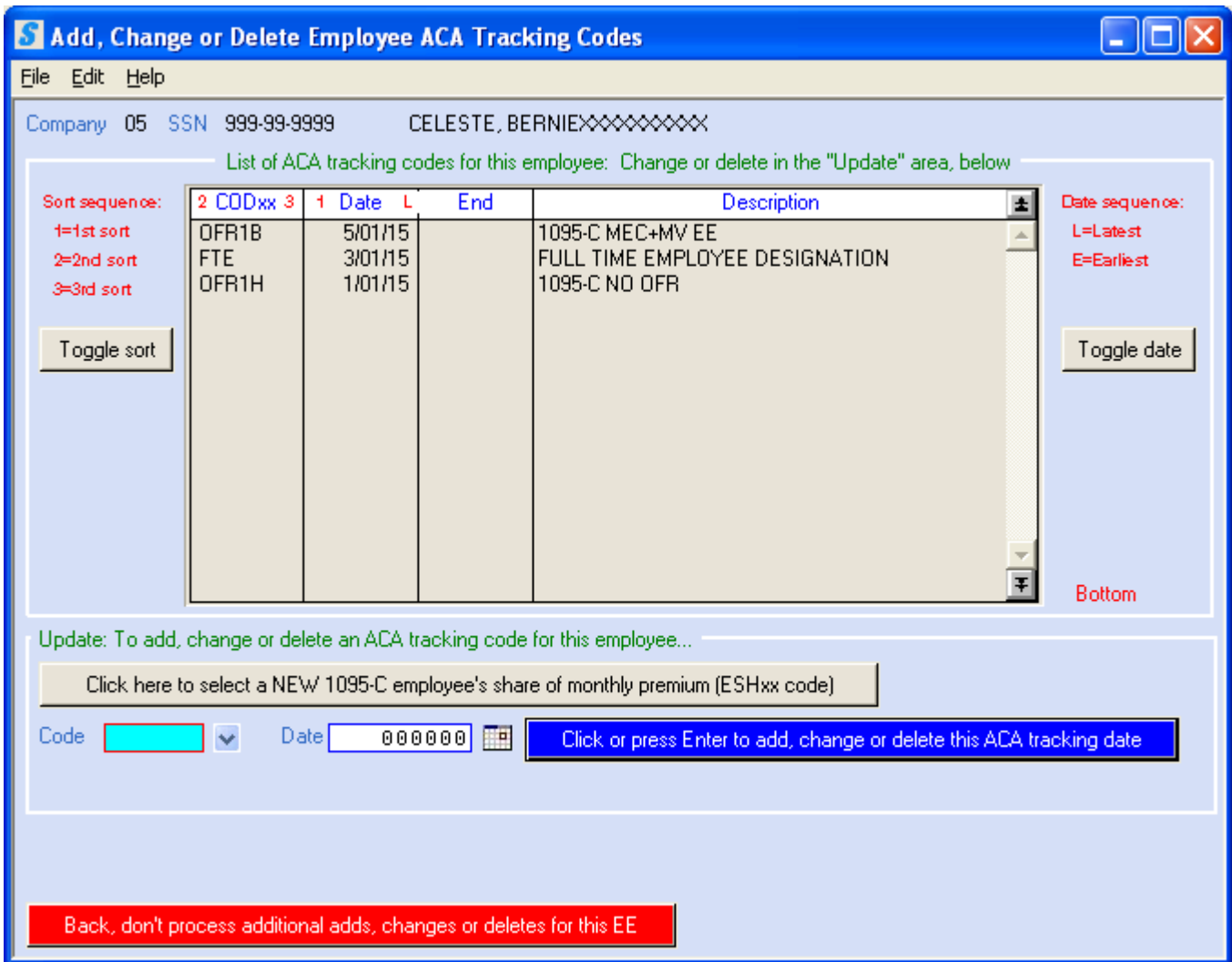
Key the OFRxx TC (**OFR1H**)... or click the  button (prompt and select) with "OFR" in the "Code" field... then **double-click** to select the desired OFRxx TC (**OFR1H**). Press **[Tab]**.

"Date:" (Action #2)

Key an "offer" "**Date**" (keyed as MMDDYY) (**010115**) for the OFRxx TC... or select the "offer" "**Date**" by clicking the  button (prompt and select) to the right of "**Date**"... then **double-click** on a date (**01/01/15**).

When the OFRxx TC (**OFR1H**) and the "**Date**"(**010115**) have been selected or keyed, press **[Enter]** twice.

The **OFR1H** TC will be entered and the following screen will display... where you can see both entries: **OFR1B** (**Action #1**) and **OFR1H** (**Action #2**).



(This screen **could** have 0 to many existing TCs.)

The screen allows you to add/change/delete **any** other type of TC for this EE if required.

If you are finished with the TCs for this EE, click **[Back, don't process additional adds, changes or deletes for this EE]** to go back to the EE selection screen to work with TCs for a **different** EE.)

Adding/changing/deleting safe harbor (SAFxx) TCs

The following TCs enable you to process just a few entries that are then used by SkillMatch to "auto-populate" form 1095-C Line 16... replacing up to 12 separate entries that could be required to complete each 1095-C Line 16.

SAFxx = Safe harbor TC... To populate IRS 1095-C Line 16: "Applicable Section 4980H Safe Harbor".

These are (correspond to) IRS-defined "Indicator Codes: Code Series 2".

xx (sub-code) = "2A-2I". **Important:** See IRS publication "Instructions for Forms

1094-C and 1095-C (2015)" (pages 10-11) for definitions:

<http://www.irs.gov/pub/irs-pdf/i109495c.pdf>

"Starting" "**Date**" (required) through "**End**" date (optional).

- **In general:** ALEs can use one of eight codes to report EE status information to the IRS on form 1095-C Line 16 that will help the agency more accurately assess liability for ALE payments (fines) and individual tax liability (fines). There is a box for **each** month of a reporting year on Line 16. **Every box may not be able to be completed.** An ALE can enter a code for a month **only** if one applies to the EE for that particular month. If no "safe harbor" exists for a month, a code cannot be entered and "fines" may be assessed by the IRS.
- **Specifically:** SAFxx TCs are used to indicate "safe harbor" (immunity) for EEs and/or ALEs from fines assessed by the IRS.
- Although a FT EE is **required** to have an OFRxx TC for every month on the 1095-C Line 14, an SAFxx TC may not be "applicable" for every month for the 1095-C Line 16. Any month without a "safe harbor" (SAFxx TC) is a "flag" and could trigger a fine for the ALE if the EE received a federal government exchange subsidy.
- All SAFxx TCs **must have** a "starting" "**Date**" on the **first** day of a month. (MM/01/YY)
- SAFxx TCs will populate an EE's 1095-C Line 16 (with the "xx" portion) for the "starting" month **and all following months...**
...until (and unless) a subsequent SAFxx TC "**Date**" is encountered... and, then, **that** SAFxx TC will begin to populate (with the "xx" portion) for the "starting" month **and all following months...**
...until (and unless) a subsequent SAFxx TC "**Date**" is encountered... and, then, **that** SAFxx TC will begin to populate (with the "xx" portion) for the "starting" month **and all following months...**
...and so forth...
Or... until the most "current" SAFxx TC is "ended" by entering an "**End**" date into the SAFxx TC.
- An EE **cannot have** more than one SAFxx TC for the **same** month.
- An EE who is reported on a 1095-C has safe harbor SAFxx TCs added to help to explain the EE's status during periods when HCI coverage was and/or was not offered.
- SAFxx TCs indicate a "reason to not be fined".
- An EE may not have an appropriate SAFxx TC for every month of a year and it is possible for a month (or all months) to be "blank".
- A SAFxx TC with a "starting" "**Date**" of 1/1/YY (or before)... and **without** an "**End**" date... that is the **only** SAFxx TC with a "starting" "**Date**" **in or before** the reporting year... will populate **only** the "All 12 Months" box on the 1095-C Line 16.

