



Springbrook – Getting Ready for Affordable Care Act

Agenda

- Resources and Access to ACA Database Solution
- Database tips
- Data Extraction and preparation
- Batch overview – Details on January 3rd webinar.
- Importing
- Electronic filing

Resources

- Springbrook Community – Affordable Care Act Playbook.

<https://enterprisehelp.springbrooksoftware.com/m/107867>

IRS.gov – 1095 instructions

<https://www.irs.gov/pub/irs-dft/i109495c--dft.pdf>

- Affordable Care Act Information Returns (AIR) Program page

<https://www.irs.gov/e-file-providers/air/affordable-care-act-information-return-air-program>

Due Dates for Filing

- **What's New:** The electronic-filing threshold for information returns has been decreased to 10 or more returns.
- 1095-C forms are due to the employee by no later than March 1, 2024.
- Filings to the IRS are due by February 28, 2024, if filing on paper and March 31, 2024, if filing electronically.

Electronic Filing



If you are required to file 10 or more information returns during the year, you must file the forms electronically. The 10-or-more requirement applies in the aggregate to certain information returns that are original or corrected returns. Accordingly, a filer may be required to file fewer than 10 Forms 1094-C and 1095-C, but still have an electronic filing obligation based on other kinds of information returns filed. The electronic filing requirement does not apply if you request and receive a hardship waiver. The IRS encourages you to file electronically even though you are filing fewer than 10 returns.

Waiver. To receive a waiver from the required filing of information returns electronically, submit Form 8508. You are encouraged to file Form 8508 at least 45 days before the due date of the returns, but no later than the due date of the return. The IRS does not process waiver requests until January 1 of the calendar year the returns are due. You cannot apply for a waiver for more than 1 tax year at a time. If you need a waiver for more than 1 tax year, you must reapply at the appropriate time each year. If a waiver for original returns is approved, any corrections for the same types of returns will be covered under the waiver. However, if you submit original returns electronically but you want to submit your corrections on paper, a waiver must be approved for the corrections if you must file 10 or more corrections. If you receive an approved waiver, do not send a copy of it to the service center where you file your paper returns. Keep the waiver for your records only.

Access to Springbrook ACA Solution

- For premise hosted Springbrook Enterprise (v7), KVS, and SoftRight customers, access to the solution will be provided by EOD 12/18.
 - User was created based on last year's usage and email communication will be sent directly to users from amber.elstad@sprbrk.com with subject: “Springbrook 2023 Affordable Care Act reporting is ready.”
 - A preceding email was already sent earlier this week from amber.elstad@sprbrk.com with subject: “Springbrook 2023 Affordable Care Act Solution.” If you didn't get this email, please contact Support.
- Cloud hosted customers have access already to the ACA solution in their Springbrook Cloud Payroll. The Software ID was switched to the next filing year.

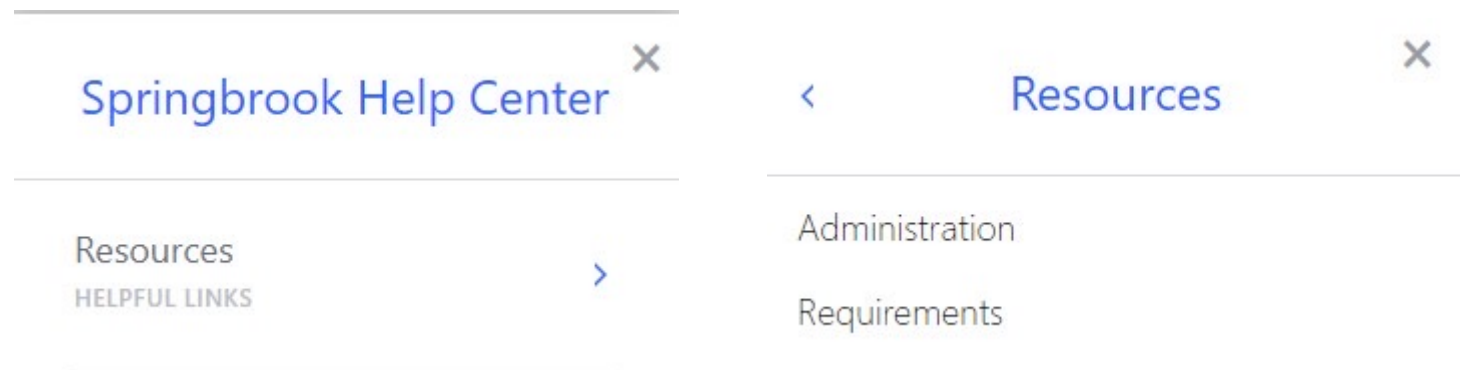
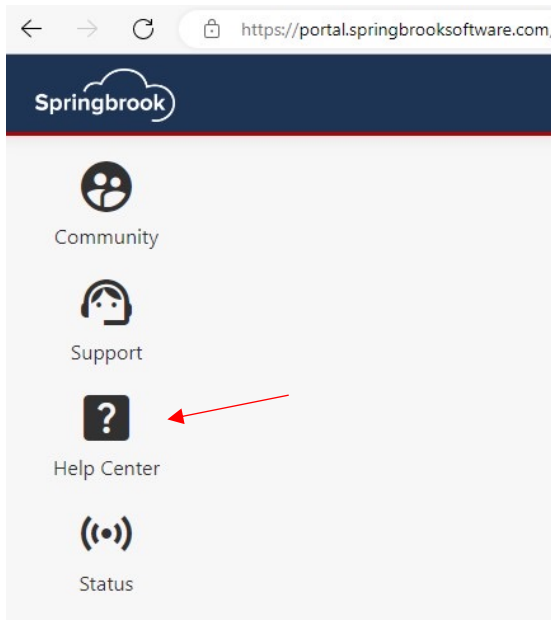
To log in to your Springbrook ACA Database

To access your Springbrook ACA solution, go to <https://portal.springbrooksoftware.com/> and follow the steps below to get logged in. Please also refer to our [user login guide](#) for more information.

