

body

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This utility is used to import a comma-delimited text (.txt) file to insert insurance data to the Maintenance > ACA 1095 YTD Data > 1095-B and 1095-C pages.

You must be logged on to a current year pay frequency to access this utility.

Additional import notes:

If Insert new records from import file. is selected, one of the following occurs:

- If 1095-B or 1095-C employee records exist without 1095-B or 1095-C coverage data, new 1095-B or 1095-C coverage rows are inserted.
- If 1095-B or 1095-C employee records exist with 1095-B or 1095-C coverage data, no new 1095-B or 1095-C coverage rows are inserted.

If **ACA 1095-C Covered Individuals** is selected, then the **Self-Insured** indicator is set to *Y* for processed employees.

Import Covered Individuals Data File Layout

1095-C Offers of Coverage File Layout

Insert new records:

Under **Import Option**, select one of the following options:

- Insert new records from import file.
- Delete all existing records and insert all records from import file.

□ Under **Employees Identifier**, select one of the following options to include as the first identifying column in the record layout:

- Employee Number
- Staff ID/SSN

Under **Record Type**, select one of the following options:

- ACA 1095-B Covered Individuals (selected by default)
- ACA 1095-C Employee Offer and Coverage
- ACA 1095-C Covered Individuals

□ If ACA 1095-B Covered Individuals is selected, enter data in the following fields:

| Field | Description |
|----------------------|---|
| Calendar Year (YYYY) | Type the calendar year for which you want to import data. |

| Field | Description |
|---------------|--|
| Coverage Type | Click 💙 to select the coverage type |
| | A - Small business health options program (SHOP) B - Employer-sponsored coverage C - Government-sponsored program D - Individual market insurance E - Multiemployer plan F - Miscellaneous minimum essential coverage |

□ If ACA 1095-C Employee Offer and Coverage or ACA 1095-C Covered Individuals is selected:

| Calendar Year (YYYY) | Type the calendar year for which you want to import data. |
|----------------------|--|
| Import Path | Click Choose File . The File Upload dialog box is displayed. |
| | Select a file to upload, and click Open . The file name is displayed. |
| | Click Cancel to close the dialog box without selecting a file. |

□ Click **Execute** to execute the process.

If any errors are encountered during the import process, the Extract ACA 1095-B/1095-C Data Error Report is displayed. Review the report.

□ Click **Process** to proceed. Or, click **Cancel** to return to the Import ACA 1095-B/1095-C Data page.

A message is displayed indicating that the process was completed successfully.



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