- **Important Important Important:** When an SAFxx TC has been used to "populate" 1095-C Line 16 with a "starting" "**Date**" on MM/01/YY and, therefore, into future months, too... and, subsequently, the monthly "population" needs to be changed to "**blank**" starting in a future month... since the existing SAFxx TC cannot be **replaced** with a "**blank**" SAFxx TC (no "Series 2" government code is available)... the existing "populating" SAFxx TC must be ended (using an "**End**" date equal to the last day of the month for which the most current SAFxx TC is to be used). **Example:** EE hired on 3/5/15. MEC (not MVC) HCI offered (after waiting period) on 4/1/15. OFR**1H** TC (no offer) dated 1/1/15 entered and will populate 1095-C Line 14 Jan Feb Mar. OFR**1F** TC (MEC offer only) dated 4/1/15 entered and will populate 1095-C Line 14 Mar Apr May Jun Jul Aug Sep Oct Nov Dec. Safe harbor SAF**2A** TC (not employed) dated 1/1/15 entered and will populate Jan Feb. Safe harbor SAF**2D** TC (non-assessment period) dated 3/1/15 will populate Mar. **No safe harbor code** starting in April for **1F** offer. Existing SAF**2D** TC must be "updated" and "ended" using an "**End**" date of 3/31/15 to start "blank" safe harbor population for Apr May Jun Jul Aug Sep Oct Nov Dec. (If you knew that SAF**2D** TC needed to be ended on a specific date as it was being entered, you could have also entered an "**End**" date of 3/31/15 and you would not have to "update" it later.) This scenario could also happen when **1B-1E** offers are made but are not IRS-defined "affordable"... and other possible scenarios.

HERE IS THE EXAMPLE BEING DOCUMENTED:


- EE designated as FT on 3/1/15; 60-day waiting period for insurance. Offered **1B** coverage (MEC+MVC EE only) on 5/1/15 for the balance of the year. Coverage accepted by EE. Offer was **1H** (no offer) for months before the EE was FT. Three "safe harbor" codes are needed for the year: **2C** (enrolled in coverage) for May Jun Jul Aug Sep Oct Nov Dec. Additional safe harbor codes needed to complete the year: **2A** (not employed) for Jan and Feb; **2D** (limited non-assessment period) for Mar and Apr.

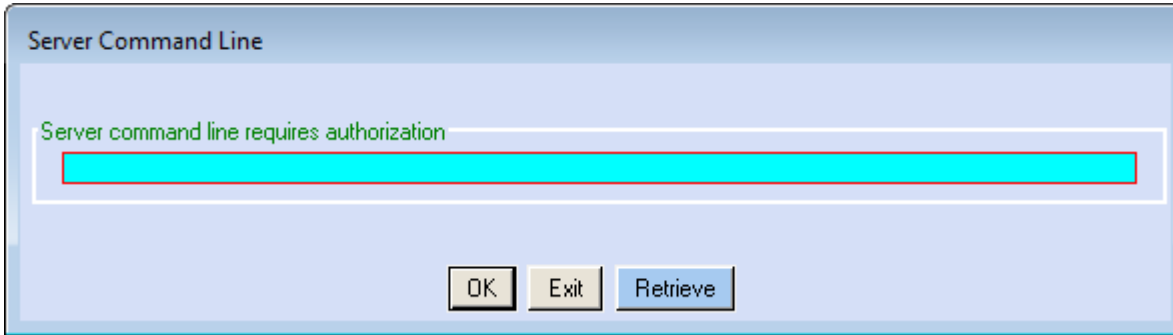
These 3 actions replace 12 separate entries that would be required when completing a 1095-C form Line 16:

- **Action #1 needed:** Enter an SAF**2A** TC dated 01/01/15 to populate 1095-C Line 16 with "**2A**" for Jan Feb. (This TC will stop "populating" due to the entry of the SAF**2D** TC dated 03/01/15.)
- **Action #2 needed:** Enter an SAF**2D** TC dated 03/01/15 to populate 1095-C Line 16 with "**2D**" for Mar Apr. (This TC will stop "populating" due to the entry of the SAF**2C** TC dated 05/01/15.)
- **Action #3 needed:** Enter an SAF**2C** TC dated 05/01/15 to populate 1095-C Line 16 with "**2C**" for May Jun Jul Aug Sep Oct Nov Dec (and months after that... into the next year, too).

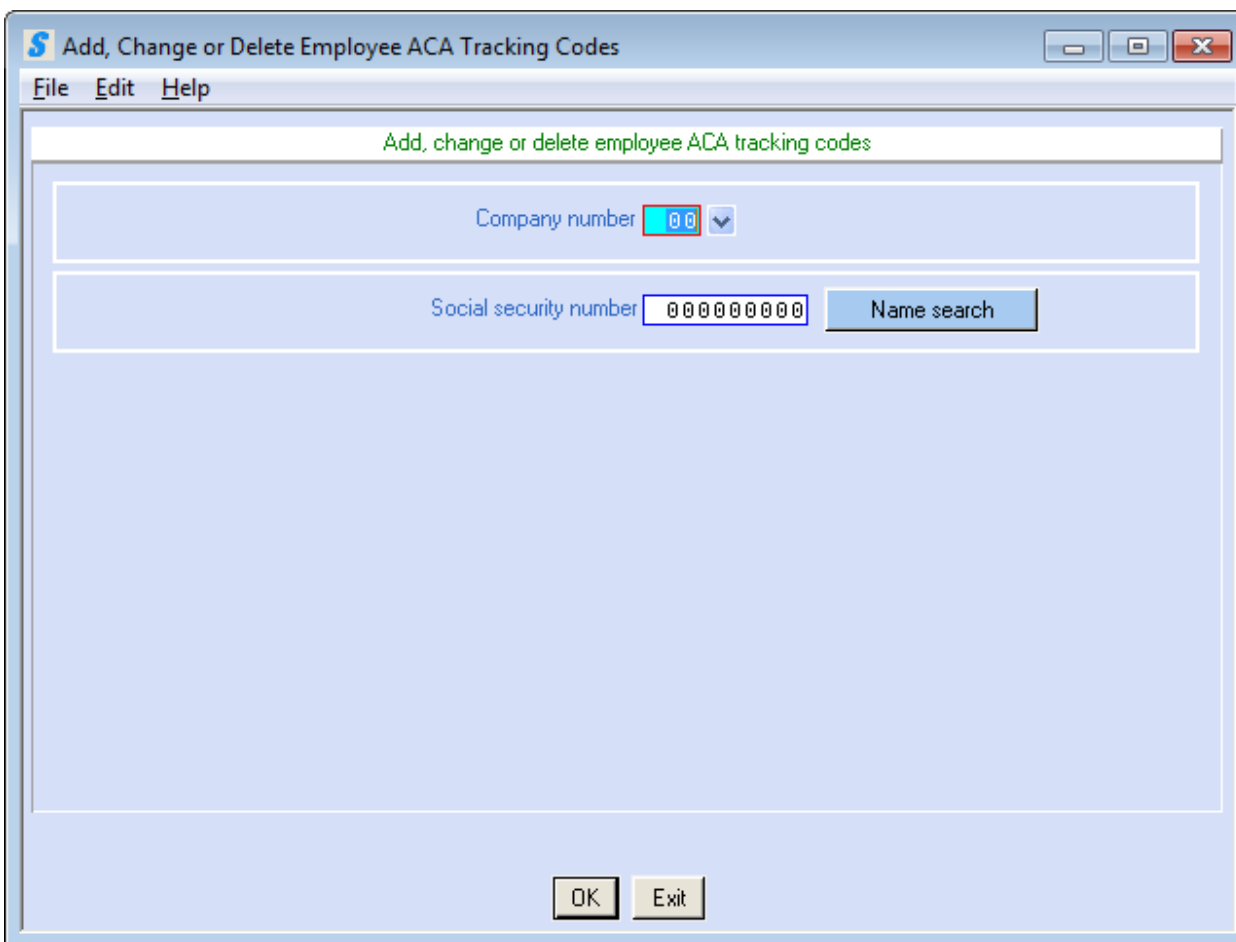
Note: Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.