1. Enter your email address and then select the continue option.
2. At the Enter Your Password step select the Forgot Password? option.
3. In the Forgot Your Password? step you should see the email address you entered earlier. Select the Continue option.
4. Open your email and look for an email from no-reply@springbrooksoftware.com. In the email select the link to set the initial password for your user.
5. Enter your desired password. You will be provided with guidance on requirements. Once your password is established select the option to return to login.
6. On return to login log in with your email address and password.
7. You will be presented with an option to select your multi-factor-authentication (MFA) method - Authenticator App, Security Key, Phone (voice call or text message). Select the method you would like to use and then follow the steps to configure it.
8. On successfully establishing MFA you will be logged into our application portal, and you will see the option to launch either our Springbrook Enterprise or Cirrus application interface.

The Portal

- Once logged into the portal, you can select either Enterprise or Cirrus to launch that database platform to create your ACA batch.
- Once logged into the portal, you can go to Help Center > Resources > Administration for troubleshooting help or go to Requirements for our Hardware and Software Requirements.



To use your Springbrook ACA Database

Please note the following regarding using the Springbrook Enterprise (v7) and Cirrus application interfaces:

■ Springbrook Enterprise

- Requires ClickOnce to be enabled for the browser. The current version of Edge has it enabled by default, for other browsers you will need to add an extension. Internet Explorer is no longer supported.
- Has specific workstation requirements that must be met (OS, .NET version, WebView2 component installed...). Please see our [Hardware & Software Requirements](#) for more information.
- If you are having issues launching Springbrook Enterprise, please refer to our troubleshooting guide <https://help.sprbrk.com/PDF/LoginHelp.pdf>.

■ Cirrus:

- Fully browser based and can be used from all modern browsers (Safari, Chrome, Mozilla, Edge, etc.).

Cirrus platform is available for all users

- Cirrus is ready to use for processing your ACA batch if you choose to use this platform instead of Springbrook Enterprise. Both options are included in our solution.
- Cirrus has some enhancements to the ACA batch process:
 - If a current Cloud customer, you can use the Generate step and the Self-Insured toggle will now add the employee automatically to the dependent field when checked. If you are a provisioned client, the Generate step is not available to you.
 - This Self-Insured toggle will also pull dependents into the batch from HR (if applicable) when checked.

Cloud Support - Support 7.18.7.0
LIVE

SpringbrookCirrus

Springbrook Enterprise

PR Affordable Care Act

Overview

Calendar Year*
2023

Sort Order
Employee Number

Self-insured coverage provided

Import

Generate

Cirrus Enhancements

PR Affordable Care Act 2023 ACA ▾

Overview COLUMNS ▾

+ EMPLOYEE EDIT REMOVE UPDATE SELECTED

<input type="checkbox"/>	Employee #	Last Name	First Name	Middle Name	SSN	Date of Birth	Address 1	Address 2	City	State
<input checked="" type="checkbox"/>	31274	Erickson	Jill	M	999993298	09/11/1970	1512 Ahrens St		Springbrook	OR
<input type="checkbox"/>	32194	Roehrig	David*M	H	999998082	03/30/1955	2318 Herman Rd		Springbrook	OR
<input type="checkbox"/>	32801	Pfeffer	Chad	P	999998057	03/22/1986	4413 Knuell Ct		Springbrook	OR
<input type="checkbox"/>	31756	Trainor	Michael	S	999993450	11/27/1962	1301 Manila Str...		Springbrook	OR

Edit Employee ACA CANCEL SAVE

Employee

Employee #* 31274 Middle Name M Address 1 1512 Ahrens St State OR Self Insured

Last Name Erickson SSN* 999-99-3298 Address 2 Zip 99999-____

First Name Jill Date Of Birth 9/11/1970 City Springbrook Plan Start Month

COVERAGE DEPENDENTS (1)

UPDATE SELECTED

Month	Coverage Amount	Coverage Type	Safe Harbor	Month	Coverage Amount	Coverage Type	Safe Harbor
<input checked="" type="checkbox"/> January	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> July	0.00		<input type="checkbox"/> Safe Harbor
<input checked="" type="checkbox"/> February	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> August	0.00		<input type="checkbox"/> Safe Harbor
<input checked="" type="checkbox"/> March	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> September	0.00		<input type="checkbox"/> Safe Harbor
<input checked="" type="checkbox"/> April	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> October	0.00		<input type="checkbox"/> Safe Harbor
<input checked="" type="checkbox"/> May	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> November	0.00		<input type="checkbox"/> Safe Harbor
<input checked="" type="checkbox"/> June	0.00		<input type="checkbox"/> Safe Harbor	<input checked="" type="checkbox"/> December	0.00		<input type="checkbox"/> Safe Harbor

+ EMPLOYEE EDIT REMOVE UPDATE SELECTED

<input type="checkbox"/>	Employee #	Last Name	Coverage	Plan Start Month	Self Insured
<input checked="" type="checkbox"/>	31274	Erickson	<input type="checkbox"/> Coverage	<input type="checkbox"/> Plan Start Month	<input type="checkbox"/> Self Insured
<input checked="" type="checkbox"/>	32194	Roehrig			
<input checked="" type="checkbox"/>	32801	Pfeffer			

- Cirrus Edit Employees enhancements:
 - Grid views on Edit Employee step are formatted to allow users to edit an employee's information, coverage, and dependents all from one window.
 - You also can update multiple/bulk employees at once, like Enterprise, using the Update Selected option.

Cirrus Enhancements

- Cirrus Edit Employer enhancements:
 - The Edit Employer step has been simplified, removing options that are no longer used by the IRS.

