Springbrook – Affordable Care Act Processing

Springbrook

Agenda

Resources

Batch Setup and overview

Data Extraction and preparation

Edit Employees entry

Edit Employer entry

Filing

Springbook

Resources

- Springbrook Community – Affordable Care Act Playbook

https://enterprisehelp.springbrooksoftware.com/a/1348282-aca-processing

- Community website – https://success.springbrooksoftware.com

- IRS.gov – 1095 instructions

https://www.irs.gov/pub/irs-pdf/i109495c.pdf

- Affordable Care Act Information Returns (AIR) Program page

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

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Dates For Reference

- Due date for furnishing statements to employees - March 1, 2024.

- Due date for filing on paper (if less than 10 forms) – February 28, 2024.

- Due date for filing electronically – March 31, 2024.

- Provision date for on-premise Springbrook, KVS or SoftRight clients – email was sent on December 20, 2023. Email was sent by amber.elstad@sprbrk.com.

- Software ID has been updated in our system, you can file now if you wish.

What's New: The electronic-filing threshold for information returns has been decreased to 10 or more returns.

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.
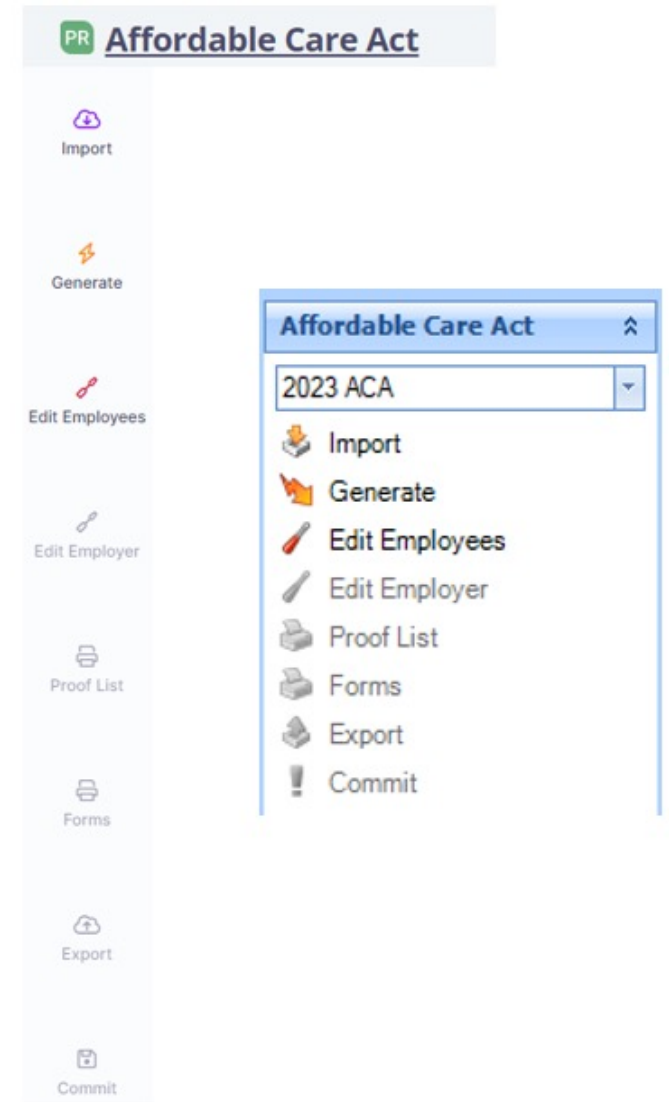
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Cirrus platform is available for all users

- Cirrus is now 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.

- You can work in Cirrus and then switch to Enterprise and all your saved work will be there. It is your choice which platform you use.

