



## Managing ACA Compliance

Managing compliance with the ACA can be challenging in today's workforce environment. The ACA Compliance Dashboard is designed to provide a consolidated view of ACA information that needs to be monitored and shows information that may impact your company's compliance with ACA. Navigate to **Process > ACA > ACA Compliance Dashboard**

### Managing Settings and the ACA Reporting Tool

The 3 tiles at the top of the screen allow you to verify settings ahead of filing, confirm overall measurement information and access the ACA Reporting Tool.

Follow these steps each year to ensure that tax forms are generated correctly.

- 1 Verify Your ACA Settings**  
Determine your Safe Harbor Method  
[W-2 Earnings Safe Harbor >](#)
- 2 Track Employee Hours**  
Review designated full-time employees  
[23 employees do not need to be measured >](#)  
Verify all other employees are measured  
[Manage measurement periods >](#)
- 3 Monitor Records and Review Tax Forms**  
Review tax forms before deadline  
58 forms are ready for approval  
0 forms are incomplete  
0 forms have errors  
[View ACA IRS & State Reporting >](#)  
[View all deadlines >](#)

#### Verify Your ACA Settings

Users can view and verify Safe Harbor and other settings (the same information you see today at **Setup > ACA > Affordable Care Settings!**) The ACA allows employers to select a Safe Harbor method to determine affordability. If an employee chooses not to accept an offer of coverage, but the offer was deemed affordable under the ACA, then the employees form will be coded with this Safe Harbor code to demonstrate to the IRS that the employer complied with the law.

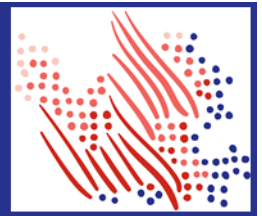
Example: An employer might choose to use W2 safe harbor method if they have employees whose rate of pay is not representative of their total earnings (e.g., commissioned, piece rate, or tipped employees).

#### Track Employee Hours

There is a great new tool that allows you to view all employees with a designated ACA status in one place! When you click the link to review employees who do not need to be measured, you can view employees who were assigned an ACA Status of Full Time. Manage measurement periods – the same info found today at **Process > ACA > ACA Measurement Periods** – is also readily available.

#### Monitor Records and Review Tax Forms

You can easily access the ACA Reporting Tool to review forms, and as filing season nears, you can view important dates for approvals and submission deadlines.

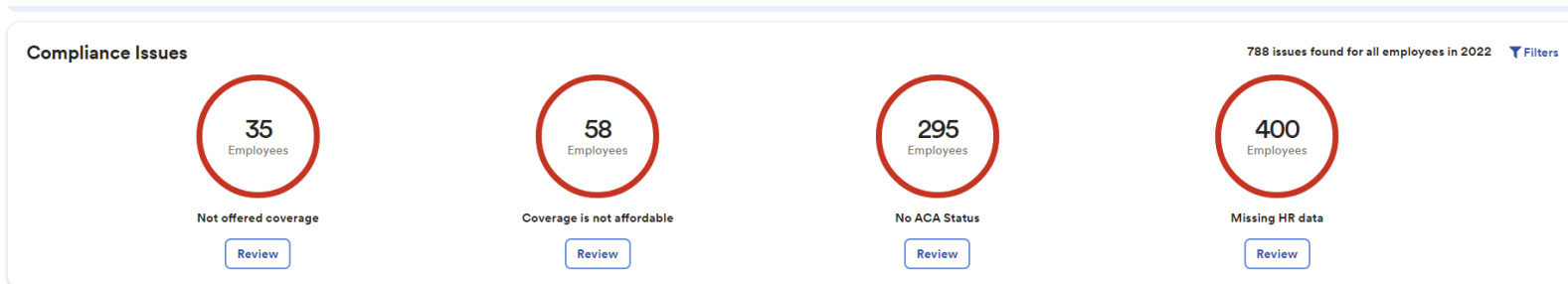


### Compliance

One of the key functions of the ACA Compliance Dashboard is to display items that need to be managed or corrected on an ongoing basis. The Compliance Issues section focuses on key areas of compliance notifying you of errors before ACA Filing preparation and simplifying the process at the end of the year!

Each of these sections is designed to give a high-level overview of information that may need to be updated. This can be filtered across your entire company, or for a particular FEIN or Aggregated ALE group for easier management. From each section, you can download a list of employees or directly access the employees information for review and updating as needed.

In this example, there are several items that need to be resolved, but let's look at what each section includes:



#### Not offered coverage

This section provides a list of employees who measured as ACA Full-Time without a corresponding ACA Medical Plan to enroll in. Click on the employee's name to review their ACA Status and offering summary. Please contact your Benefit Service Specialist if you need assistance to update an employee's benefit offering (prospectively). Note: Benefit offering updates for Terminated employees is not permitted.

#### Coverage is not affordable

This section displays a list of employees not offered affordable coverage based on the Affordability Safe Harbor for the current reporting year. Changing the existing benefit contribution strategy cannot occur outside of the Open Enrollment Period. However, changing the Affordability Safe Harbor in the Affordable Care Settings in 1 above may have an impact.

#### No ACA Status

It's important that all employees be measured or designated so that an ACA Status exists, and the ACA Reporting Tool can appropriately generate a 1095-C form for employees. This section shows employees who are missing the necessary information to calculate their ACA status and allows you to review them and update their information.