From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

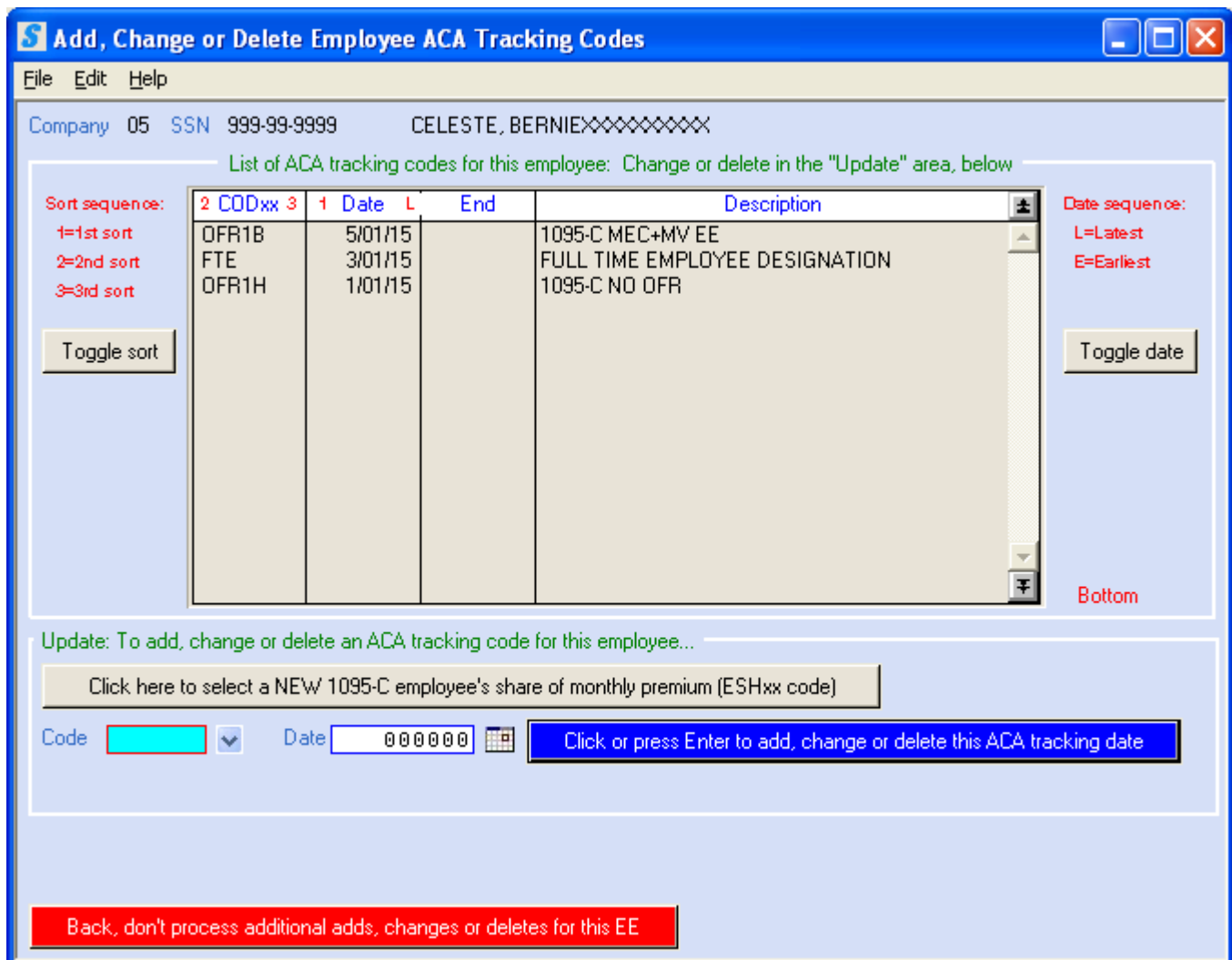
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.

If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:



Sort sequence:	2 CODxx 3	1 Date L	End	Description	Date sequence:
1=1st sort	OFR1B	5/01/15		1095-C MEC+MV EE	L=Latest
2=2nd sort	FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION	E=Earliest
3=3rd sort	OFR1H	1/01/15		1095-C NO OFR	

Update: To add, change or delete an ACA tracking code for this employee...


Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date


Back, don't process additional adds, changes or deletes for this EE

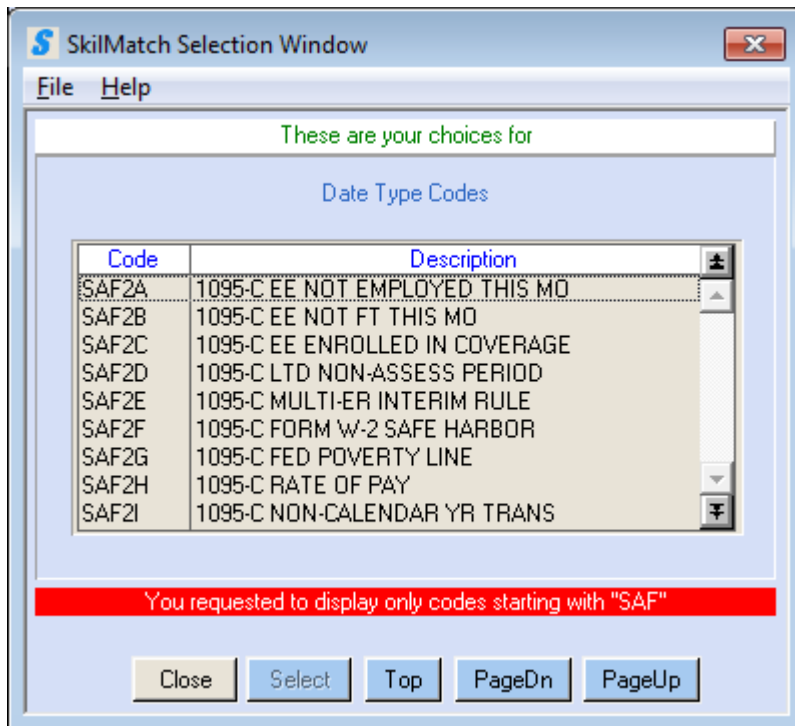
(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)


Key the SAFxx TC (**SAF2A**) to be added (or changed or deleted)... or click the  button (prompt and select) with "SAF" in the "Code" field... then **double-click** to select the desired SAFxx TC (**SAF2A**).

When the SAVxx TC (**SAF2A**) has been keyed or selected, **press [Tab]**.

(If you clicked the  button the screen displayed:)



"Date:" (Action #1)

Key a "starting" "Date" (keyed as MMDDYY) (**010115**) for the SAFxx TC... or select an "starting" "Date" by clicking the  button (prompt and select) to the right of "Date"... then **double-click** on a date (**01/01/15**).

Note: If you have a reason to **change or delete** an existing SAFxx TC, key its "Date" from the "Date" column (showing on the list of TCs for the EE), then click [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or **press [Enter]** to bring up the existing SAFxx TC. Proceed with your change or deletion (see "Active/Delete", below). **Reminder:** You can **only** change the "End" date for an existing SAFxx TC. You **cannot** change the "safe harbor" date for an existing SAFxx TC after it has been created: The original SAFxx TC must be deleted; then a new SAFxx TC with the correct "safe harbor" date must be added. **An SAFxx TC that could ever be needed on a 1095-C should never be deleted.**

The screen will display:

S Add, Change or Delete Employee ACA Tracking Codes

File Edit Help

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
OFR1B	5/01/15		1095-C MEC+MV EE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
OFR1H	1/01/15		1095-C NO OFR

Sort sequence:
1=1st sort
2=2nd sort
3=3rd sort

Toggle sort

Date sequence:
L=Latest
E=Earliest

Toggle date

Bottom

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code SAF2A Date 010115 Click or press Enter to add, change or delete this ACA tracking date

Description 1095-C EE NOT EMPLOYED THIS MO

Back, don't process additional adds, changes or deletes for this EE

(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on this screen when you select a code using the prompt and select button.)

