



MSI Human Resources ACA ENTRY AND REPORTING

The MSI Human Resources application has been updated so that the information necessary to produce forms 1094 & 1095, required by the Affordable Care Act (ACA) can be entered into the system.

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Employee Entry

1. From the Human Resources main screen, select **Employee ACA Tracking**. This will open the screen shown below.

2. On this screen:
 - a. Select the **Employee** to enter information for by entering their employee number or by using the employee lookup icon to the right of the employee number box.
 - b. If the employee declined coverage, place a check mark in the **Coverage Declined** box.

- c. Select the Plan (Please see the **ACA Plan Maintenance** entry screen below for information on how to enter in Plan codes.)
- d. If this employee will be receiving a 1095-B, enter in the valid Origin of the Policy Code, otherwise, leave blank.
- e. Choose the appropriate coverage codes in the **Box 14** section of the screen. If the same coverage code is applicable for all 12 months of the reporting year, select that code in the **All 12 Months** field and leave the other fields blank. If different coverage codes are needed for different months, select those codes under each month and leave the **All 12 Months** box empty. To see a listing of available codes and their descriptions, click the question mark icon to the left of the **All 12 Month** field.
- f. If codes 1B, 1C, 1D or 1E are used in any of the fields in the **Box 14** section, it will be necessary to enter an amount in the corresponding **Box 15** field.
- g. If it is necessary to enter Safe Harbor codes for this employee, do so in the **Box 16** section of the screen. Like the fields in the **Box 14** section, if the same code applies to the entire year, enter it into the **All 12 Months** fields and leave the other fields empty. If different codes are needed in some months, enter the code for each month and leave the **All 12 Months** field empty.

3. Click the **Covered Individuals** button. This will open the screen shown below.

- 4. On this screen:
 - a. Enter the covered individual's information in the **First Name, Last Name, Middle Initial, Social Security Number, Birthdate and Relation** fields.
 - b. Only enter information into the **Health Care Termination Date** if coverage for this individual was canceled at some point in the reporting year.

- c. Place a check mark into the months the individual was covered. If they were covered for the entire year, place a check mark in the **All 12 Months** box and leave the others empty.
5. Once all of the information for the covered individual has been entered, click **Add**. Follow these steps for any other covered individuals needed for this employee.
6. After all of the covered individuals have been added, click **Exit** to return to the **Employee ACA Tracking** screen.
7. Assuming all of the information has been entered on this screen, click **OK** to save the record. Follow these steps for any other applicable employee.

ACA Plan Maintenance

1. From the Human Resources Maintenance Menu – HR Codes, Select **ACA Plan Maintenance**. This will open the screen shown below:

2. On this screen:
 - a. Enter in the desired code to represent the plan.
 - b. Enter in the Employer Information or the Issuer or Other Coverage Provider information in the Name, Address, City, Country State/Province, Zip/Postal Code, Contact Phone Number and EIN.
 - c. Choose which type of form the Plan is assigned to (Either **1095-B** or **1095-C**)
 - d. If **1095-B** is chosen, please select what type of provider the Plan is – either **Employer Sponsored Coverage**, or **Issuer or Other Coverage Provider**.
 - e. Assuming all of the information has been entered on this screen, click **OK** to save the record.

ACA Average Hours Report

To help identify which employees need to be setup for ACA reporting, we have built in the ACA Average Hours Report to the system which provides pay information needed to make that determination.

1. From the Human Resources main screen, select **Reports > ACA Average Hours Report**. This will open the following screen.

The screenshot shows a software window titled "ACA Average Hours Report" with a menu bar containing "File" and "Help". Below the menu bar is a toolbar with icons for a printer, a document, a trash can, a green checkmark, and a person. The main area is titled "Selection" and contains the following controls:

- Beginning Check Date: [Date Picker]
- Ending Check Date: [Date Picker]
- Sequence by: Employee Number Employee Name
- Print Each Employee on a Separate Page:
- Employees within a specified department:
- Employees within a specified range:
- Hours Codes: [Grid of 10 input boxes]
- Job Status: [Grid of 10 input boxes]
- Do NOT include employees hired after:
- Print Report Detail
- Print Report Totals Only

At the bottom of the window are four buttons: Print, Cancel, Delete, and Exit.

2. On this screen:
 - a. Enter the range of check dates to report on.
 - b. Choose if employees should be reported in order of their employee number or name.
 - c. Choose if each employee should print on their own page.
 - d. If running the report for a certain department or range of employees, place a check mark in the appropriate field and enter a department code or employee number ranges into the fields that appear.
 - e. Enter all of the **Hours Codes** and **Job Status** codes that should be included on the report.
 - f. To exclude employees hired after a certain date, check the box next to **Do NOT include employees hired after** and enter a date into the field that appears.
 - g. By default, the report prints information about each of the checks / deposits that meet the criteria entered for each applicable employee. To see more detail about each check / deposit, check the box next to **Print Report Detail**. To see a summarized version of the report, check the box next to **Printer Report Totals Only**.
3. Once all of the selections have been made, click **Print** to create the report.