- Cirrus has some enhancements to the ACA batch process

- Cirrus is fully browser based and can be used from all modern browsers (Safari, Chrome, Mozilla, Edge, etc.).
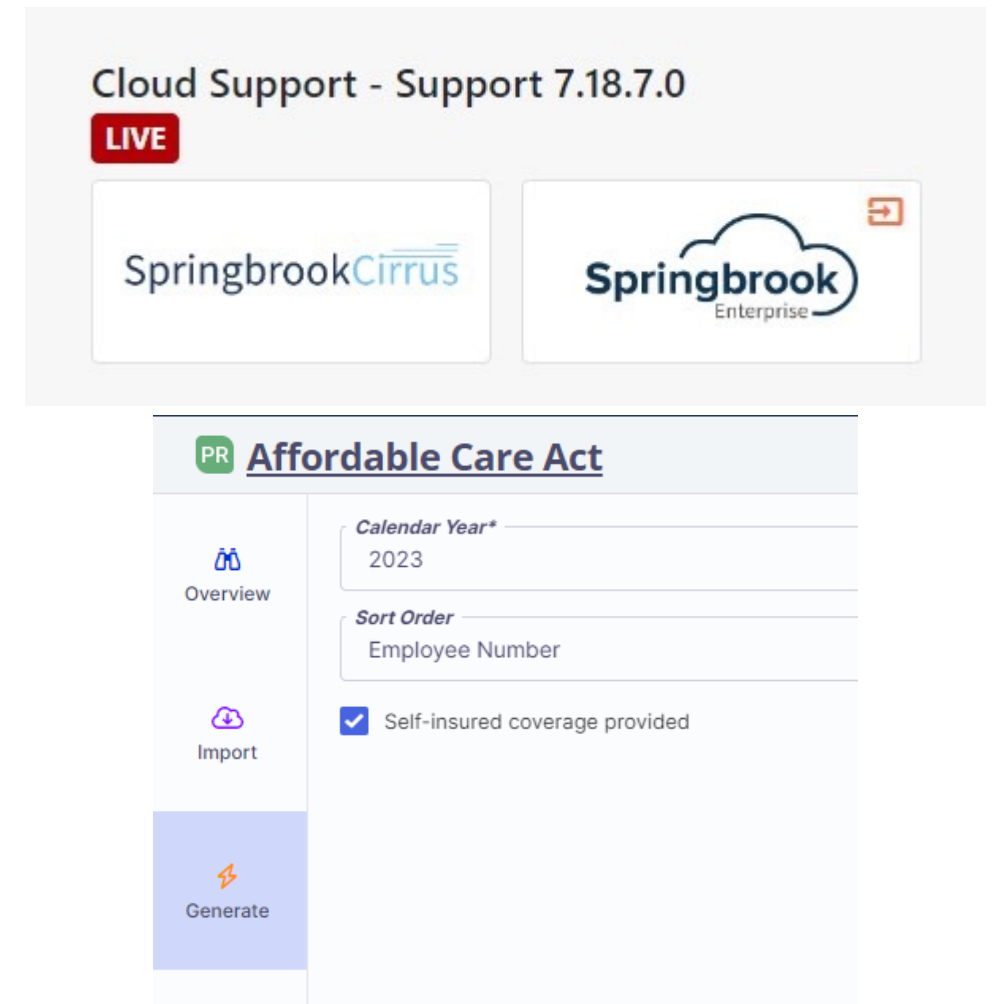
Cloud Support - Support 7.18.7.0

LIVE

SpringbrookCirrus

Springbrook Enterprise

PR **Affordable Care Act**

Overview

Calendar Year*
2023

Sort Order
Employee Number

☑ Self-insured coverage provided

Import

Generate

Affordable Care Act batch process

- **Import or Generate**

- Edit Employees

- Edit Employer

- Proof List

- Forms

- Export

- Commit – never needed just deletes information.

Generate – Only Available for Existing Cloud Payroll clients

- Check Security if you do not have it on your menu.

- Select reporting year – Will default to the current fiscal year. You are reporting for 2023. The system will only bring in employees that are active in 2023.

- Sort Order – This will determine the order the forms are printed. Will be helpful if you want to match up forms to W2's to mail.

- Mark Self-Insured coverage if you need to report dependents.
  - Cirrus only: The generate will bring in dependents in HR if selected and will not if this toggle is not marked.
  - If self-insured reporting is needed you can import dependents from a file if they are not in your HR system.

Generate / Affordable Care...