When the SAFxx TC (**SAF2A**) and "Date"(**010115**) have been keyed or selected, click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]...**


Or, to not process this SAFxx TC for this EE and return to the EE selection screen, click **[Back, don't process additional adds, changes or deletes for this EE]**.

If you clicked **[Click or press Enter to add, change or delete this ACA tracking date]** or **pressed [Enter]** to continue, the screen will display:

2 CODxx 3	1 Date L	End	Description
OFR1B	5/01/15		1095-C MEC+MV EE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
OFR1H	1/01/15		1095-C NO OFR

(This screen **could** have 0 to many existing TCs.)

"End:" (Optional. See **"Note:"**, below)

Key an **"End"** date for the SAFxx TC (keyed as MMDDYY)... or select an **"End"** date by clicking the  button (prompt and select) to the right of **"End"** date... then **double-click** on a date. **SAFxx TC "End" dates should always be the last day of a month** (because it's not possible to have a "partial month" IRS safe harbor). **If/when an SAFxx TC "End" date is keyed as any day other than the last day of a month, it will automatically be treated as the last day of the previous month during 1095-C processing.**

Note: An **"End" date is only required for an SAFxx TC when you need to end the SAFxx TC so that it does not continue to "populate" into a month or months where a safe harbor code is not applicable and should be "blank".** When an SAFxx TC is being entered, leave **"End"** date as zeros - 000000. An **"End"** date for an SAFxx TC can be updated/entered later if or when it is necessary. **If you offer "affordable" MVC HCI (1B-1E "offers"), you, typically, will not have "End" dates for SAFxx TCs. If you only offer MEC HCI (1F "offers"), you, typically, will have an "End" date for some SAFxx TCs (usually the "non-assessment period" SAF2D TC).**

"Active/Delete:"

The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen.

To process the add, change or deletion of this SAFxx TC for this EE... and go to the EE selection screen to work with a **different** EE... click **[Click or press Enter to process]** or **press [Enter]**.

Or, (used for processing Action #1) to process the add, change or deletion of this SAFxx TC (**SAF2A**) for this EE... and then process additional TCs for the **same** EE, press **[Enter] twice**. (If you decide not to do additional TC processing for the **same** EE, just click **[Back, don't process additional adds, changes or deletes for this EE]** to go back to the EE selection screen to work with a **different** EE.)

Or, to cancel the add, change or deletion of this TC for this EE... and return to the EE selection screen, click **[Don't add, change or delete this]**.


After pressing **[Enter] twice**, this following screen will display: (**Note:** showing the just added **SAF2A** TC.)

(**Action #2:** Adding **SAF2D** TC with a "starting" "Date" of **03/01/15**.)


2 CODxx 3	1 Date L	End	Description
OFR1B	5/01/15		1095-C MEC+MV EE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
OFR1H	1/01/15		1095-C NO OFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #2)

Key the SAFxx TC (**SAF2D**)... or click the  button (prompt and select) with "SAF" in the "Code" field... then **double-click** to select the desired SAFxx TC (**SAF2D**). Press **[Tab]**.

"Date:" (Action #2)

Key a "starting" "Date" (keyed as MMDDYY) (**030115**) for the SAFxx TC... or select the "starting" "Date" by clicking the  button (prompt and select) to the right of "Date"... then **double-click** on a date (**03/01/15**).

When the SAFxx TC (**SAF2D**) and the "Date"(**030115**) have been selected or keyed, **press [Enter] twice**.

The **SAF2D** TC will be entered and the following screen will display... where you can see the two entries: **SAF2A** (**Action #1**) and **SAF2D** (**Action #2**) (so far).

(**Action #3:** Adding **SAF2c** TC with a "starting" "Date" of **05/01/15**.)

Add, Change or Delete Employee ACA Tracking Codes

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:	2 CODxx 3	1 Date L	End	Description	Date sequence:
1=1st sort	OFR1B	5/01/15		1095-C MEC+MV EE	L=Latest
2=2nd sort	FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION	E=Earliest
3=3rd sort	SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD	
	OFR1H	1/01/15		1095-C NO OFR	
	SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO	

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date


Description

Back, don't process additional adds, changes or deletes for this EE


(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on this screen when you select a code using the prompt and select button.)

"Code:" (Action #3)

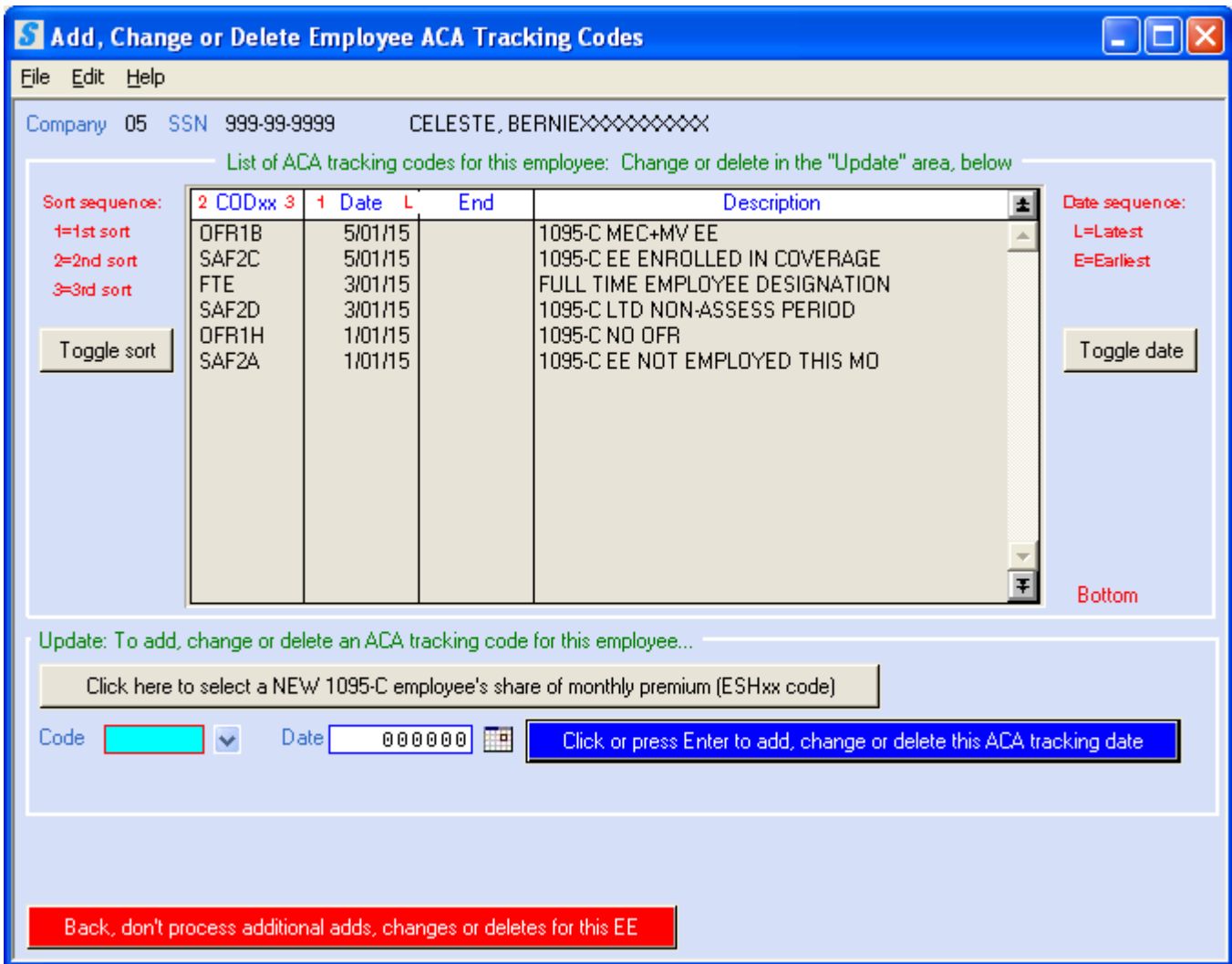
Key the SAFxx TC (**SAF2c**)... or click the  button (prompt and select) with "SAF" in the "Code" field... then **double-click** to select the desired SAFxx TC (**SAF2c**). Press **[Tab]**.