Cirrus

VS

Enterprise

Affordable Care Act 2023 ACA SAVE

EMPLOYER CONTACT

Request Type:

Aggregated group Qualifying offer

Authoritative 98% offer method

Monthly Employer Data

Month	Total Employee Count	Eligible FTE Count	Min Essential Coverage	Transition Relief	Aggregated Group
January	0	0			<input type="checkbox"/>
February	0	0			<input type="checkbox"/>
March	0	0			<input type="checkbox"/>
April	0	0			<input type="checkbox"/>

Edit / Affordable Care Act

File Window Help

Employer CONTACT

Signature PIN: Aggregated group

Person Title: Qualifying offer

Signature Date: / / Qualifying offer transition relief

Request Type: Section 4980H transition relief

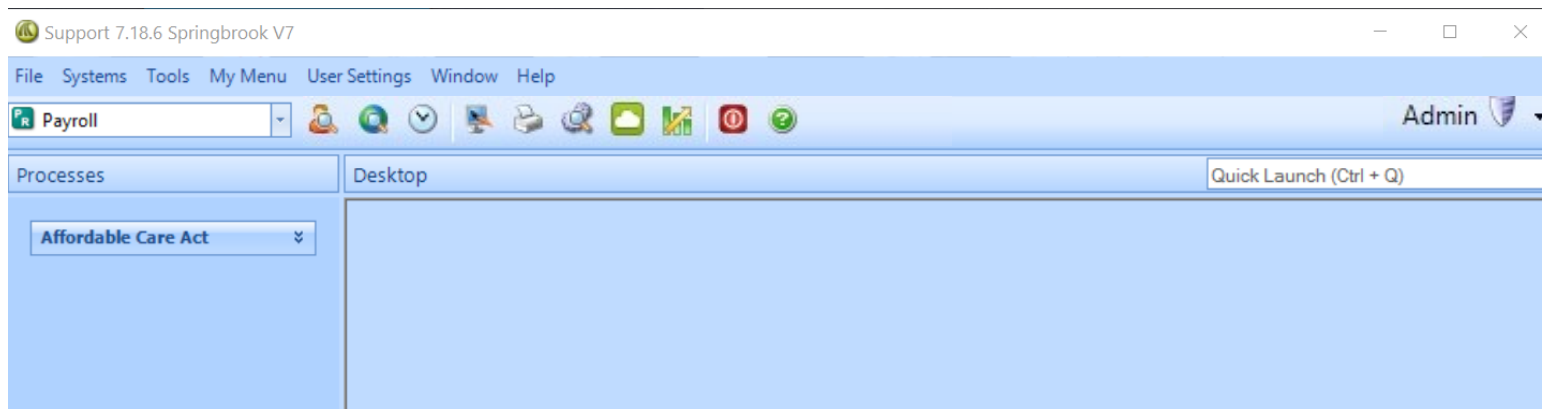
Authoritative 98% offer method

Applicable Large Employer


Month	Total Employee Count	Eligible FTE Count	Min Essential Coverage	Transition Relief	Aggregated Group
January	0	0			<input type="checkbox"/>
February	0	0			<input type="checkbox"/>
March	0	0			<input type="checkbox"/>

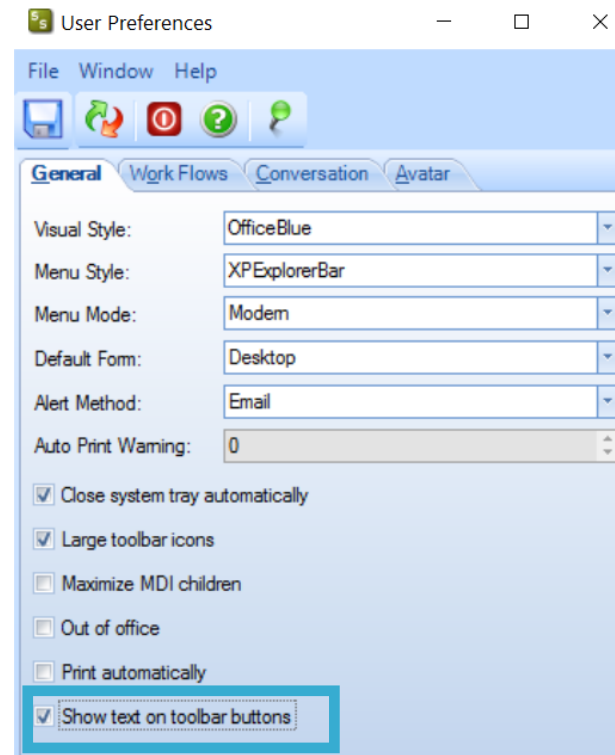
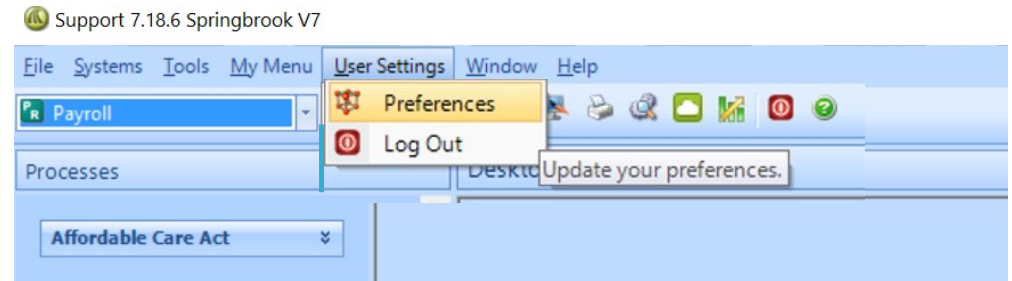
System view when you first launch Cirrus or Enterprise as a Provisioned client

- If your system does not look like this, please contact Support.
- You should see Payroll and the Affordable Care Act batch Process.



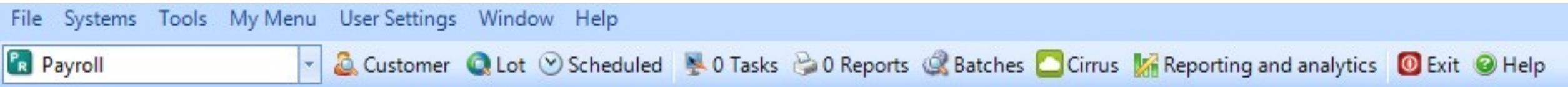
Change User Preferences

- This is not required but can help you with processing in Enterprise.
- At the top of the window click on User Settings then Preferences.
- The defaults will work but clicking on “Show text on toolbar” button will make it easier to know what the buttons do in various windows.
 - Just click in the box
- Save the changes. 

