


# HRS5250 - 1095-B Forms

# Table of Contents

**HRS5250 - 1095-B Forms** ..... 1

# HRS5250 - 1095-B Forms

***Personnel > Reports > Payroll Information Reports > 1095-B Forms***

The report prints 1095-B forms for each employee. It is also used to create an IRS Affordable Care Act (ACA) Information Returns (AIR) .xml file that is saved to a user-defined drive/folder and enables you to file using the electronic file format. Once 1095-B data is verified and completed, the user can create a 1095-B historical file that populates the employee's Maintenance > ACA 1095 YTD > 1095-B Hist tab. The 1095-B historical file data can be updated or changed as often as required by selecting Y for the final run. Changes are added and updated in the 1095-B historical file. Also, a comparison report can be generated, which allows you to verify that every employee with a W-2 for the selected reporting tax year has a 1095.

**Notes**:

- The first and middle long name versions are used when extracting employee names for the 1095B Form and AIR File. Per IRS specifications, the names are limited to 20 characters and any excess characters are truncated. The covered individual names are limited as follows: first - 17, middle - 14, and last - 20. Last names that are longer than 20 characters are truncated.
- Per IRS specifications, most special characters are removed from the generated ACA AIR files. Allowed characters
- All ACA information returns must be filed electronically with the IRS.

| Parameter | Parameter Description |
|---|---|
| **Comparison Report (C), 1095-B Forms (1), IRS AIR File (2)** | C - Create the comparison report.<br><br>1 - Create the 1095-B Form.<br><br>2 - Create the IRS AIR file.<br><br>This is a required field. |
| **Final Run - Create Historical Record? (Y/N)** | Y - Create the 1095-B historical record on the final run.<br><br>N - Do not create the 1095-B historical record on the final run.<br><br>This is a required field. |
| **Tax Year (####)** | Type the tax year in the YYYY format, which will be included on the report. This is a required field. |
| **Print SSN (S), or Masked SSN (M)** | S - Print the social security number.<br><br>M - Print the masked social security number. |
| **Sort by Alpha (A), SSN (S), or Pay Campus (C)** | A - Sort the report alphabetically.<br><br>S - Sort the report by social security number.<br><br>C - Sort the report by pay campus.<br><br>This is a required field. |

| Parameter | Parameter Description |
|---|---|
| **Print on Both Sides of Paper? (Y/N)** | Y - Print on both front and back (one page per person).<br><br>N - Do not print on front and back (three pages per person). |
| **Select Pay Campus(es), or blank for ALL** | Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers. |
| **Select Employee(s), or blank for ALL** | Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers. |
| **Original (O) or Test (T) File** | O - Create the original file.<br><br>T - Create a test file. |
| **Prior Year Data? (Y/N)** | Y - Include prior year data.<br><br>N - Do not include prior year data. |

Generate the report.


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# Back Cover