"Date:" (Action #3)

Key a "starting" **"Date"** (keyed as MMDDYY) (**050115**) for the SAFxx TC... or select the "starting" **"Date"** by clicking the  button (prompt and select) to the right of **"Date"**... then **double-click** on a date (**05/01/15**).

When the SAFxx TC (**SAF2c**) and the **"Date"**(**050115**) have been selected or keyed, **press [Enter] twice**.

The **SAF2c** TC will be entered and the following screen will display... where you can see the three entries: **SAF2a** (**Action #1**) and **SAF2D** (**Action #2**) and **SAF2c** (**Action #3**).



Sort sequence:	2 CODxx	3	1 Date	L	End	Description	Date sequence:
1=1st sort	OFR1B		5/01/15			1095-C MEC+MV EE	L=Latest
2=2nd sort	SAF2C		5/01/15			1095-C EE ENROLLED IN COVERAGE	E=Earliest
3=3rd sort	FTE		3/01/15			FULL TIME EMPLOYEE DESIGNATION	
	SAF2D		3/01/15			1095-C LTD NON-ASSESS PERIOD	
	OFR1H		1/01/15			1095-C NO OFR	
	SAF2A		1/01/15			1095-C EE NOT EMPLOYED THIS MO	

(This screen **could** have 0 to many existing TCs.)

The screen allows you to add/change/delete **any** other type of TC for this EE if required.

If you are finished with the TCs for this EE, click **[Back, don't process additional adds, changes or deletes for this EE]** to go back to the EE selection screen to work with TCs for a **different** EE.)

Adding/changing/deleting EE share (ESHxx) TCs

The following TCs enable you to process just a few entries that are then used by SkilMatch to "auto-populate" form 1095-C Line 15... replacing up to 12 separate entries that could be required to complete each 1095-C Line 15.

ESHxx = EE share TC... To populate IRS 1095-C Line 15: "Employee Share of Lowest Cost Monthly Premium for Self-Only Minimum Value Coverage".

xx (sub-code) = from a user-defined table of "amounts". See documentation for ACAESHCD command for setup. **Important:** See IRS information regarding "affordability" "rate of pay" "safe harbor" regulations and other "EE share" information: https://www.irs.gov/irb/2014-9_IRB/ar05.html

"Starting" **"Date"** (required). (An **"End"** date is not used at this time.)

- **ESHxx TCs must first be setup and defined by you using SkilMatch command ACAESHCD.** ESHxx TCs stand for set amounts that **you have defined** (and are typically ACA-defined "affordable", i.e., usually calculated using an EE's pay rate or an EE's prior-year W2 earnings) and are based on formulas or policies **you have established**. ESHxx TC amounts "represent" the monthly cost an EE **would have been** required to pay as the EE's share for the "lowest cost HCI policy for self-only with MVC"... whether the EE enrolled for that policy or not... and no matter what other coverage (EE + spouse, EE + dependents, EE + spouse and dependents or self-only coverage for a different policy) might have been available to or accepted by the EE.
- **Important concept "to get": What is "EE share" on form 1095-C Line 15? VERIFY WITH YOUR ACA EXPERT.**
 1. **It is not** an amount associated with the changing year-to-year monthly HCI "premium" cost to an ALE.
 2. **It is not** based upon whether an EE actually enrolled in HCI coverage.
 3. **It is not** even the actual monthly HCI premium cost to an EE **unless** the EE enrolled in the lowest cost MVC HCI policy as self-only.
 4. **It is the monthly cost "offered" to an EE (whether the EE enrolled or not) for a self-only HCI policy offering ACA-defined "minimum value coverage". If the cost is not ACA-defined "affordable" (usually based on either the EE's "last year's W2" or the EE's "pay rate at the time of the offer of HCI"), the HCI offer is not compliant with ACA rules.**
 5. **Summary ("from the web"):** An ALE's offer to an EE of HCI MVC, self-only, at a monthly cost to the EE that is **\$93.18 or less** in 2015 (i.e., 9.5% of the FPL [Federal Poverty Level] for a single individual) is a **1A** offer for that month... and the ALE is not required to complete the corresponding month on Line 15, "EE share", for that month. But when an ALE's offer to an EE of HCI MVC, self-only, at a monthly cost to the EE is **greater than \$93.18** in 2015, Line 15 **must** be completed. In other words, if an ALE offers **1B, 1C, 1D, or 1E** coverage at a monthly cost to the EE of **greater than \$93.18** for any month on the 1095-C Line 14, the corresponding month on Line 15, "EE share", **must** be completed. On the other hand, when an ALE uses offer codes **1A, 1F, 1G, 1H or 1I** for any month on the 1095-C Line 14, corresponding Line 15 **must not** be completed.
- **All ESHxx TCs must have** a "starting" **"Date"** on the **first** day of a month. (MM/01/YY)
- An EE **cannot have** more than one ESHxx TC for the **same** month.

- An ESHxx TC with a "starting" "**Date**" of 1/1/YY (or before)... **without** an "**End**" date... that is the **only** ESHxx TC with a "starting" "**Date**" in or before the reporting year... will populate **only** the "All 12 Months" box on the 1095-C Line 15... **only if** all 1095-C **Line 14** OFRxx TCs are either OFR**1B**, OFR**1C**, OFR**1D** or OFR**1E**.
- Typically, an EE's share cost ESHxx TC **will not change from year to year** - whether the ALE's premium costs go up or down - **unless** the EE's pay rate or prior-year W2 changes. **Why?** If "affordability" is based on 9.5% of "pay"... 9.5% is always 9.5%.
- ESHxx TCs will populate an EE's 1095-C Line 15 (with a "dollar" amount, not a code) for the "starting" month **and all following months...**

...until (and unless) a subsequent ESHxx TC "**Date**" is encountered... and, then, **that** ESHxx TC will begin to populate the "**dollar amount**" associated with the ESHxx TC for the "starting" month **and all following months...**

...until (and unless) a subsequent ESHxx TC "**Date**" is encountered... and, then, **that** ESHxx TC will begin to populate the "**dollar amount**" associated with the ESHxx TC for the "starting" month **and all following months...**

...and so forth... **However, note this exception...**

...Although "**End**" dates for ESHxx TCs are allowed to "stop" population after a certain "**End**" date, they are not required because, when SkilMatch programing uses ESHxx TCs to "populate" 1095-C Line 15, population will **only** occur when an "offer" of **1B**, **1C**, **1D** or **1E** has been populated for the month on Line 14. Therefore, "not-ended" ESHxx TCs will be ignored and will not populate 1095-C Line 15 when an "offer" of **1A**, **1F**, **1G**, **1H** or **1I** has been populated for the month on Line 14. (In other words, for Line 14 offers of **1A**, **1F**, **1G**, **1H** or **1I**, the "current", not-ended ESHxx TC is treated as if it has an "**End**" date on the last day of the month before the **1A**, **1F**, **1G**, **1H** or **1I** offer.)

- **Note:** IRS rules do not allow an increase in an EE's share during the plan year - even if the EE's pay rate is increased. An EE's share can only be increased during annual open enrollment. **However**, if an EE's pay rate **decreases**, the EE's share should probably be reduced. **VERIFY INFORMATION WITH YOUR ACA EXPERT.**

HERE IS THE EXAMPLE BEING DOCUMENTED:


- The EE's monthly "share" is 105.00 based on a 10.00- 10.99 pay rate range calculation established by the ALE. That amount was setup by the ALE as ESH**10** TC (to "match" the "10.00" low-end of the pay range). The ESH**10** TC starts on 5/1/15 - concurrent with the EE's **1B** offer (OFR**1B** TC).

