SkilMatch documentation to create and understand four edit reports to prepare for 1094/1095-C reporting.

Command "ACAEDIT" will produce the four reports each time you run it. Report 1 allows you to "preview" your scheduled 1095-Cs (i.e., your TC entries for lines 14, 15 and 16) and issues warnings for real and possible problems with those entries. Reports 2 and 3 warn you of possible "forgotten" EEs who may require 1095-C reporting. Report 4 is an EE count needed for 1094-C submission. Determine your "issues" from these reports... then update TCs (using ACADATUPD) as needed... then re-run these reports until you are "good to go".

Abbreviations that may be used in this documentation:

- **ACA** = **A**ffordable **C**are **A**ct
- **ALE** = **A**pplicable **L**arge **E**mployer (ACA defined)
- **EE** = Employ**EE**
- **FT** = **F**ull-**T**ime (ACA defined)
- **FTE** = **F**ull-**T**ime **E**mployee designation in SkilMatch
- **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:

- The ACAEDIT 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 1095-C processing, **an EE with a temp file and a staff file must be reviewed... then manually combined into only one "ACADATUPD TC entry" file...** either temp **or** staff.
- To be able to process this ACAEDIT command, your SkilMatch user ID **must** have "SKPAYROLL" or "SKMANAGE" security authority.
- **Reading and understanding the entirety of this documentation and its examples before running the ACAEDIT command will provide the best understanding of the process.**

Work with your ACA expert to review the following reports. You and your ACA expert should determine appropriate corrective actions and refer back to "ACADATUPD" documentation to make corrections.

Four edit reports will be created each time you run the ACAEDIT command. These reports will identify real or possible errors. Re-run ACAEDIT after all required corrections have been made.

Report 1, PB688P: EEs with... a date-valid FTE TC... AND YTD earnings...

SO... <u>MEET</u> THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **an FTE TC (entered by you) with a date valid in the reporting year** and **YTD earnings in the reporting year.** Similar to a W2 Register, this report shows a preview of each EE's 1095-C Line 14, 15 and 16 detail and, similar to a timesheet edit listing, provides "warning" and "fatal" error messages. This report **must** be scrutinized... **reviewing "warning" errors** to see if corrections are required...and **always correcting "fatal" errors**... since "fatal" errors indicate missing or inaccurate entries that will **prevent** the creation a 1095-C file for Greenshades. Sample report on page 10. All warning and fatal error messages are listed on page 11. (**Note:** In the unlikely scenario that no one meets the criteria for this report, no report is produced.)

Reports 2 and 3 are designed to identify EEs who, due to "low (or no) hours" during SMP or IMP analysis, may have been missed by you for proper FTE TC entry and, therefore, <u>WILL</u> <u>NOT</u> receive a 1095-C unless corrected.

Report 2, PB688AP2: Possible missed (should-be-FT) EEs with... YTD earnings... and YTD hours...

BUT... <u>NOT</u> A DATE-VALID FTE TC (entered by you)... SO... <u>DO</u> <u>NOT</u> <u>MEET</u> THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **YTD earnings in the reporting year... and YTD hours in the reporting year... BUT are not FTE-designated (entered by you) - either missing completely or not <u>DATE</u>-<u>VALID</u> in the reporting year.** These EEs **should** be scrutinized to investigate missing or date-invalid **FTE TC** entry. **Note:** Although this report is sorted with highest hours at the top for "logical" reasons, **"higher hour" EEs on this list may not be the only "suspects"...** since an EE previously analyzed as not FT (due to "non-qualifying hours" on an SMP or IMP report) could, nevertheless, be FT **even** with " non-qualifying **hours**"... because a "should-be-FT" EE happened to be paid using a **combination** of flat amounts (timesheet "Other pay" - like a "salary" for "staff" EEs) and "some" hours. **Consequently**, an EE listed at the bottom could really be FT. (**Note:** These EEs do have "hours" and, **likely**, appeared on SMP or IMP report[s] - which **only** analyze "hours"). Sample report on page 12.

Report 3, PB688AP1: Possible missed (should-be-FT) EEs with... YTD earnings... BUT... <u>NO</u> YTD HOURS...

AND <u>NOT</u> A DATE-VALID FTE TC (entered by you)... SO... <u>DO</u> <u>NOT</u> <u>MEET</u> THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **YTD earnings in the reporting year... BUT do not have YTD HOURS in the reporting year... AND ALSO are not FTE-designated (entered by you) - either missing completely or not <u>DATE</u>-<u>VALID</u> in the reporting year.** These EEs **should** be scrutinized to investigate missing or date-invalid **FTE TC** entry. These EEs were paid using flat amounts **only** (timesheet "Other pay" - like a "salary" for "staff" EEs). This report is sorted by EE name. (**Note:** These EEs do not have hours and would **not** have appeared on SMP or IMP report[s] - which **only** analyze "hours"). Sample report on page 13.

Report 4, PB689P: Total EE count-by-month figures necessary for 1094-C forms...

and to be used during Greenshades 1094-C processing.

This report is a total EE count (not just FT EE count) by month for the reporting year... information required for 1094-C processing when uploading information from SkilMatch to Greenshades. **The calculation is determined by counting the EE's paid during the pay period that includes the 12th day of each month.** The report is sorted by company number (if more than one company number has been processed). Sample report on page 14.

