

Import ACA 1095-B/1095-C Data - HRS7966

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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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