File   Window   Help

OK   / /   - :   Favorite

Settings

Calendar Year: 2023
Sort Order: Employee Number
☑ Self insured coverage provided

PR **Affordable Care Act**

Overview

Import

Generate

Calendar Year*
2023

Sort Order
Employee Number

☑ Self-insured coverage provided

Springbrook
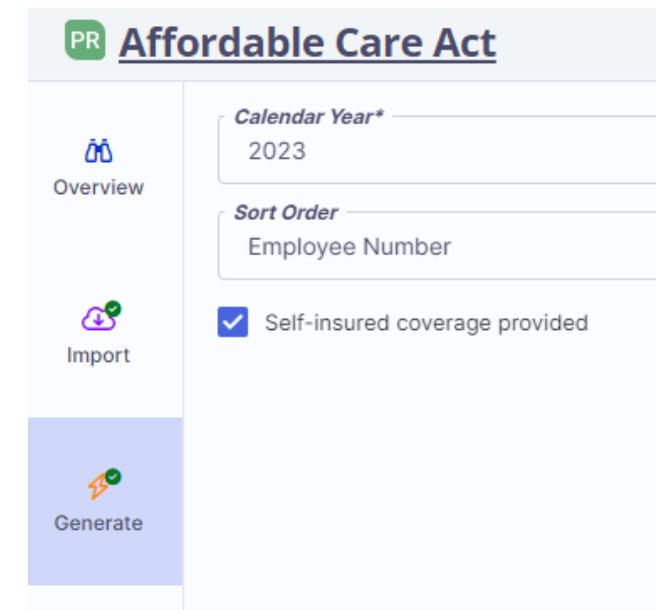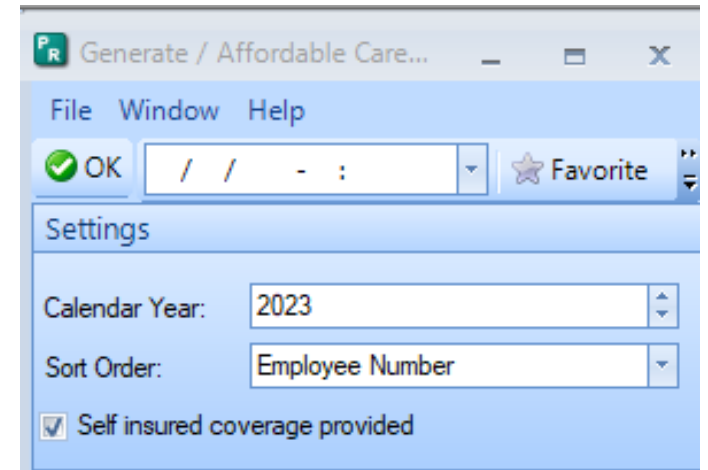
Generate – Existing Cloud Payroll clients only for Enterprise and Cirrus

- We corrected an issue that could cause an error for review if an employee name or address includes a disallowed character. You will still get this review message now, but the disallowed characters will be removed for you. You will not need to go in and remove the disallowed from the Edit Employees step.

- You can keep the review list and modify your employee records to remove disallowed characters.

Errors window — File Window Help

Error Details

Description: Generate
Status: Review
Process Results: One or more exceptions occurred that must be fixed. Check the error list in the jobs viewer.

Drag a column header here to group by that column.

Error or Warning Description

An invalid character was found in the 'Address 1' column.
An invalid character was found in the 'Address 1' column.
An invalid character was found in the 'Address 1' column.
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Data extraction

- Springbrook data extraction will export employees and dependents only.

- Employee file – Review for disallowed characters and double spaces.

- Dependent file - If you are not reporting as "self insured" you will not need the dependent file. If you need the file make sure to review it for disallowed characters (except / from birth dates).

- Remember opening CSV files in Excel will remove all leading zeros. Critical for zip codes and Social Security numbers.

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Import Files

- Open Import step in the batch. This can be done after employees are generated.

- Select the employee file (dependent and coverages if also importing).

- Select the sort order you want the forms printed in.
    - Important if matching to W2's to mail.

- Click Check mark or Submit button to import.