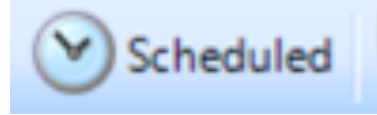


Change User Preferences

- After saving there will be descriptions next to each button (icon) in the various windows.
- The Affordable Care Act Edit Employee window contains many buttons, so it helps to have them defined.
- Cirrus automatically shows the text next to each button (icon) in the various windows.

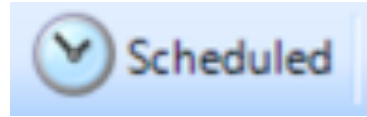


Job Viewer – Scheduled



- All jobs (Import, Proof List, Export) will display in the job viewer. You will also see them in Tasks or Reports but everything (even reports run previously) can easily be found in Scheduled/Jobs Viewer.
- Click on the Scheduled/Jobs Viewer button at the top of the palate.
- Check the toggle on the right to “Show jobs that didn’t complete due to an error.” This will help you when importing and will display any jobs that need to be reviewed.

Job Viewer – Scheduled



★ Jobs Viewer

- Show jobs that are scheduled
- Show jobs that are currently processing
- Show jobs that completed successfully
- Show jobs that didn't complete due to an error
- Show jobs that were deleted

User Name
ADMIN

Scheduled From*
12/7/2023

Job Type
(All Job Types)

Scheduled To*
12/7/2023

Batch Type
(No Batch Type Filter)

^ HIDE FILTERS

RESET

SEARCH

Drag a column header here to group its column

PRINT

REFRESH COLUMNS

Details	Description	Status	Start Date/Time	Results	Batch Ty...	Batch	Batch Name	Fiscal Ye...	Fiscal Pe...
---------	-------------	--------	-----------------	---------	-------------	-------	------------	--------------	--------------

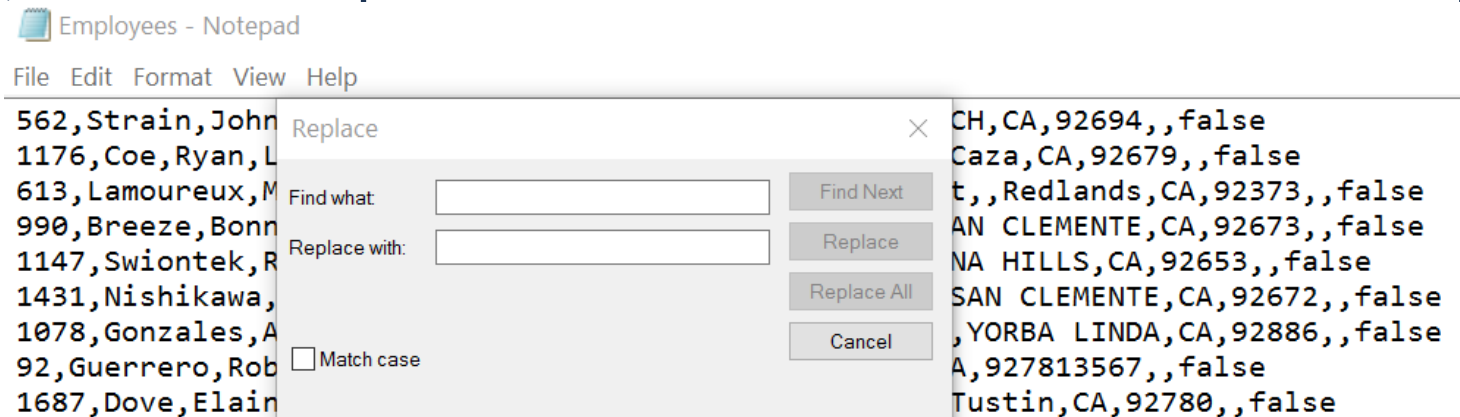
- This box toggled will help you when importing files in case there is an error.
- Window will default to today's date, but any jobs run can be reviewed by changing the dates.

You will need to extract data from your Payroll solution to use our cloud hosted ACA solution.

- Detailed information on extracting data from your Payroll solution can be found here:
 - KVS <https://kvshelp.springbrooksoftware.com/a/1365180-affordable-care-act-kvs>
 - SoftRight <https://kvshelp.springbrooksoftware.com/a/1493947-affordable-care-act-softright>
 - Springbrook Enterprise <https://enterprisehelp.springbrooksoftware.com/a/1493575-aca-data-acquisition-for-springbrook-enterprise-clients>
- In Springbrook you can also use Payroll Query by Example (recommended for v7.18).

Getting your data ready to Import

- Use the Data Extraction Utility for your software (Springbrook, KVS or SoftRight)
- If using Springbrook, review the document on Community to walk you through the process.
- Review data to remove disallowed characters.
- Open file in Notepad.
 - Use the Replace option under Edit to search for disallowed characters.
 - Type in what you want to replace with. If removing a period or similar character, leave the Replace With field BLANK. Don't add extra spaces.



Disallowed Characters

Characters the IRS does not allow in their electronic filing are not allowed in the Affordable Care Act process.

