



Set up ACA code table

Table of Contents

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
Code	Type the one-digit 1095-B coverage type code.
Description	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
Code	Type the one-digit 1095-C offer of coverage code.
Description	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.

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

☐ Click **Save**.



Back Cover