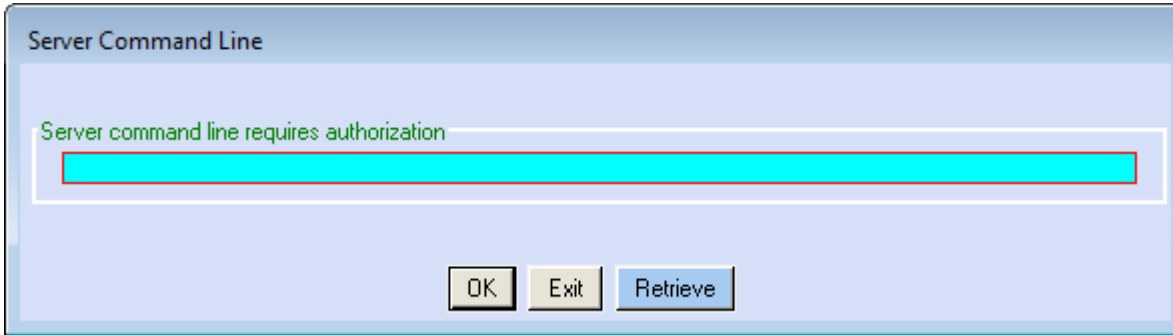
This 1 action replaces 8 separate entries that would be required when completing 1095-C form Line 15:

- **Action #1 needed:** Enter an ESH**10** TC with a "starting" "**Date**" of 05/01/15 to populate 1095-C Line 15 with "105.00" for May Jun Jul Aug Sep Oct Nov Dec. (The ESH**10** TC will continue to be used for "populating" until it is replaced by a different ESHxx TC or it is "ended" using an "**End**" date on the ESH**10** TC.)
- **Note:** 1095-C Line 15 will be populated with blanks for Jan Feb Mar Apr because an employee share amount is not required with offers that are not **1B**, **1C**, **1D** or **1E** and the ESH**10** TC does not **start** until 5/1/15. (No ESHxx TC is needed.)

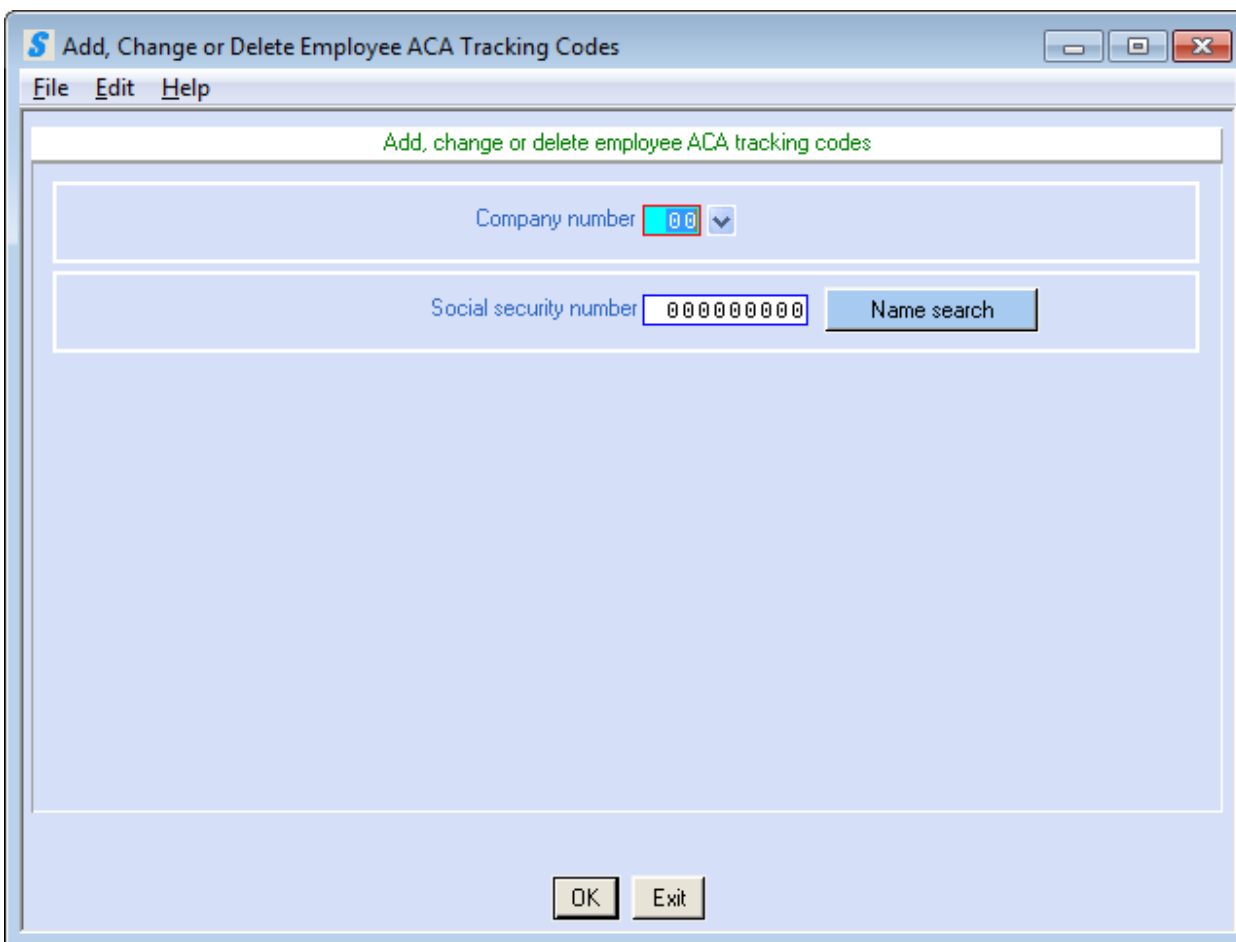
Note: Screen images and examples in this document do not reflect your organization's specific circumstances. The documentation and examples are **only** intended to assist with your understanding of the data entry process and are not intended to be an explanation of ACA law or IRS regulations.

WORK WITH YOUR ACA EXPERT TO DETERMINE APPROPRIATE TCs AND DATES TO BE USED.

From any menu, click . The following screen will display:



Key **ACADATUPD** and click **[OK]** or **press [Enter]** to continue. The following screen will display:



"Company number:"

