

2022 ACA Reporting

Welcome

Setup Steps

- Step #1 – Update Web Finance Office
- Step #2 – Update the Deduction Master
- Step #3 – Run the ACA Data Utility Program

ACA Utility Features

- Using the ACA Utility for Mid-Year Rate Change
- Inactivate Part -Time Employees from receiving 1095 Forms
- Add Employees to 1095 Dependents

Entering Data for ACA Reporting

- District Information
- Employee Master
- Dependent Information/Covered Individuals

Verification Reports & 1095-B/1095-C Forms

- Data Verification Reports
- Time/Hrs Customizable Payroll Reports

Methods of Delivery to Employees

- Tips for 1095-B and 1095-C Forms
- Printing 1095 Forms
- Delivery of 1095 Forms via message center and email

Electronic Fling-File Sent to IRS

Sending Paper Forms to IRS

Third Party Interface

Employee Handout- Entry of Dependents

What's New in 2022 Regarding ACA Reporting

Deadlines for Tax Year 2022