How to process the edit reports:

From any menu, **click** [Command button icon]. The following screen will display:

Server Command Line

Server command line requires authorization

`ACAEDIT`

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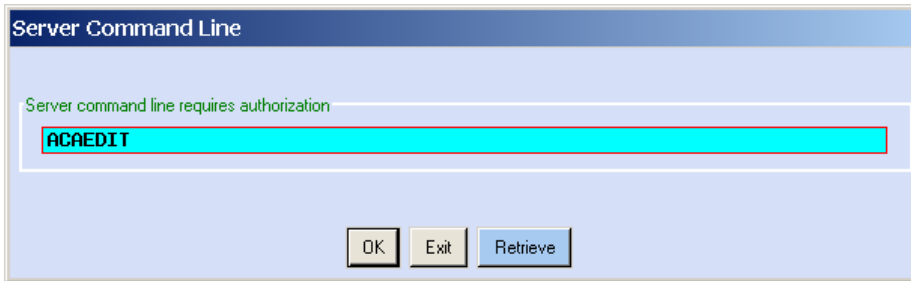
Key **ACAEDIT** and **click [OK]** or **press [Enter]** to continue. The following screen will display:

Program Messages

File Edit Help

You are requesting to run the ACA 1095-C edit reports.

Enter employee master file to reference for earnings.
Enter "CURRENT" for current year
Enter 2 digit year 13, 14, 15, etc. for previous years
Enter required parameter

Reply
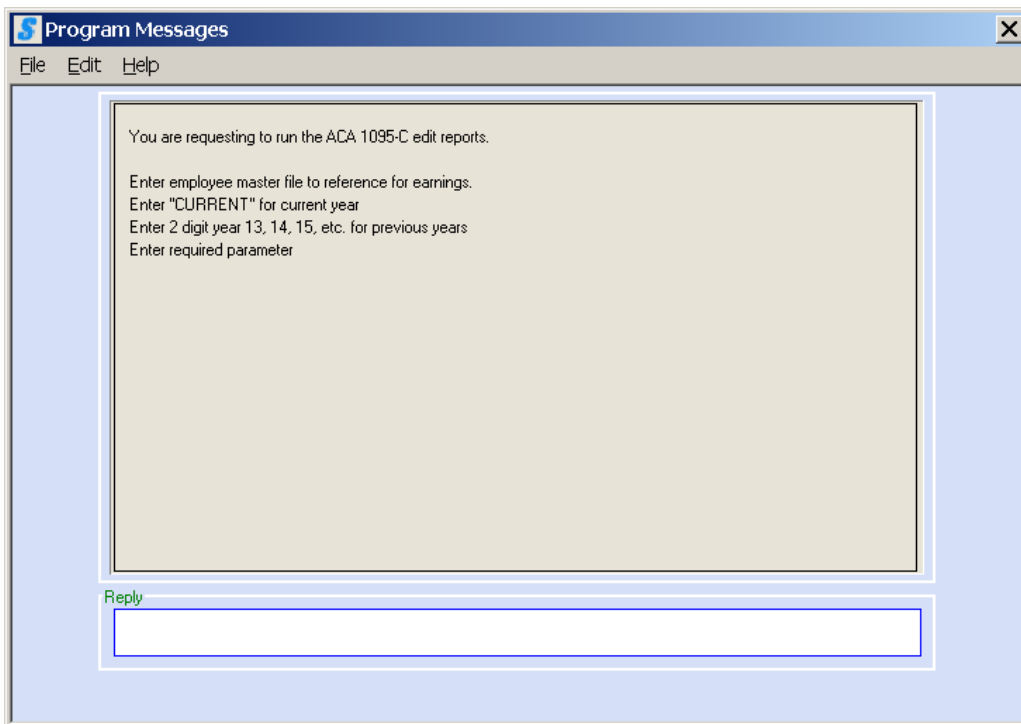
(Usually*) Key a **2-digit year** to use EE earnings and hours from an **archived previous year**... (like "**15**" [without quotes] for 2015 EE information), then **press [Enter]** to continue.

Or, (not usually*) key "**CURRENT**" [without quotes] to use EE earnings and hours from the "current year", then **press [Enter]** to continue.

Or, key nothing, then **press [Enter]** to cancel the program and return to a menu.

* When you "zero and close" a payroll year during EOY SkilMatch processing, EE earnings, hours and other information for the year being closed is "archived" in a file separate from "current year" information. This archiving allows selective processing of "old" information after an EOY closing... when or if needed for W2s, 1095-Cs, etc. A file named "EMPMAS" is always the name of the "current year" file. Files named "EMASxx" (xx=2-digit year of closed files) are the names of "closed" and archived data for previous years. (For example, "EMAS15" is the name of the "closed" and archived data for 2015.) **Since these edits will likely be run after EOY, you will, typically, use the previous year EMASxx file for processing these edits... similar to W2 processing.**