- NOTE: If you import employees after the Generate step was run the new file will replace all employees currently in the batch.
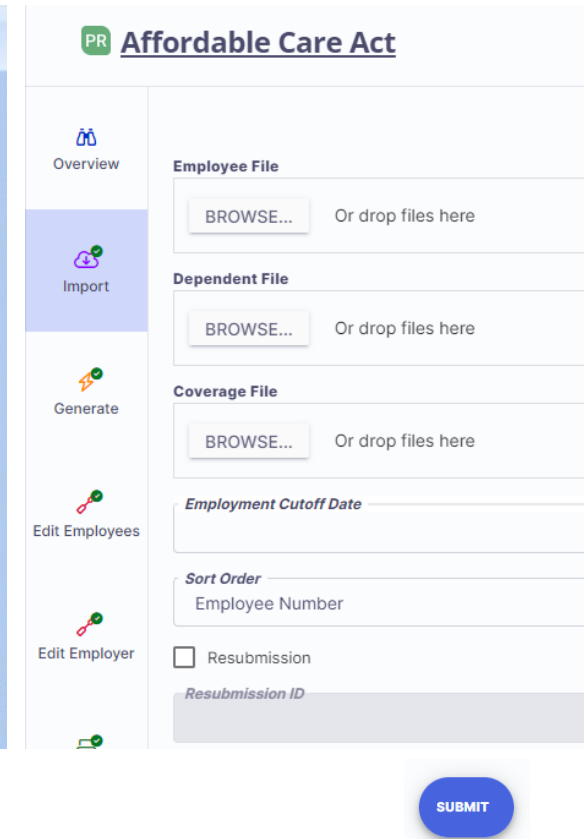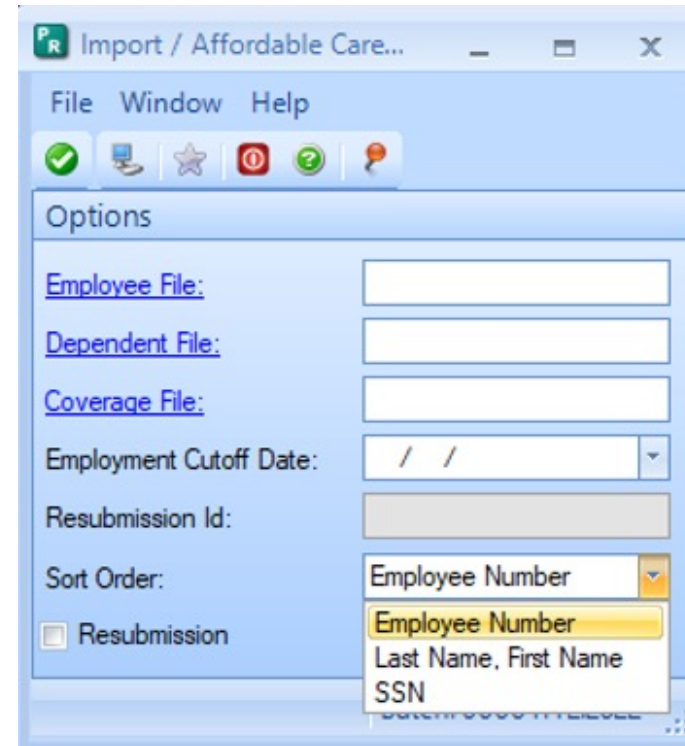
Tips for Dependent and Coverage Import

- Consider importing only Employees to start.

- Dependent and Coverage files can be imported after Employees are imported. If Employees are already imported/in the batch then the system will more easily match the Related Employee Number up from the Dependent and Coverage files to the correct Employee.

- You cannot import additional employees without deleting ALL employees and information in the batch.

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Review/Errors

- If the status is "Review" there are errors in the files so the import did not include all information.

- Click on the View Report icon at the top or double click on the item below. The errors will display.

Review/Errors

In almost every case the employee has been imported into the batch with the invalid data.

NOTE: If you import additional employee files, ALL employees in the batch will be deleted. Not the case if you import dependents or coverages.

Affordable Care Act batch process

- Import or Generate
- **Edit Employees**
- Edit Employer
- Proof List
- Forms
- Export
- Commit – never needed just deletes information.

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.

Enterprise - Edit Employee Functions

💾 Save – Will enable when changes are keyed.

🔄 Refresh - Not often used, will restore information on the window.
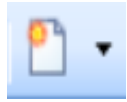
📄 New – Use drop-down arrow to choose if you add a new employee or dependent.

📄 Delete a record – Use drop-down to delete an employee or a dependent.

📝 Maintain records – Select Coverage record or Plan Period record to maintain all selected.

🔲 Select all employees – Will mark the selected box for all employees. Works with the Maintain records, Copy and delete functions.

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Enterprise - Edit Employee Functions (cont.)

- De-select all employees – Removed the selected toggles for all employees.

- Copy Employee to Dependents – Copies each employee to dependents. ONLY used if Self Insured is toggled. (Enterprise ONLY)

- Favorites (only used if you are using dashboard)

- Exit – Will close the window without saving any entries

- Help – Will open Springbrook help.

- Dock in MDI/Undock – Will enclose the window in the MDI and make it smaller.

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Cirrus – Edit Employee Functions

- 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.

Edit Employees – Recommended process

- If doing entry within Springbrook the quickest way to process the batch is to change all employees to the most common values, then modify the ones that are different (such as employees that did not work the full year).