#### Missing HR Data

Occasionally, critical HR info for ACA filing is not populated appropriately. This section shows employees who still have an Applied For SSN or are missing Company Code or other information necessary to generate a Form 1095-C.



### Overview and Quick Links

The final section of the dashboard is designed to give you an overview of ongoing measurement information, ACA Status across your organization, and easy access to other ACA screens and reporting all in one place!

#### Measurement Periods

**Initial Measurement Period**  
▲ There are 11 employees in active measurement periods  
▲ Currently 1 employees are in open administrative period

**Standard Measurement Period**  
▲ There are 2 active measurement periods  
▲ Currently there are 0 open administrative periods

[View ACA Measurement Periods >](#)

#### Employee Summary

Information displayed is for the current month

719 Employees

● Full-time employees ● Part-time employees ● No ACA Status

#### Quick Links

- [ACA Reports >](#)
- [ACA Trending Dashboard >](#)
- [Affordable Care Settings >](#)
- [View Manage Benefit Offers >](#)
- [View ACA Measurement Periods >](#)

### Manage Benefit Offers - View Only

One of the most important ongoing tasks for managing ACA compliance is ensuring that an employee is offered the opportunity to enroll in a medical plan if they have measured as ACA full-time (or are expected full-time). The new Manage Benefit Offers screen is going to make it easier than ever to review employees that may require a benefit eligibility change.

Let's look at each section of this screen!

#### Full-Time Employees Without Offers

#### Manage Benefit Offers

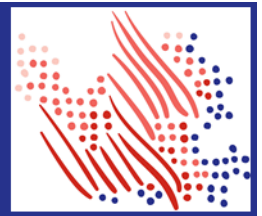
[Go to ACA Compliance Dashboard](#)

[Full-Time Employees Without Offers](#) | [Full-Time Employees With Offers](#) | [Part-Time Employees With Offers](#) | [History](#)

▲ These employees are either measured or designated as full-time but are not eligible for minimum essential coverage medical plans. If benefits should be offered, update their Corporate Groups appropriately. To update many employee corporate groups at once, click [here](#) to access Employee Import. Only employees with full-time status during 2022 processing year are included here.

Employee Name	Stability Period Start Date	Administrative Period End Date	Business Unit	Location	Benefits Eligibility Class	ACA Eligibility Status	Calculation Method	Action
ITSACA, Rebecca (ITSACA, MARIA)	01/01/2022				Not Eligible	Full Time	Designated	

This tab will list employees who completed a measurement period and averaged full-time hours, **but have not yet been moved to a benefit eligible class code**. Please contact your ADP Benefit Representative to assist with updating their benefit eligibility class and opening an enrollment window. Please do not update their benefit class directly in their Employment Profile as this will not ensure a proper enrollment window is opened in alignment with their Stability Period start date. Failure to offer coverage to ACA full-time employees could result in your company's owing an IRS employer shared responsibility payment.



### Full-Time Employees With Offers

Home Resources My Team People Process Reports & Analytics Setup

#### Manage Benefit Offers

[Go to ACA Compliance Dashboard](#)

Full-Time Employees Without Offers **Full-Time Employees With Offers** Part-Time Employees With Offers History

These employees completed their measurement period and are eligible for benefit plans but require additional attention before the stability period begins. For example, offer benefits through employee self-service, send an eligibility notification, or decide not to offer benefits. Only employees with a stability period starting within the past 90 days are included here.

Process Action for All Employees

Process Selected Changes

Employee Name	Stability Period Start Date	Administrative Period End Date	Business Unit	Location	Benefits Eligibility Class	ACA Eligibility Status
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This tab will list employees who completed a measurement period and averaged full-time hours who are already assigned to a benefit eligible class code. An enrollment window should only be opened for those employees that are newly eligible as of the Stability Period start date. **Please contact your ADP Benefit Representative if you have questions on whether an enrollment window has been opened properly.**

### Part-Time Employees With Offers

Home Resources My Team People Process Reports & Analytics Setup

#### Manage Benefit Offers

[Go to ACA Compliance Dashboard](#)

Full-Time Employees Without Offers Full-Time Employees With Offers **Part-Time Employees With Offers** History

These employees completed their measurement period and are currently offered minimum essential coverage medical plans. If benefit offering should be changed, update their Corporate Groups appropriately. Only employees with part-time status during 2022 processing year are included here.

Employee Name	Stability Period Start Date	Administrative Period End Date	Business Unit	Location	Benefits Eligibility Class	ACA Eligibility Status	Action
	04/01/2022	03/30/2023			Not Eligible	Part Time	

This tab will list employees who completed a measurement period and averaged part-time hours, but are currently listed in a benefit eligible class code. **Please contact your ADP Benefit Representative to assist with updating their benefit eligibility class code to an ineligible class.**

### History

Home Resources My Team People Process Reports & Analytics Setup

#### Manage Benefit Offers

[Go to ACA Compliance Dashboard](#)

Full-Time Employees Without Offers Full-Time Employees With Offers Part-Time Employees With Offers **History**

Employee Name	Stability Period Start Date	Business Unit	Location	Benefits Eligibility Class	ACA Eligibility Status	User	Date/Time	Action Taken
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This tab will list employees who had action taken on the prior two tabs. This list may be blank if action was taken by an ADP Associate outside of this dashboard.