If you keyed **CURRENT** or a **2-digit year** and then **pressed [Enter]** to continue, your screen will display:
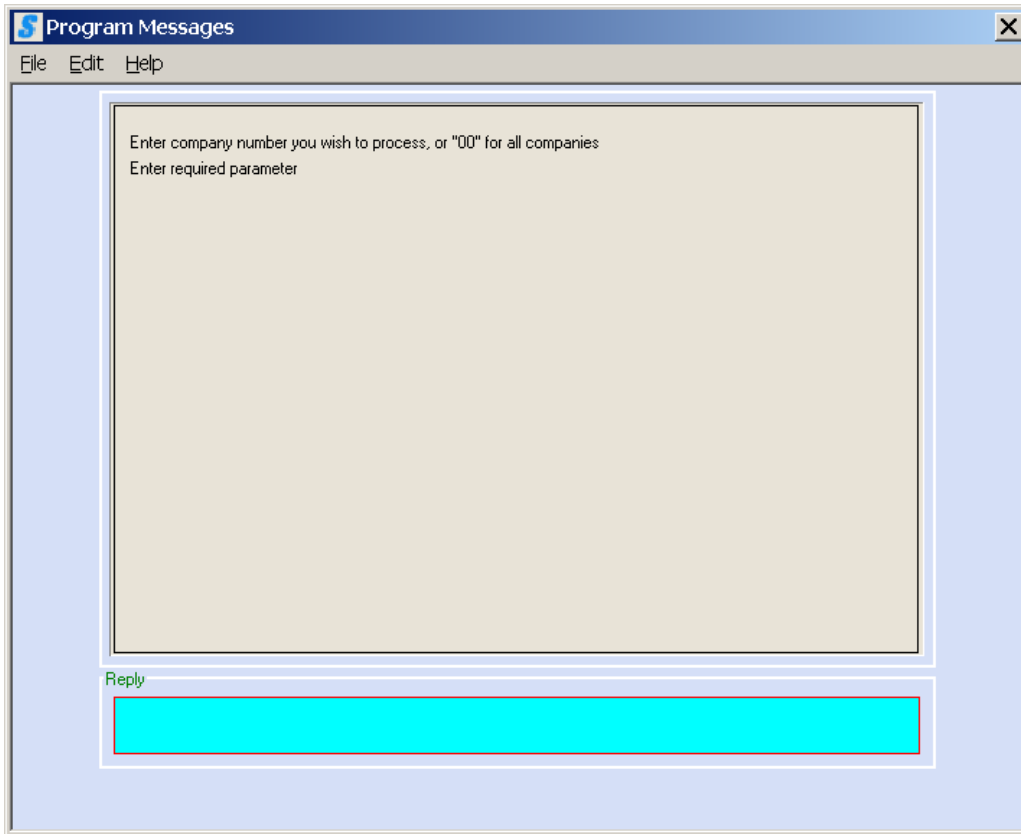
Key a **2-digit company** number to process one payroll G/L company... then **press [Enter]** to continue...

    Or, key "**00**" [without quotes] to process all payroll G/L companies... then **press [Enter]** to continue.

If you keyed a **2-digit company** number or **00** and then **pressed [Enter]** to continue, the screen will display:
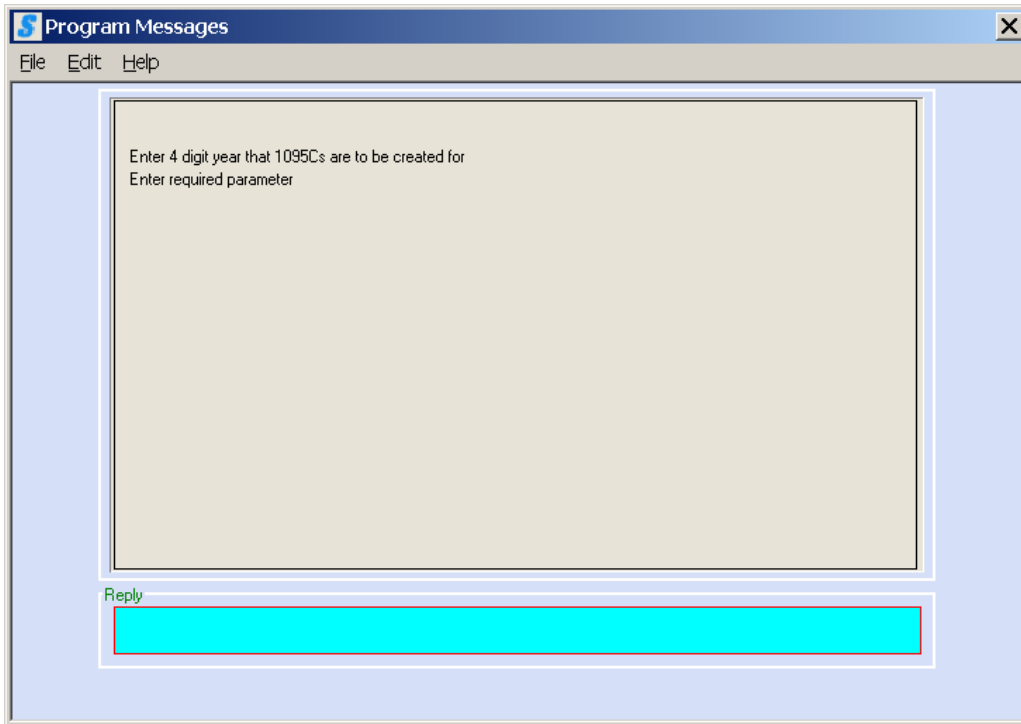
Key the **4-digit** reporting year** you are processing. (For example, key "**2015**" [without quotes] for year 2015).

** This is the "IRS year" for 1094/1095-C reporting. **This 4-digit reporting year <u>MUST</u> <u>BE</u> <u>THE</u> <u>SAME</u> <u>YEAR</u> as the 2-digit year keyed on the first screen of this processing. Using two different years will produce unpredictable results.**

When the **4-digit reporting year** has been keyed, **press [Enter]** to continue.

