



**1095c**



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# 1095-C - HRS3880

## Human Resources > Maintenance > ACA 1095 YTD Data > 1095-C

This page allows you to manually input and track year-to-date health coverage offers and health coverage enrollment details for employees and their covered individuals.

### 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-C, click [here](#) and refer to the Instructions for Form 1095-C.
- The page consists of two grids.


[File layout](#)

### Enter 1095-C 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> . |


In the top grid:

|                          |   |
|--------------------------|---|
| <b>Offer of Coverage</b> | <p>Make the necessary selections:<br/>If the employee received the same offer for the entire calendar year (January-December), in the <b>All</b> field, click <input type="checkbox"/> to select the received offer of coverage.</p> <p>1A - Qualifying Offer<br/>1B - Offer to employee only<br/>1C - Offer to employee and dependents<br/>1D - Offer to employee and spouse<br/>1E - Offer to employee, spouse, and dependents<br/>1F - Offer of coverage not providing the minimum value<br/>1G - Employee not full-time and enrolled in self-insured coverage<br/>1H - No offers<br/>1I - Qualifying offer transition relief - This option is no longer available, it was only applicable for the 2016 tax year.<br/>1J - Offer to employee, spouse conditional, not to dependents<br/>1K - Offer to employee and dependents, spouse conditional</p> <p>If the employee received various offers during the calendar year, click <input type="checkbox"/> for the individual month(s) and select the received offer of coverage.</p> <p><b>1095-C Forms report notes:</b><br/>If the <b>Offer of Coverage</b> (line 14) is 1A, 1F, 1G or 1H, the <b>Employee Share</b> (line 15) field is blank.</p> <p>If the <b>Offer of Coverage</b> (line 14) is 1B-1E or 1J-1K, the <b>Employee Share</b> (line 15) field is printed.</p> <p>If the <b>Offer of Coverage</b> (line 14) code in all individual month (<b>Jan-Dec</b>) fields matches the code in the <b>All</b> field, then that code is printed in the <b>All</b> field, and the individual month fields are blank.</p> <p>If all individual month (<b>Jan-Dec</b>) fields are blank but the <b>All</b> field is populated, then that <b>Offer of Coverage</b> code is printed in the <b>All</b> field and the individual month (<b>Jan-Dec</b>) fields remain blank.</p> <p>If the <b>Offer of Coverage</b> code varies in the individual month (<b>Jan-Dec</b>) fields, then the <b>All</b> field is blank and the codes in the individual month (<b>Jan-Dec</b>) fields are printed.</p> |
| <b>Employee Share</b>    | <p>Type the employee share amount of the lowest-cost monthly premium for self-only minimum essential coverage providing minimum value that is offered to the employee.</p> <p><b>1095-C Forms report notes:</b></p> <p>If the value in all of the individual month (<b>Jan-Dec</b>) fields match the value in the <b>All</b> field, then that value is printed in the <b>All</b> field and the individual month fields are blank.</p> <p>If the value is zero in all individual month (<b>Jan-Dec</b>) fields but the <b>All</b> field is populated, then that value is printed in the <b>All</b> field and the individual month fields are blank.</p> <p>If the value varies in the individual month (<b>Jan-Dec</b>) fields, then the <b>All</b> field is blank and the values in the individual month (<b>Jan-Dec</b>) fields are printed.</p>   |

|                    |   |
|--------------------|---|
| <b>Safe Harbor</b> | <p>Click  to select the Section 4980H safe harbor employer relief code that applied to the employee.</p> <p>If the same safe harbor code applied to the employee for all 12 calendar months, select the applicable code in the <b>All</b> drop-down field.</p> <p>If different safe harbor codes applied to the employee throughout the 12 calendar months, select the applicable codes in the respective month (<b>Jan-Dec</b>) fields.</p> <p><i>2A - Employee not employed on any day of the month</i><br/> <i>2B - Employee not a full-time employee for the month and did not enroll in coverage</i><br/> <i>2C - Employee enrolled in coverage offered</i><br/> <i>2D - Employee was in a Limited Non-Assessment Period</i><br/> <i>2E - Multiemployer interim rule relief</i><br/> <i>2F - W-2 safe harbor</i><br/> <i>2G - Federal poverty line safe harbor</i><br/> <i>2H - Rate of pay safe harbor</i><br/> <i>2I - Non-calendar year transition relief</i> - This option is no longer available, it was only applicable for the 2016 tax year.</p> <p><b>Note:</b> It is possible that more than one circumstance applied to the same employee in the same month; however, only one code can be selected per month.</p> <p><b>1095-C Forms report notes:</b></p> <p>If the <b>Safe Harbor</b> (line 16) code in all individual month (<b>Jan-Dec</b>) fields matches the code in the <b>All</b> field, then that code is printed in the <b>All</b> field and the individual month fields are blank.</p> <p>If all individual month (<b>Jan-Dec</b>) fields are blank but the <b>All</b> field is populated, then that <b>Safe Harbor</b> code is printed in the <b>All</b> field and the individual month (<b>Jan-Dec</b>) fields remain blank.</p> <p>If the <b>Safe Harbor</b> code varies in the individual month (<b>Jan-Dec</b>) fields, then the <b>All</b> field is blank and the codes in the individual month (<b>Jan-Dec</b>) fields are printed.</p> |
|--------------------|---|

Click **Save**.

### 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> |
|---|--|