



1095c

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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
Calendar Year	Populated with the current calendar year; however, you can enter a different year. The year must be greater than or equal to 2015.
Employee	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 Retrieve . Or, click Directory to perform a search in the Employees directory .

In the top grid:

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

Safe Harbor	<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 All 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 (Jan-Dec) fields.</p> <p><i>2A - Employee not employed on any day of the month</i> <i>2B - Employee not a full-time employee for the month and did not enroll in coverage</i> <i>2C - Employee enrolled in coverage offered</i> <i>2D - Employee was in a Limited Non-Assessment Period</i> <i>2E - Multiemployer interim rule relief</i> <i>2F - W-2 safe harbor</i> <i>2G - Federal poverty line save harbor</i> <i>2H - Rate of pay safe harbor</i> <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>Note: 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>1095-C Forms report notes:</p> <p>If the Safe Harbor (line 16) code in all individual month (Jan-Dec) fields matches the code in the All field, then that code is printed in the All field and the individual month fields are blank.</p> <p>If all individual month (Jan-Dec) fields are blank but the All field is populated, then that Safe Harbor code is printed in the All field and the individual month (Jan-Dec) fields remain blank.</p> <p>If the Safe Harbor code varies in the individual month (Jan-Dec) fields, then the All field is blank and the codes in the individual month (Jan-Dec) fields are printed.</p>
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Click **Save**.

Other functions and features:

 Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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