After you keyed a **4-digit year** and then **pressed [Enter]** to continue, the screen will display:

(This is a sample: Your screen will contain data based on your input on the previous screens.)
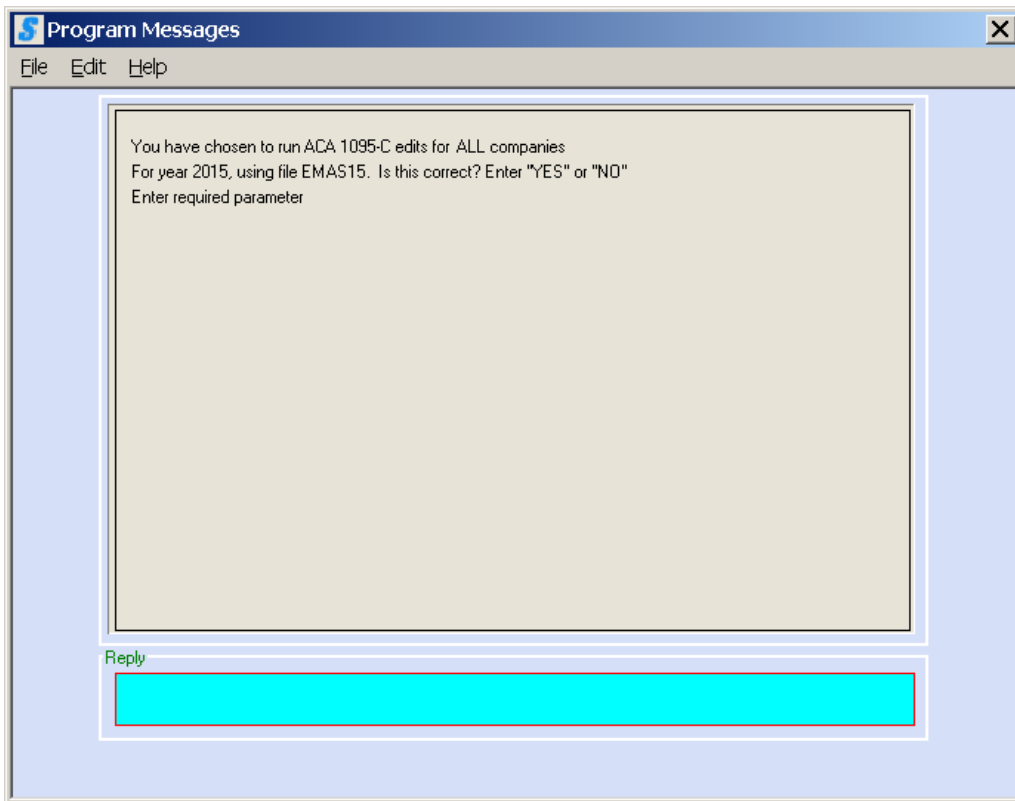
Verify (1) the company number (or ALL), **(2) the 4-digit year** and **(3) the EMASxx file name** (or EMPMAS if "current" year is used). **The 4-digit year and the "xx" of an EMASxx file MUST BE THE SAME YEAR.**

Key "**YES**" [without quotes], if the information is correct, then **press [Enter]** to continue.

Or, key "**NO**" [without quotes] if the information is not correct, then **press [Enter]** to cancel processing and return to a menu.

If you keyed "**YES**" and then **pressed [Enter]** to continue...

