

ACA Online Course

2021 Tax Year

1. Setup Steps

- Update Web Office
- Update Deduction Master
- Run the ACA Utility
 - Mid-Year Rate Changes
 - Inactivate Part-Time Employees
 - Add/Remove Employee to Dependents Section

2. Entering ACA Data

- District Information
- Employee Information
- Dependent Information
 - Manual Entry
 - Import File
 - Add via Employee Portal

3. Verification Reports

- ACA Employee Data Review
- ACA Dependent Coverage Report
- Time/Hours Customizable Payroll Report

4. 1095B/C Forms & 1094C Electronic File

- Printing the 1095 Forms
- Creating the Electronic File for the IRS