/ (common in address ½)

‘ apostrophe

. Period

(common in address – replace with No)

“ double quotes

< less than

> Greater than

& Ampersand

Disallowed Characters

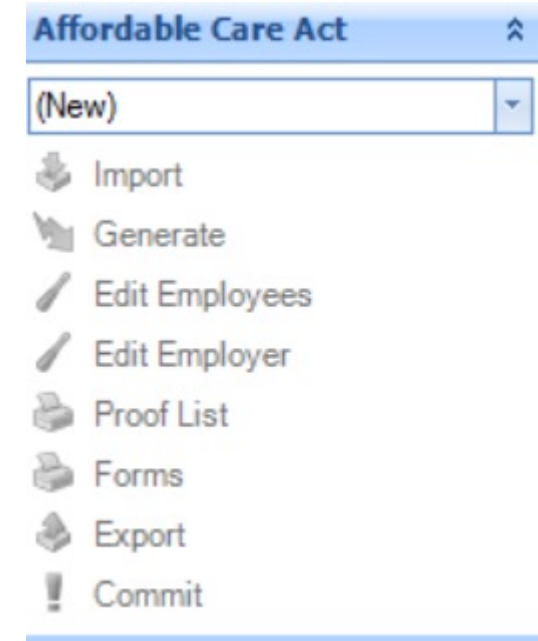
- Disallowed characters will import but create a Review in the Job Viewer.
- If you are filing on paper (have less than 10 forms) you may be able to file with the disallowed characters, but electronic filings will be rejected.
- Springbrook recommends not using disallowed characters in any filings.
- If you are an existing Cloud Payroll customer, you can use the Generate step to bring Employees in and we have made a correction so the system will remove any disallowed characters for you.

Batch Processing



- In Springbrook, many processes are done in batches. The Affordable Care Act process is a batch process.
- Click the down arrows, or the Create New Batch if in Cirrus, to open the Affordable Care Act process.
- Click on the (New) button twice in Enterprise to set up a new batch. If the New Batch window does NOT open, use the enter key on your keyboard.
- A new window will open.

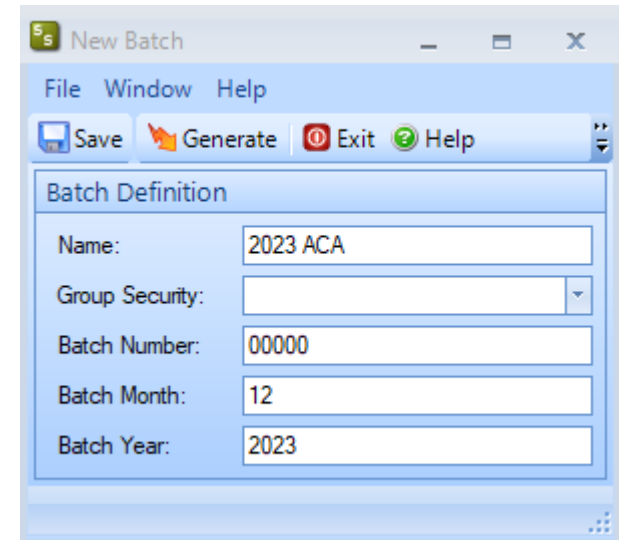
Affordable Care Act

+ CREATE NEW BATCH



Batch Processing

- Type in a name for your batch (not required but helpful).
- Click on the Generate button  or Create  to create a batch. The window will close when you save.
- You are now ready to process the individual batch steps.
- You can have multiple batches open at the same time.



New Batch

File Window Help

Save Generate Exit Help

Batch Definition

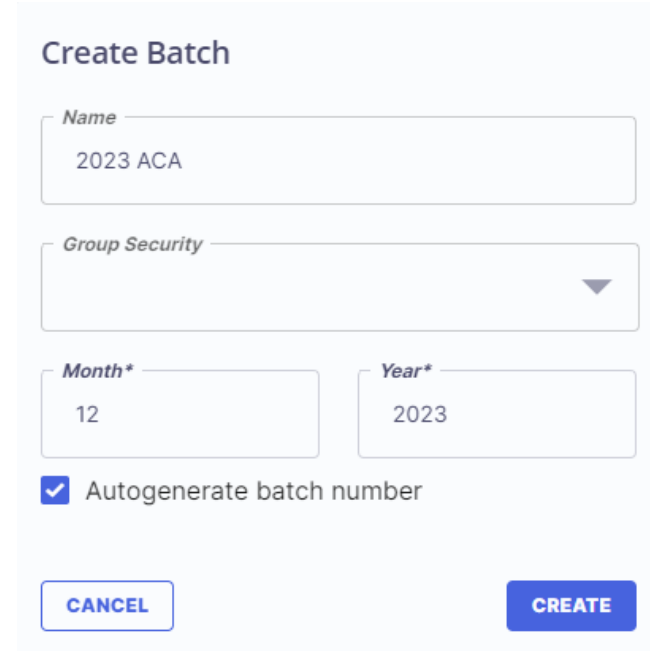
Name: 2023 ACA

Group Security:

Batch Number: 00000

Batch Month: 12

Batch Year: 2023



Create Batch

Name
2023 ACA

Group Security

Month*
12

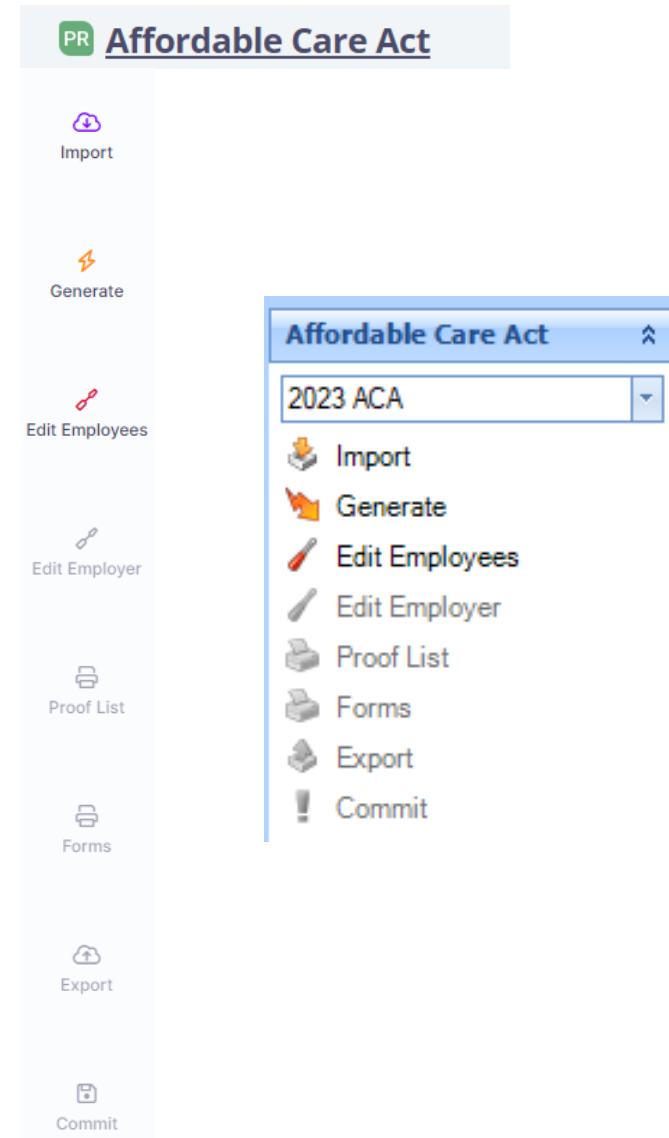
Year*
2023

Autogenerate batch number

CANCEL CREATE

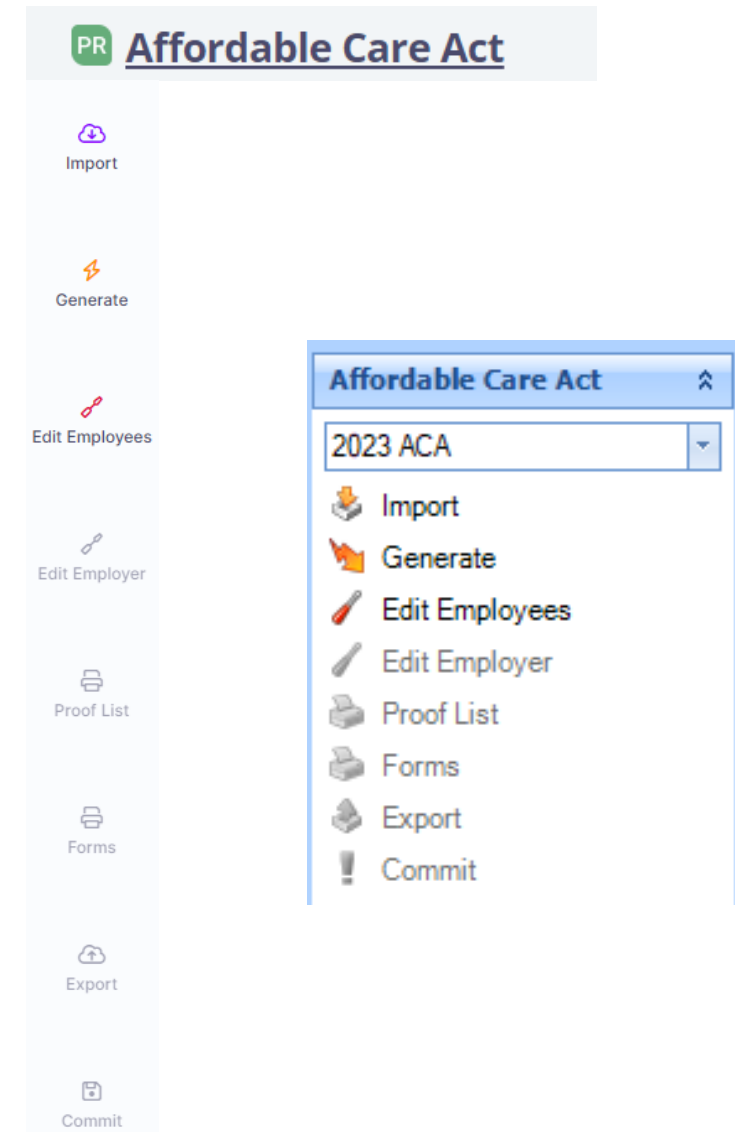
Batch Processing - Steps

- Each step in the batch works separately. The next step cannot be accessed until the step before it is completed.
- Import – Will allow external data to be imported into the batch.
- Generate – ONLY used by existing Cloud Payroll clients.
- Edit Employees – This is where most of your work will be done.
- Edit Employer – Contains employer information required in the export.



Batch Processing – Steps (cont.)

- Proof List – Required to run but may not be very useful to you.
- Forms – This step generates the forms and adds required information to the export step.
- Export – Creates the file to upload to the IRS AIR system.
- Commit – Not used. All this does is delete the batch information.



Prepare to Import

- The import process brings in data from CSV spreadsheets and adds the information to the Edit Employees window.
- Extract the data from your existing system (Springbrook, KVS or SoftRight.)
- The data must be in a CSV format and contain the defined number of columns/fields.
- When reviewing exported data from your system consider using Notepad to remove/replace disallowed characters.
- Remember opening a CSV formatted file will delete leading zeros in any column.
 - **MOST IMPORTANT** in zip codes and Social Security numbers!!!!
These fields must contain accurate data.