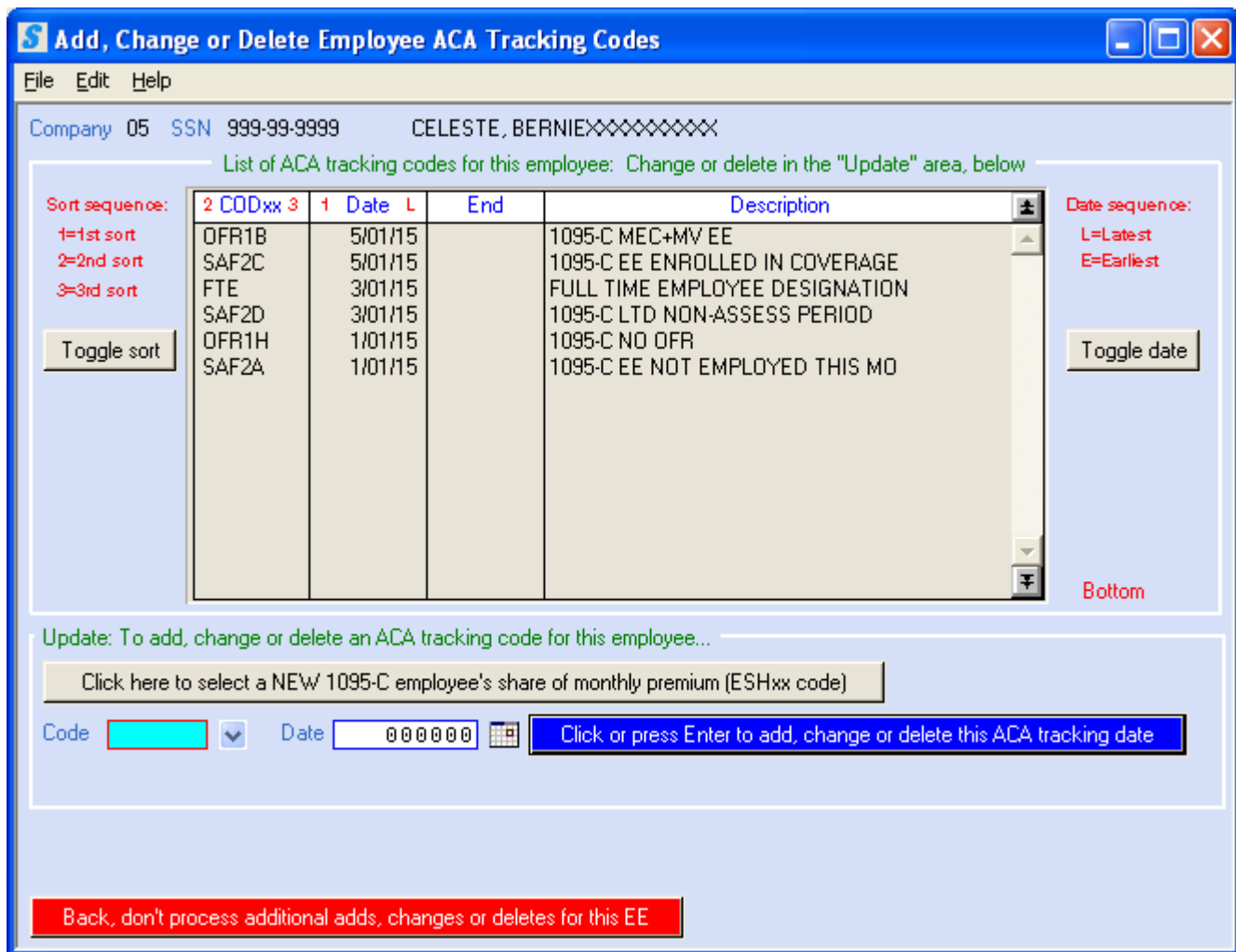
Key a company number to process TCs... or click the  button (prompt and select)... then **double-click** on the correct company number to select that company from the list of your organization's valid company numbers. When the correct company number has been keyed or selected, **press [Tab]**.

"Social security number:"

Key the social security number to process TCs for that EE... or click **[Name Search]** to perform a Name Search to locate an EE's Social Security number. When using the Name Search, when you see the first screen of an EE's file (with name and address), click **[Exit]** on that screen to return to the TC program and the Social Security number of the EE will be inserted for you.

When you are ready to work with TCs for the EE, click **[OK]** or **press [Enter]** to continue. Or, to cancel TC processing, click **[Exit]**.

If you clicked **[OK]** or **pressed [Enter]** to continue, the screen will display:



2 CODxx 3	1 Date L	End	Description
QFR1B	5/01/15		1095-C MEC+MV EE
SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD
QFR1H	1/01/15		1095-C NO QFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

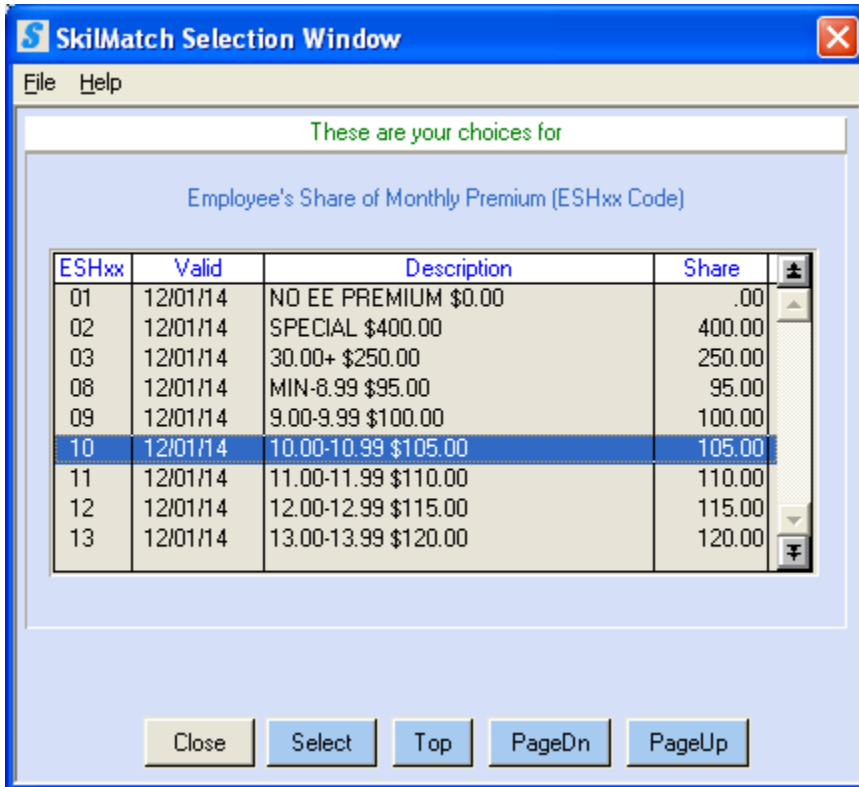
(This screen **could** have 0 to many existing TCs.)

"Code:" (Action #1)


Key the ESHxx TC (**ESH10**) to be added (or deleted)... or click [\[Click here to select a NEW 1095-C employee's share of monthly premium \(ESHxx code\)\]](#) to select the desired ESHxx TC (**ESH10**).

When the ESHxx TC (**ESH10**) has been keyed or selected, **press [Tab]**.

If you clicked the [\[Click here to select a NEW 1095-C employee's share of monthly premium \(ESHxx code\)\]](#) button the screen displayed:



"Date:" (Action #1)

Key a "starting" "Date" (keyed as MMDDYY) (**050115**) for the ESHxx TC... or select a "starting" "Date" by clicking the  button (prompt and select) to the right of "Date"... then double-click on a date (**05/0115**).

Note: If you have a reason to **change** or **delete** an **existing ESHxx TC**, key its "Date" from the "Date" column (showing on the list of TCs for the EE), then click [\[Click or press Enter to add, change or delete this ACA tracking date\]](#) or **press [Enter]** to bring up the existing ESHxx TC. Proceed with your change or deletion (see "Active/Delete", below). **Reminder:** Since "End" dates are not needed for ESHxx TCs, you should **only** delete an existing ESHxx TC. You **cannot** change the "starting" "Date" for an existing ESHxx TC after it has been created: The original ESHxx TC must be deleted; then a new ESHxx TC with the correct "starting" "Date" must be added. **An ESHxx TC that could ever be needed on a 1095-C should never be deleted.**

The screen will display:

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

Sort sequence:	2 CODxx	3	1 Date	L	End	Description	Date sequence:
1=1st sort	OFR1B		5/01/15			1095-C MEC+MV EE	L=Latest
2=2nd sort	SAF2C		5/01/15			1095-C EE ENROLLED IN COVERAGE	E=Earliest
3=3rd sort	FTE		3/01/15			FULL TIME EMPLOYEE DESIGNATION	
	SAF2D		3/01/15			1095-C LTD NON-ASSESS PERIOD	
	OFR1H		1/01/15			1095-C NO OFR	
	SAF2A		1/01/15			1095-C EE NOT EMPLOYED THIS MO	

Update: To add, change or delete an ACA tracking code for this employee...

Click here to select a NEW 1095-C employee's share of monthly premium (ESHxx code)

Code Date

Description 10.00-10.99 \$105.00 Valid 12/01/14 Share \$105.00

(This screen **could** have 0 to many existing TCs.)

(The "Description" will only display on **this** screen when you select a code using the prompt and select button.)

