



1095-B Hist - HRS3880

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This tab provides a read-only view of an individual's yearly health coverage data information from the [1095-B](#) maintenance page. Similar to the W-2 finalization process, the 1095-B historical file data can be updated as required by running and finalizing data on the Reports > HR Reports > Quarterly/Annual Reports > [HRS5250 - 1095-B Forms](#) report.

View 1095-B historical data:

Field	Description
Calendar Year	Populated with the current calendar year; however, you can enter a different year. The year must be greater than or equal to 2015.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click Retrieve . Or, click Directory to perform a search in the Employees directory . Note: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record.



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