If FATAL ERRORS are found on Report 1, **this** screen will display:

```
S Program Messages                                    [x]
 File  Edit  Help
┌──────────────────────────────────────────────────┐
│                                                    │
│   FATAL ERRORS WERE FOUND DURING PROCESSING.       │
│   REVIEW REPORT FOR ERRORS NEEDING CORRECTION      │
│   1095C FILE CAN NOT BE CREATED                    │
│                                                    │
│   JOB IS CANCELLED                                 │
│   PRESS "OK" TO RETURN TO MENU                     │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
└──────────────────────────────────────────────────┘
                    [ OK ]
```
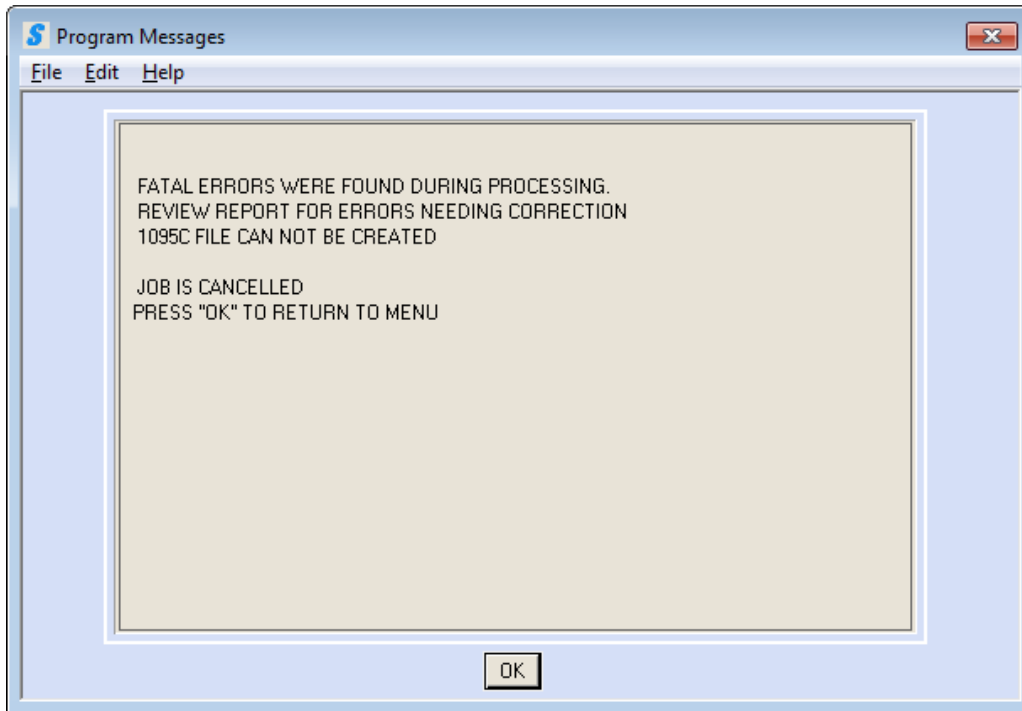
Or, if NO FATAL ERRORS are found on Report 1, **this** screen will display:

```
S Program Messages                                    [x]
 File  Edit  Help
┌──────────────────────────────────────────────────┐
│                                                    │
│   NO FATAL ERRORS WERE FOUND DURING PROCESSING.    │
│   REVIEW YOUR REPORTS BEFORE CREATING THE 1095C FILE│
│                                                    │
│   PRESS "OK" TO RETURN TO MENU                     │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
│                                                    │
└──────────────────────────────────────────────────┘
                    [ OK ]
```
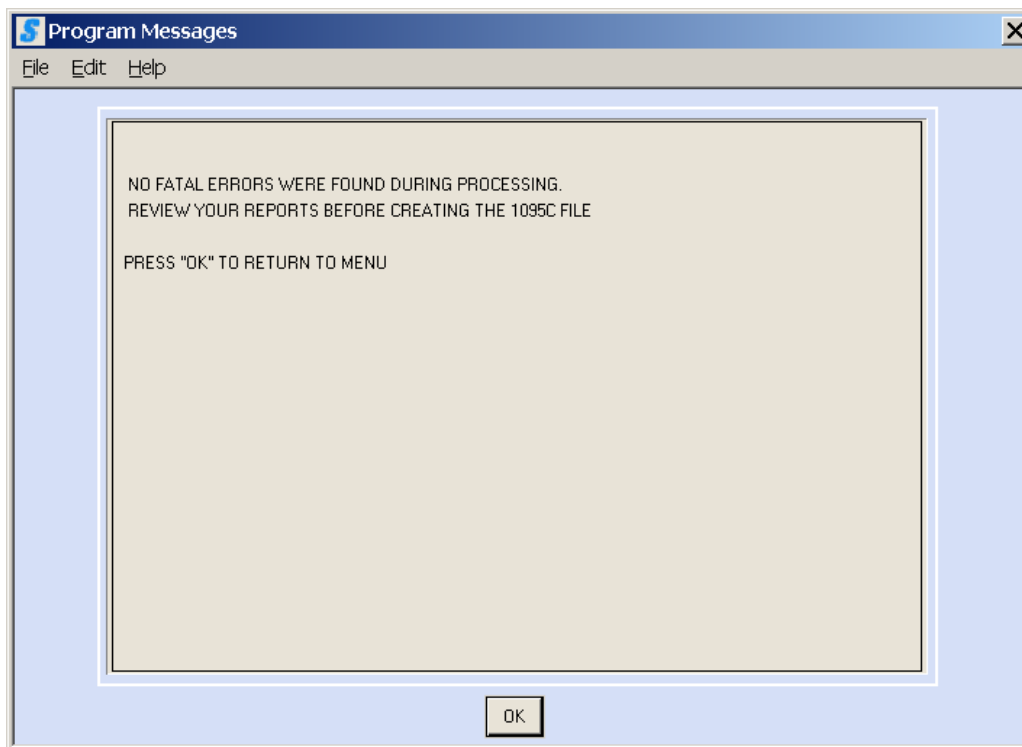
In either case, four edit reports... PB688P, PB688AP2, PB688AP1 and PB689P... will be available in your spool file
and should **ALWAYS** be reviewed.

Click [OK] or press [Enter] to confirm and return to menu.

Even if NO FATAL ERRORS were found on Report 1... WARNING ERRORS could exist and should be reviewed.
In addition, Reports 2 and 3 ALWAYS provide "signs" of who might have been missed for 1095-C processing.
Review ALL reports to determine adjustments needed.

You can print your reports or view your reports on the screen. Printing "final versions" of your reports is undoubtedly mandatory for use and "proof" in audits. Viewing reports on the screen is usually easier for finding specific information on long reports.

How to view, move around and find information in a displayed spool file:

To display a spooled file:

1. Identify reports PB688P, PB688AP2, PB688AP1 and PB689P in your spool file.
2. **Click once** on the report you want to display to **HIGHLIGHT** it.
3. **Click** the **[Display]** button.