When the ESHxx TC (**ESH10**) and "Date"(**050115**) have been keyed or selected, click **[Click or press Enter to add, change or delete this ACA tracking date]** or **press [Enter]...**

Or, to not process this ESHFxx TC for this EE and return to the EE selection screen, click **[Back, don't process additional adds, changes or deletes for this EE]**.

If you clicked **[Click or press Enter to add, change or delete this ACA tracking date]** or **pressed [Enter]** to continue, the screen will display:

Company 05 SSN 999-99-9999 CELESTE, BERNIEXXXXXXXXXX

List of ACA tracking codes for this employee: Change or delete in the "Update" area, below

2 CODxx 3	1 Date L	End	Description
QFR1B	5/01/15		1095-C MEC+MV EE
SAF2C	5/01/15		1095-C EE ENROLLED IN COVERAGE
FTE	3/01/15		FULL TIME EMPLOYEE DESIGNATION
SAF2D	3/01/15		1095-C LTD NON-ASSESS PERIOD
QFR1H	1/01/15		1095-C NO QFR
SAF2A	1/01/15		1095-C EE NOT EMPLOYED THIS MO

Update: To add, change or delete an ACA tracking code for this employee...

Click or press Enter to process Don't add, change or delete this

Code ESH10 Date 05/01/15 End 000000 Delete this tracking code

Description 10.00-10.99 \$105.00 Valid 12/01/14 Share \$105.00

(This screen **could** have 0 to many existing TCs.)

"End:" (**Not to be used at this time.** Reserved for possible future use. **Leave as 000000.** Any **"End"** date entered here will be ignored in 1095-C processing, i.e., treated as **"End"** date 00/00/00.)

Note: **"End"** dates for ESHxx TCs are allowed but not necessary... because, when SkillMatch programing uses ESHxx TCs to "populate" 1095-C Line 15, population will only occur when an "offer" of **1B, 1C, 1D** or **1E** has been populated for the month on Line 14. Therefore, "not-ended" ESHxx TCs will be ignored and will not populate 1095-C Line 15 when an "offer" of **1A, 1F, 1G, 1H** or **1I** has been populated for the month on Line 14. (In other words, for Line 14 offers of **1A, 1F, 1G, 1H** or **1I**, the "current", not-ended ESHxx TC is treated as if it has an **"End"** date on the last day of the month before the **1A, 1F, 1G, 1H** or **1I** offer.)

"Active/Delete:"

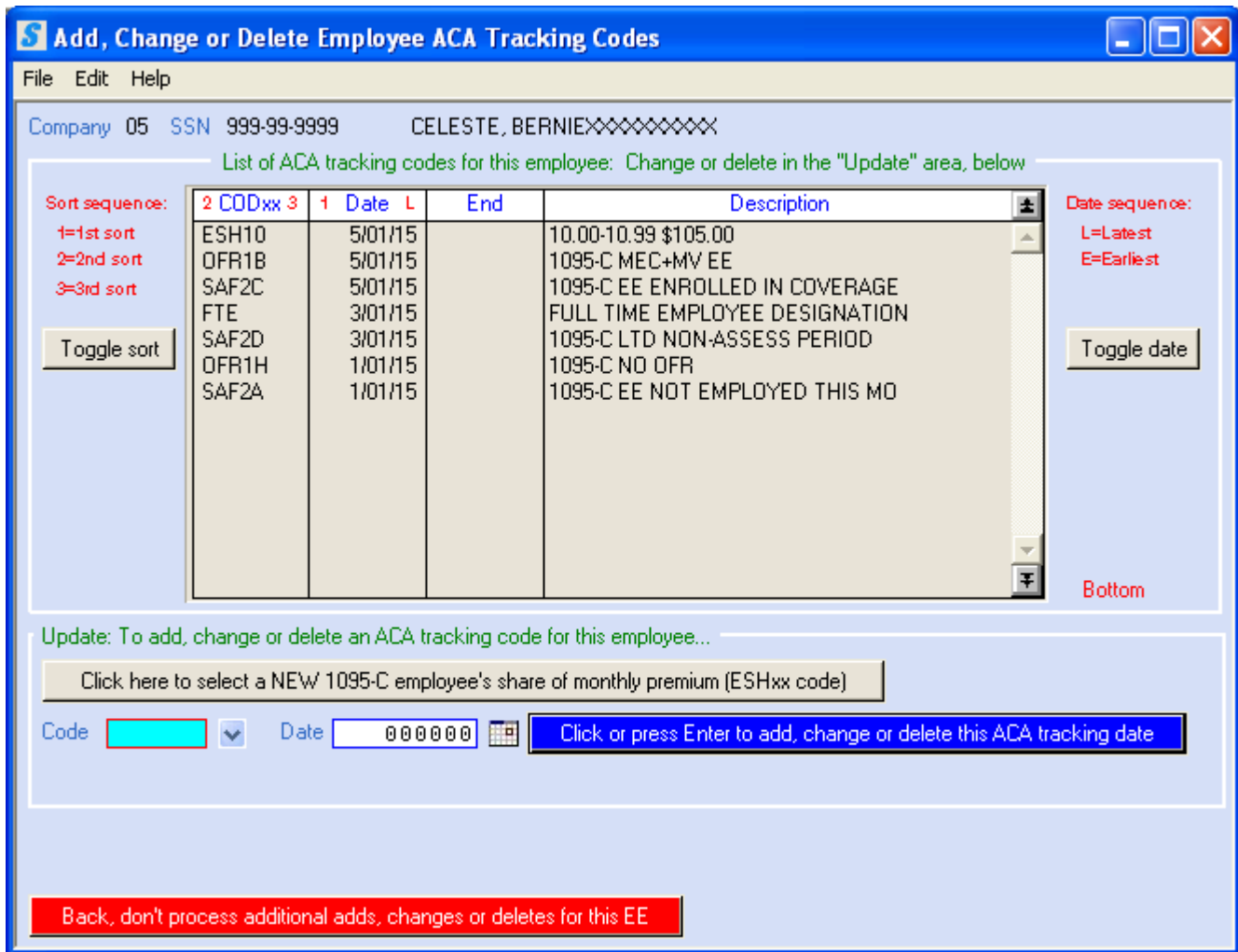
The box defaults to unchecked (not deleted). If this TC was an existing TC and you want to delete it, click the box to mark it with a "check" and it will be deleted when you process the screen.

To process the add, change or deletion of this ESHxx TC for this EE... and go to the EE selection screen to work with a **different** EE... click [\[Click or press Enter to process\]](#) or **press [Enter]**.

Or, **(used for processing Action #1)** to process the add, change or deletion of this ESHxx TC (**ESH10**) for this EE... and then process additional TCs for the **same** EE, press **[Enter] twice**. (If you decide not to do additional TC processing for the **same** EE, just click [\[Back, don't process additional adds, changes or deletes for this EE\]](#) to go back to the EE selection screen to work with a **different** EE.)

Or, to **cancel** the add, change or deletion of this TC for this EE... and return to the EE selection screen, click [\[Don't add, change or delete this\]](#).

After pressing **[Enter] twice**, this following screen will display: (**Note:** showing the just added **ESH10** TC.)



(This screen **could** have 0 to many existing TCs.)

The screen allows you to add/change/delete **any** other type of TC for this EE if required.

If you are finished with the TCs for this EE, click [\[Back, don't process additional adds, changes or deletes for this EE\]](#) to go back to the EE selection screen to work with TCs for a **different** EE...

The screen will display:

The screenshot shows a Windows application window with the following elements:

- Window Title: Add, Change or Delete Employee ACA Tracking Codes
- Menu Bar: File, Edit, Help
- Main Content Area:
 - Title: Add, change or delete employee ACA tracking codes
 - Company number: 05 (dropdown menu)
 - Social security number: 111111111 (text box)
 - Name search (button)
- Bottom Buttons: OK, Exit

Click **[OK]** or **press [Enter]** to continue working with the **same** EE...

Or, select a **different** EE to work with for TCs, then click **[OK]**...

Or click **[Exit]** to end the ACADATUPD command and return to a menu.