



## **Generate the comparison report**



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Generate the [Human Resources > Reports > HR Reports > Quarterly/Annual Reports > 1095-B Forms](#) or [1095-C Forms](#) W2/1095 comparison report to verify that applicable employees have a 1095 record.

Generate the 1095 comparison report to verify that each employee with a W-2 for the specified reporting tax year has a 1095 form. Depending on the form type (1095-B or 1095-C), run the HRS5250 - 1095-B Forms or the HRS5255 - 1095-C Forms report. Below is an example of the 1095-C Forms Comparison report.

In the Report Options, select: • C for Comparison Report • N for Final Run • 2017 for Tax Year • Select a sort option. • Select whether or not to print on both sides of paper.

Districts with less than 50 full-time equivalents are required to provide form 1095-B for ALL covered employees and ONLY covered employees, not necessarily everyone who received a W-2. If the employee was not enrolled in the district's health insurance, do not complete form 1095-B for the 37 employee. Districts with 50 or more full-time equivalents are required to provide form 1095-C for ALL covered employees and for any employee that was full-time for any month of the calendar year, not necessarily everyone who received a W-2. The district is not required to provide a 1095 C to part-time employees who are not enrolled in the district's insurance plan.



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