The report will display on your screen. The following options are available:

- **Page up or page down through the report one screen at a time:** **Click** the **up** or **down** arrows on the right-bottom of the screen or use your **PageUp/PageDown** keys on your keyboard.
- **Go directly to the bottom of the report:** Key **B** in the **Control** line, then **click [OK]** or **press [Enter].**
- **Go directly to the top of the report:** Key **T** in the **Control** line, then **click [OK]** or **press [Enter].**
- **Go directly to a specific page of the report:** Key **Pxx** (xx= page number) in the **Control** line, then **click [OK]** or **press [Enter].**
- **To scroll up or down 1 line in the report:** Key **+1** or **-1** in the **Control** line, then **click [OK]** or **press [Enter]**. (+3 or -3 for 3-line scrolling; +5 or -5 for 5-line scrolling; etc.)
- **Locate a specific string of characters in a report:** Enter the "string" of characters on the **Find** line and **press Shift+F4** (F16) (or on the menu bar, **click [Functions]**, then **click [Find]**). **Note:** The string must be typed **exactly (case and space sensitive)** as it appears in the report for it to be found. This function will take you to the first instance of that string (and will turn it blue). You may continue to **click [Functions]/[Find]** or **Shift+F4** (F16) and you will be taken to the next instance of that string (and will turn it blue). When the string can no longer be found, a message will appear at the bottom of the screen: **"Character string not found before the file end"**. If you **click [Functions]/[Find]** or **Shift+F4** (F16) again, the search will start over at the start of the report.

    "Find" examples to assist with view Report 1 (1095-C "preview"):
   - A search for the string ******* will locate **fatal** errors to correct before a 1095-C file can be created.
    - A search for the string **Warning** will locate **warning** messages.
    - A search for the string **TOTAL** will allow you to find the **total** figures for a company. (If you run reports for ALL (00) company numbers, there will be a **TOTAL** line for each company).
    - A search for the string **000-00-0000** (substitute social security number) or **LAST, FIRST** (substitute EE name) will locate a specific EE's record.

- **View text on the right side/left side of a report**: Some screen resolutions cannot display the entire width of a report on the screen. To view the right side of a report, on the menu bar, **click** on **[Functions]**, then **click [Right]** or **press Shift+F8** (F20)**.** To go back to view the left side of a report **click [Functions]/[Left]** or **press Shift+F7** (F19).
- **To move right or left 1 character in the report:** Key **W+1** or **W-1** in the **Control** line, then **click [OK]** or **press [Enter]**. (W+3 or W-3 for 3-character movement; W+5 or W-5 for 5-character movement; etc.)

Sample Report 1, PB688P: EEs with... a date-valid FTE TC... AND YTD earnings...

    SO... <u>MEET</u> THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **an FTE TC (entered by you) with a date valid in the reporting year** and **YTD earnings in the reporting year.** Similar to a W2 Register, this report shows a preview of each EE's 1095-C Line 14, 15 and 16 detail and, similar to a timesheet edit listing, provides "warning" and "fatal" error messages. This report **must** be scrutinized... **reviewing "warning" errors** to see if corrections are required...and **always correcting "fatal" errors**... since "fatal" errors indicate missing or inaccurate entries that will **prevent** the creation a 1095-C file for Greenshades. All warning and fatal error messages are listed on the next page. (**Note:** In the unlikely scenario that no one meets the criteria for this report, no report is produced.)

The following screen, displaying a spool file, shows an example of Edit report PB688P:
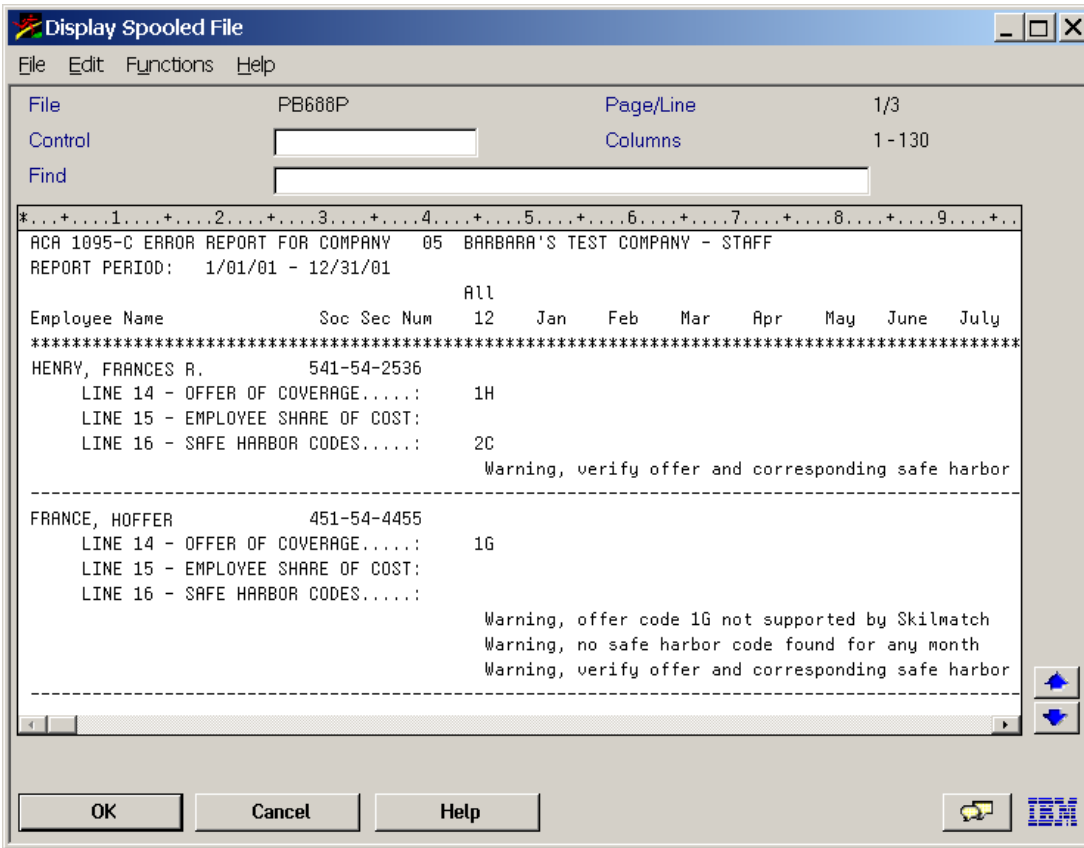
<mark>The names and SSNs on this sample report are fabricated and fake.</mark>