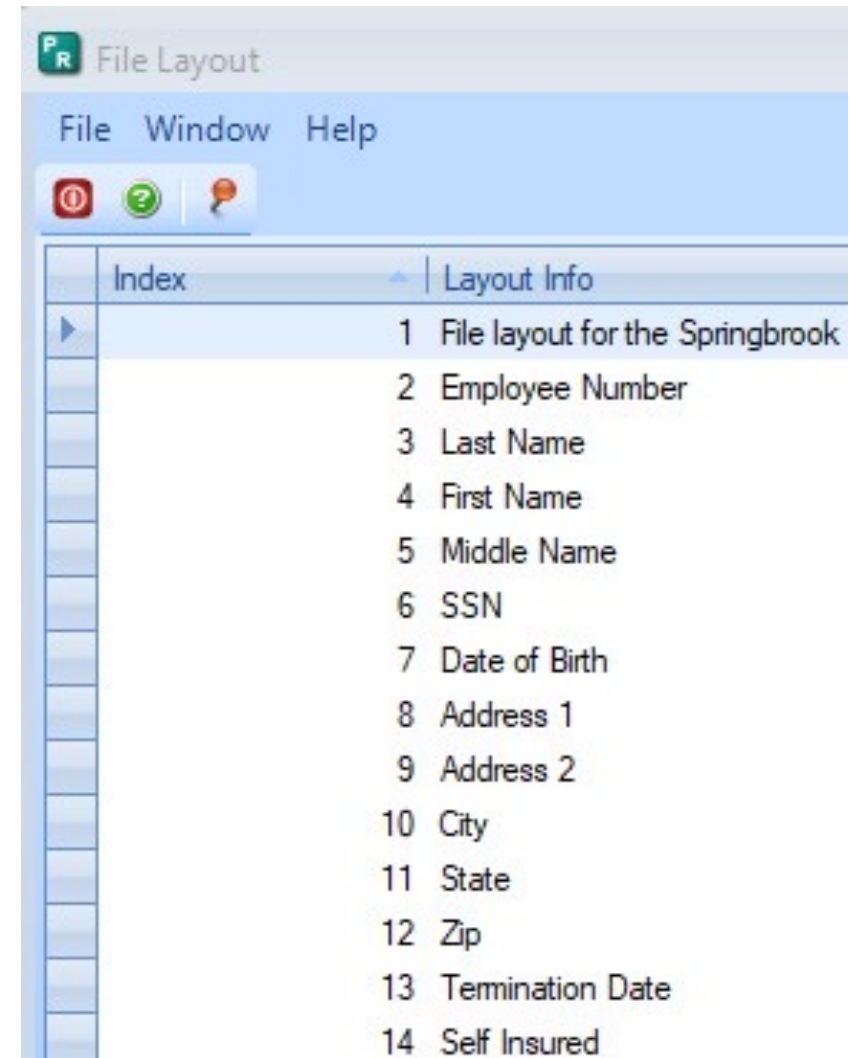
Import Formats – Employee File

- File formats are at the top of the Import window.



VIEW LAYOUT/FORMAT

- All columns must have data or space. Must have 13 columns (A-M).
- The last column (Self Insured) must be True if reporting dependents and False if you are not reporting dependents.

A screenshot of a window titled 'File Layout'. The window has a menu bar with 'File', 'Window', and 'Help'. Below the menu bar are three icons: a red circle with a white 'X', a green circle with a white question mark, and a red circle with a white magnifying glass. The main area of the window is a table with two columns: 'Index' and 'Layout Info'. The table contains 14 rows of data.

Index	Layout Info
1	File layout for the Springbrook
2	Employee Number
3	Last Name
4	First Name
5	Middle Name
6	SSN
7	Date of Birth
8	Address 1
9	Address 2
10	City
11	State
12	Zip
13	Termination Date
14	Self Insured


Import Formats – Dependent file

- Only used if your agency is considered Self-Insured and must report Dependents.
- If importing Dependents make sure the “Self-Insured” field in the Employee file is marked True.
- Employee number must match the Employee file.
- Must have 18 columns (A-R).
- Must have all the covered months marked either True or False. Yes/No will not import.

Index	Layout Info
17	Related Employee Number
18	Last Name
19	First Name
20	Middle Name
21	SSN
22	Date of Birth
23	Covered for January?
24	Covered for February?
25	Covered for March?
26	Covered for April?
27	Covered for May?
28	Covered for June?
29	Covered for July?
30	Covered for August?
31	Covered for September?
32	Covered for October?
33	Covered for November?
34	Covered for December?

Import Formats – Coverage File

- Coverages can be added directly into the application, so this is not commonly used.
- If you decide to import Coverage, the Month must be spelled out.
- Coverage amount is the amount the employee pays (per IRS instructions).
- These records must be a separate line for each month.



37	Related Employee Number
38	Month
39	Coverage Amount
40	Coverage Type Code
41	Safe Harbor Code

A	B	C	D	E
1	February	0	1A	2H
1	May	0	1A	2H
1	November	0	1A	2H
1	September	0	1A	2H
1	August	0	1A	2H
1	December	0	1A	2H
1	March	0	1A	2H
1	January	0	1A	2H
1	June	0	1A	2H
1	April	0	1A	2H
1	October	0	1A	2H
1	July	0	1A	2H

Import or Generate

- Generate is only available to existing Cloud Payroll customers. All others will use the Import process.
- Employment Cutoff Date field is used to limit the employees included in the batch to only those that were employed AFTER the specified date.
- For example, if you are processing ACA reports for 2023, you would enter 01/01/2023 in this field to filter out employees that left the organization earlier. Can be left blank if you have included only the employees you want imported on the file.

The screenshot shows the 'Generate' window with three file upload sections: 'Employee File', 'Dependent File', and 'Coverage File', each with a 'BROWSE...' button and 'Or drop files here' text. Below these is the 'Employment Cutoff Date' field, which is highlighted with a green box. Other fields include 'Sort Order' (set to 'Employee Number'), a 'Resubmission' checkbox, and a 'Resubmission ID' field.

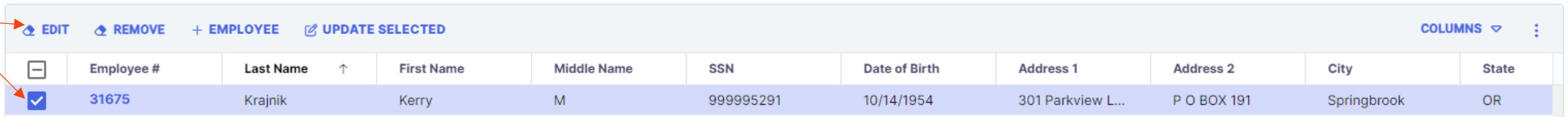
Cirrus Import step has fields in a more user-friendly order.

