



**1095b**



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# 1095-B - HRS3880

**Human Resources > Maintenance > ACA 1095 YTD Data > 1095-B**

This page allows you to manually input and track employee and covered individual year-to-date health coverage data.

**Notes:**

- You can import records by uploading a comma-delimited text (.txt) file using the Utilities > Import ACA 1095-B/1095-C Data page.
- For employees with a self-insured insurance plan, you can extract insurance data from the Maintenance > Staff Demo > Insurance tab to this page by using the Utilities > Extract Insurance Data to 1095 Data utility.
- For more information about Form 1095-B, click [here](#) and refer to the Instructions for Form 1095-B.

**Enter 1095-B data:**

Field	Description
<b>Calendar Year</b>	Populated with the current calendar year; however, you can enter a different year. The year must be greater than or equal to 2015.
<b>Employee</b>	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
<b>Coverage Type</b>	Select the coverage type (i.e., origin of policy) in which the employee is enrolled.

**Other functions and features:**

✖	<p><a href="#">Delete a row.</a></p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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