- The **1st column** displays the EE's **name**. (From the "current" "EMPMAS" file... for "up-to-date" changes.)
- The **2nd column** displays the EE's **social security number**.
- The **3rd column** displays the **"All 12" code**, when an EE has one code for all 12 months.
- The **4th through 15th columns** display the **January through December codes**, when an EE has different codes for each of the 12 months.
- The **second line** of an EE's edit displays **Line 14** codes for form 1095-C, "Series 1 offer codes".
- The **third line** of an EE's edit displays **Line 15** data for form 1095-C, "EE Share of Premium".
- The **fourth line** of an EE's edit displays **Line 16** codes for form 1095-C,"Series 2 safe harbor codes".

These are the possible FATAL error messages which MUST BE FIXED:

    *** No offer of coverage for one or more months

    *** Bad ESH code detected, ESH rate not found

    *** Multiple offer codes were found for same month

    *** Multiple EE share codes found for same month

    *** EE has earnings and active FTE code but no offer codes

    *** Multiple EE share codes found for same month

    *** No employee share found for one or more months, share required

These are the possible warning messages which need to be reviewed:

    Warning, active FTE code but EE has no earnings

    Warning, no safe harbor code found for any month

    Warning, no safe harbor coverage found for one or more months

    Warning, verify offer and corresponding safe harbor codes

    Warning, ESH was found, ESH not valid with offer code, will be ignored

    Warning, offer code 1G not supported by SkilMatch

Sample Report 2, PB688AP2: Possible missed (should-be-FT) EEs with... YTD earnings... and YTD hours... BUT... NOT A DATE-VALID FTE TC (entered by you)... SO... DO NOT MEET THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **YTD earnings in the reporting year... and YTD hours in the reporting year... BUT are not FTE-designated (entered by you) - either missing completely or not DATE-VALID in the reporting year**. These EEs **should** be scrutinized to investigate missing or date-invalid **FTE TC** entry. **Note:** Although this report is sorted with highest hours at the top for "logical" reasons, **"higher hour" EEs on this list may not be the only "suspects"...** since an EE previously analyzed as not FT (due to "non-qualifying hours" on an SMP or IMP report) could, nevertheless, be FT **even** with " non-qualifying **hours**"... because a "should-be-FT" EE happened to be paid using a **combination** of flat amounts (timesheet "Other pay" - like a "salary" for "staff" EEs) and "some" hours. **Consequently**, an EE listed at the bottom could really be FT. (**Note:** These EEs do have "hours" and, **likely**, appeared on SMP or IMP report(s) - which **only** analyze "hours").

```
EMPLOYEES WITH EARNINGS, YTD HOURS, NO FTE   COMPANY 10 STAFFING HOUSTON                    Page    1  PB688A2P
REPORT PERIOD:    1/01/15 - 12/31/15                                                        1/06/16   14:19:06
                                                   Last
Employee Name            Soc Sec Num   Hire Date   W/E Paid   YTD Earnings   YTD Hours
************************************************************************************************
COLBERT, WILLIAM K       631-74-3310   1/22/15     12/27/15     22698.00       1891.40
DRENNAN, DOMINIQUE DIANGL 154-34-6182  1/22/15     12/27/15     22221.60       1850.80
ROBY, EBONY P            646-21-2791   1/22/15     12/27/15     21837.00       1819.70
PACE, TABITHA ANN        432-77-9253   1/22/15     12/27/15     21543.00       1795.20
WILEY, BRIAN KEITH       456-82-3489   2/11/15     12/27/15     34537.26       1779.25
ICAZA, TRENT M           436-95-2867   1/22/15     12/27/15     20844.00       1737.00
SANTIBANE, DEBORA        457-07-1313   3/09/15     12/27/15     19975.40       1675.00
ROUNDTREE, ANAYELI       635-52-5642   1/22/15     12/27/15     20057.40       1671.40
STEVENSON, VALERIE       640-59-5856   2/16/12     12/27/15     21815.77       1633.65
GLOSTON, DINICA NICOLE   456-30-5283   2/19/15     12/27/15     19614.80       1630.40
MILLER, LORI             631-47-7712   2/16/10     12/27/15     19548.00       1627.50
ALLEN, DANYEL NICHOLE    465-07-5361   2/09/15     12/27/15     19192.50       1625.00
DAVIS, LILLIAN           634-23-5130   3/12/15     12/27/15     19494.60       1624.30
HICKERSON, MARY          450-22-7672   3/12/15     12/27/15     19484.40       1623.70
```

The names and SSNs on this sample report are fabricated and fake.

- The **first column** displays the EE's **name**. (From the "current" "EMPMAS" file... for "up-to-date" changes.)
- The **second column** displays the EE's **social security number**.
- The **third column** displays the EE's **hire date**. (SkilMatch "system" hire date, not a "RHR TC" re-hire date.)
- The **fourth column** displays the EE's **last week-ending paid date**. (From the "current" "EMPMAS" file.)
- The **fifth column** displays the EE's **YTD earnings**. (From the " archived " "EMASxx" file.)
- The **sixth column** displays the EE's **YTD hours... highest hours first**. (From the " archived " "EMASxx" file.)

