



Create 1095 (B or C) AIR file

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Create the AIR File

Depending on the form type (1095-B or 1095-C), use the [Personnel > Reports > Payroll Information Reports > HRS5250 - 1095-B Forms](#) or [HRS5255 - 1095-C Forms](#) reports to create the Affordable Care Act Information Returns (AIR) file.

Below is an example of creating an AIR file using the 1095-B Forms report.

Reports > Payroll Information Reports > 1095-B Forms Personnel

Preview PDF CSV Clear Options

Payroll Information Reports HRS5250 - 1095-B Forms

Parameter Description	Value
Comparison Report (C), 1095-B Forms (1), IRS AIR File (2)	2
Final Run - Create Historical Record ? (Y/N)	Y
Tax Year (####)	20XX
Print SSN (S), or Masked SSN (M)	M
Sort by Alpha (A), SSN (S), or Pay Campus (C)	A
Print on Both Sides of Paper ? (Y/N)	N
Select Pay Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	
Original (O), or Test(T) File	O
Prior Year Data ? (Y/N)	

Payroll Information Reports

- [HRS1250 - Employee Data Listing](#)
- [HRS1450 - Employee Mailing Labels](#)
- [HRS1650 - Employee Salary Information](#)
- [HRS5250 - 1095-B Forms](#)
- [HRS5255 - 1095-C Forms](#)
- [HRS6300 - Employee Permit Data](#)
- [HRS6350 - Employee Responsibility Data](#)
- [HRS6400 - Salary Verification Report](#)
- [HRS6450 - Health Insurance Coverage](#)
- [HRS6500 - Campus Information](#)
- [HRS6550 - Employee Extra Duty Report](#)
- [HRS6600 - Campus Improvement Plan Emp FTE Report](#)
- [HRS6700 - Health Insurance Status Report](#)

The ACA AIR Error Report is displayed along with a File Download Success message and two dialog boxes allowing you to save the XML files.



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