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