Sample Report 3, PB688AP1: Possible missed (should-be-FT) EEs with... YTD earnings... BUT... NO YTD HOURS... AND NOT A DATE-VALID FTE TC (entered by you)... SO... DO NOT MEET THE CRITERIA TO HAVE A 1095-C CREATED.

A list of EEs who have **YTD earnings in the reporting year...** **BUT do not have YTD HOURS in the reporting year... AND ALSO are not FTE-designated (entered by you) - either missing completely or not DATE-VALID in the reporting year**. These EEs **should** be scrutinized to investigate missing or date-invalid **FTE TC** entry. These EEs were paid using flat amounts **only** (timesheet "Other pay" - like a "salary" for "staff" EEs). This report is sorted by EE name. (**Note:** These EEs do not have hours and would **not** have appeared on SMP or IMP report(s) - which **only** analyze "hours").

```
EMPLOYEES WITH EARNINGS, NO HOURS, NO FTE    COMPANY 10 STAFFING HOUSTON                          Page    1  PB688AP1
REPORT PERIOD:   1/01/15 - 12/31/15                                                               1/06/16   14:19:06
                                                        Last
Employee Name              Soc Sec Num    Hire Date    W/E Paid    YTD Earnings    YTD Hours
***********************************************************************************************
STEVENSON, VALERIE         631-74-3310     7/20/15      7/19/15          25.00          .00
GLOSTON, DINICA NICOLE     154-34-6182     6/22/15      6/28/15          25.00          .00
MILLER, LORI               646-21-2791    12/10/15     12/13/15          50.00          .00
ALLEN, DANYEL NICHOLE      432-77-9253     8/26/15      8/30/15          25.00          .00
DAVIS, LILLIAN             456-82-3489    10/23/15     10/25/15          25.00          .00
HICKERSON, MARY            436-95-2867     6/07/93      9/13/15          50.00          .00
COLBERT, WILLIAM K         457-07-1313     7/15/15      7/19/15          25.00          .00
DRENNAN, DOMINIQUE DIANGL  635-52-5642    12/10/14     12/28/14          25.00          .00
ROBY, EBONY P              640-59-5856     9/18/15      9/20/15          25.00          .00
PACE, TABITHA ANN          456-30-5283    12/11/15     12/13/15          25.00          .00
WILEY, BRIAN KEITH         631-47-7712     7/09/15      7/12/15          25.00          .00
ICAZA, TRENT M             465-07-5361     3/18/12      3/15/15         200.00          .00
SANTIBANE, DEBORA          634-23-5130    10/09/15     10/18/15          25.00          .00
ROUNDTREE, ANAYELI         450-22-7672     6/04/15      5/31/15          80.00          .00
```

The names and SSNs on this sample report are fabricated and fake.

- The **first column** displays the EE's **name**. (From the "current" "EMPMAS" file... for "up-to-date" changes.)
- The **second column** displays the EE's **social security number**.
- The **third column** displays the EE's **hire date**. (SkilMatch "system" hire date, not a "RHR TC" re-hire date.)
- The **fourth column** displays the EE's **last week-ending paid date**. (From the "current" "EMPMAS" file.)
- The **fifth column** displays the EE's **YTD earnings**. (From the " archived " "EMASxx" file.)
- The **sixth column** displays the EE's **YTD hours... always .00**. (From the " archived " "EMASxx" file.)

Sample Report 4, PB689P: Total EE count-by-month figures necessary for 1094-C forms...

and to be used during Greenshades 1094-C processing.

This report is a total EE count (not just FT EE count) by month for the reporting year... information required for 1094-C processing when uploading information from SkilMatch to Greenshades. **The calculation is determined by counting the EE's paid during the pay period that includes the 12th day of each month.** The report is sorted and paged by company number (if more than one company number has been processed).

```
ACA 1095-B EMPLOYEE COUNTS BY MONTH   10  STAFFING DIRECTO                                    Page     1  PB689P
REPORT PERIOD:   1/01/15 - 12/31/15                                                           1/06/16    14:19:09
                    Jan     Feb     Mar     Apr     May    June    July     Aug    Sept     Oct     Nov      Dec
************************************************************************************************************************
TOTAL EMPLOYEE COUNT   656     677     678     679     713     720     702     735     904     775     809      800


ACA 1095-B EMPLOYEE COUNTS BY MONTH   20  STAFFEM DALLAS                                       Page     2  PB689P
REPORT PERIOD:   1/01/15 - 12/31/15                                                           1/06/16    14:19:09
                    Jan     Feb     Mar     Apr     May    June    July     Aug    Sept     Oct     Nov      Dec
************************************************************************************************************************
TOTAL EMPLOYEE COUNT   151     155     150     155     141     120     118     123     116     171     189      151


ACA 1095-B EMPLOYEE COUNTS BY MONTH   30  DIRECT STAFFING                                      Page     3  PB689P
REPORT PERIOD:   1/01/15 - 12/31/15                                                           1/06/16    14:19:09
                    Jan     Feb     Mar     Apr     May    June    July     Aug    Sept     Oct     Nov      Dec
************************************************************************************************************************
TOTAL EMPLOYEE COUNT     8      10      11      10      11       9       7       8       7       7       7        7
```