The screenshot shows the 'Generate' window with a 'Settings' section. It includes a 'Calendar Year' dropdown set to '2023', a 'Sort Order' dropdown set to 'Employee Number', and a checked checkbox for 'Self insured coverage provided'.

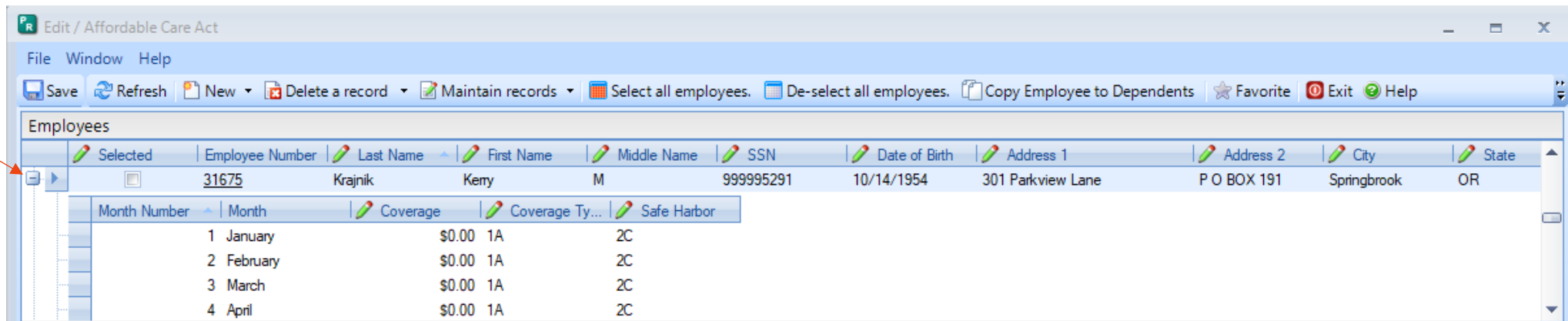
The screenshot shows the 'Import' window with an 'Options' section. It includes fields for 'Employee File:', 'Dependent File:', and 'Coverage File:'. It also has an 'Employment Cutoff Date:' dropdown, a 'Resubmission Id:' field, a 'Sort Order:' dropdown set to 'Employee Number', and a 'Resubmission' checkbox.

Edit Employees

- This window contains all the employee reporting information.
- In Enterprise, the + in the left margin will open each employee monthly information. Clicking it again will close the employee information.
- In Cirrus, select the employee and click the Edit to view information.



	Employee #	Last Name	First Name	Middle Name	SSN	Date of Birth	Address 1	Address 2	City	State
<input checked="" type="checkbox"/>	31675	Krajnik	Kerry	M	999995291	10/14/1954	301 Parkview L...	P O BOX 191	Springbrook	OR



Selected	Employee Number	Last Name	First Name	Middle Name	SSN	Date of Birth	Address 1	Address 2	City	State
<input checked="" type="checkbox"/>	31675	Krajnik	Kerry	M	999995291	10/14/1954	301 Parkview Lane	P O BOX 191	Springbrook	OR

Month Number	Month	Coverage	Coverage Ty...	Safe Harbor
1	January	\$0.00	1A	2C
2	February	\$0.00	1A	2C
3	March	\$0.00	1A	2C
4	April	\$0.00	1A	2C

Edit Employer window

- Information on the Edit Employer window is only used for Electronic filing.
- If filing on paper (less than 10 forms), you can add the Contact info and save without additional information.
- This Edit Employer window will be discussed in the ACA Webinar on January 3rd, 2024. You can register for this on our website <https://springbrooksoftware.com/springbrook-training/>

FORMS

- Forms print in the order selected during the Import or Generate process.
- The forms print landscape on two double-sided pages.
- **NOTE FOR EXISTING CLOUD PAYROLL CLIENTS ON FORMS:** If you still have open Affordable Care Act batches from a prior year the forms may not print properly for those batches. Current batch information will print properly.

Electronic Reporting

- Cannot electronically file until January 2024.
 - If you have not previously filed electronically, or you are new to taking over this process, you need to get a TCC number from the IRS and test the TCC number.
 - Instructions in the [Playbook](https://enterprisehelp.springbrooksoftware.com/a/1365167-affordable-care-act-tcc-testing-process).
- <https://enterprisehelp.springbrooksoftware.com/a/1365167-affordable-care-act-tcc-testing-process>
- TCC test files can be imported now if needed, these test files are provided in the Playbook on Community.


[SB Enterprise Help Center](#) / [Affordable Care Act Playbook](#) / [Affordable Care Act](#)


Affordable Care Act - TCC Testing Process

Updated on Dec 16, 2022

Updated November 17, 2021

1. You must wait 48 hours after receiving your TCC number to upload the testing file. You can complete the batch information during that period but do not export until the 48 hours is over.
2. Set up a new Affordable Care Act batch with a batch name of TCC Test (Generate a number - batch number is not critical, just trying to have a number that won't be confused with your live batch).
3. Use the Import process to import theEmployeeandCoveragesfiles to the new batch. Do not open in Excel (notepad is ok) before importing. You can also manually key the values in the Edit Employee window.

 Employees - to test TCC.csv

 Coverages - to test TCC.csv

Use the instructions on the Affordable Care Act website to apply for a TCC number if you don't have one and want to or must file electronically.

- Test files can be imported to a separate batch in Springbrook but must contain test information. You cannot test your TCC number using your live file/real information.
- ACA TCC is different to 1099 TCC.
- Refer to the testing instructions in the [Affordable Care Act Playbook for information](https://enterprisehelp.springbrooksoftware.com/a/1365167-affordable-care-act-tcc-testing-process). <https://enterprisehelp.springbrooksoftware.com/a/1365167-affordable-care-act-tcc-testing-process>
- It takes a couple weeks minimum to get a TCC, test it and have it moved from test to production status. This must happen before you file your live file for new TCC users.

Questions?





Thank you!