



## Set up ACA code table



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If your LEA classified as a small employer and plans to file 1095-B forms, complete the following tab:

[Human Resources > Tables > ACA 1095 Codes > 1095-B Coverage Type](#)

This tab allows you to maintain user- and IRS-defined ACA 1095-B coverage type codes as needed.

**Add a new code:**

Click **+Add** to add a row.

| Field              | Description  |
|--------------------|--|
| <b>Code</b>        | Type the one-digit 1095-B coverage type code.                                    |
| <b>Description</b> | Type the 1095-B coverage type code. The field can be a maximum of 80 characters. |

Click **Save**.

If your LEA classified as an ALE and plans to file 1095-C forms, complete the following tabs:

[Human Resources > Tables > ACA 1095 Codes > 1095-C Offer of Coverage](#)

This tab allows you to maintain user- and IRS-defined ACA 1095-C offer of coverage codes as needed.

**Add a new code:**

Click **+Add** to add a new row.

| Field              | Description  |
|--------------------|--|
| <b>Code</b>        | Type the one-digit 1095-C offer of coverage code.  |
| <b>Description</b> | Type the 1095-C offer of coverage code description. The field can be a maximum of 80 characters. |

Click **Save**.

[Human Resources > Tables > ACA 1095 Codes > 1095-C Safe Harbor](#)

This tab allows you to maintain user- and IRS-defined ACA 1095-C safe harbor codes, as needed.

**Add a new code:**

Click **+Add** to add a row.

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| Field              | Description   |
|--------------------|---|
| <b>Code</b>        | Type the one-digit 1095-C safe harbor code.   |
| <b>Description</b> | Type the 1095-C safe harbor description. The field can be a maximum of 80 characters. |

Click **Save**.



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