- Click the Select all employees button – This will mark all employees selected. If you want, you can remove any employees desired by clicking in the selected box manually.
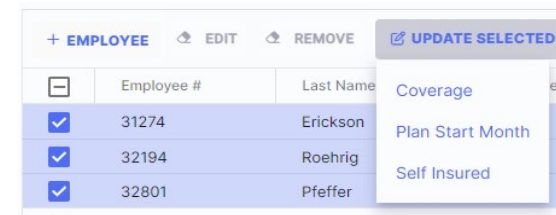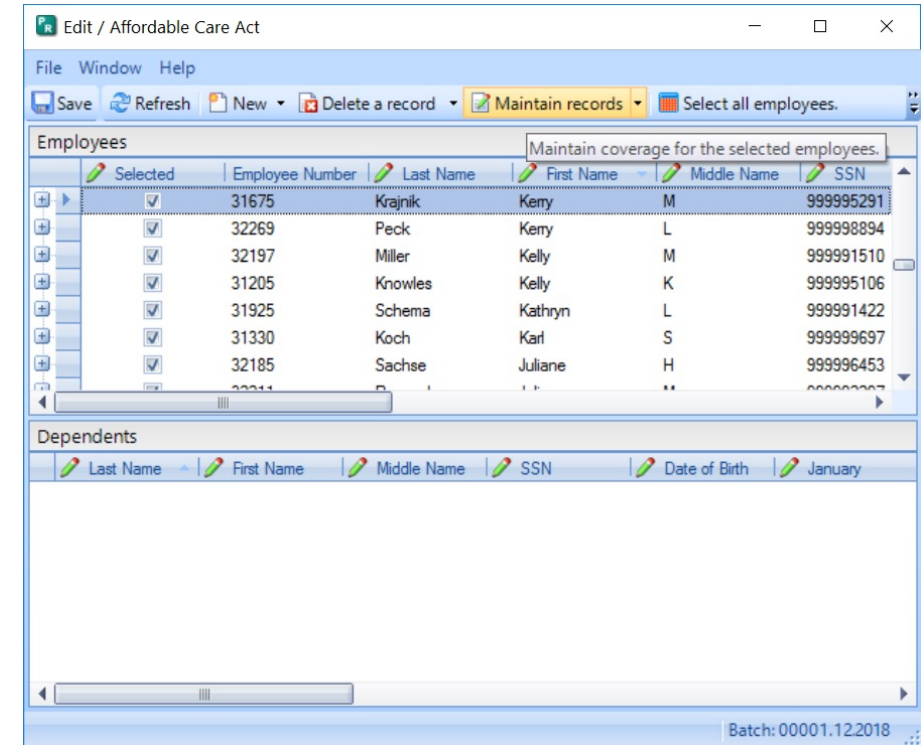
Edit Employees – Recommended Process

Use Maintain Records > Plan Period Maintenance (Update Selected > Plan Start Month in Cirrus) – Adds the plan start month to each employee. This is the month your agency plan starts, not the employee specific information.

- Often this is the same for all employees.
- This is **required** by the IRS for 2023 reporting.
- Will display the month number.
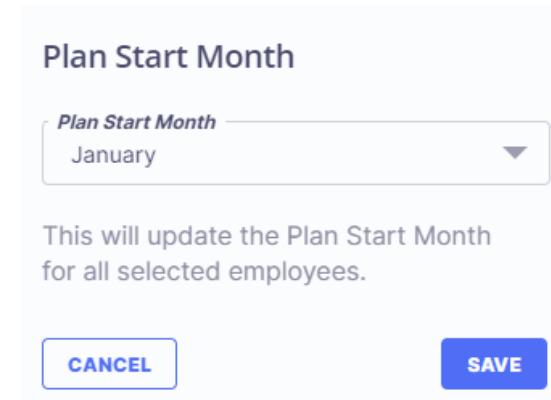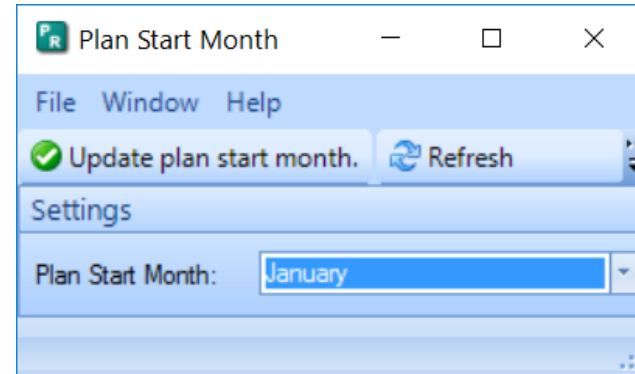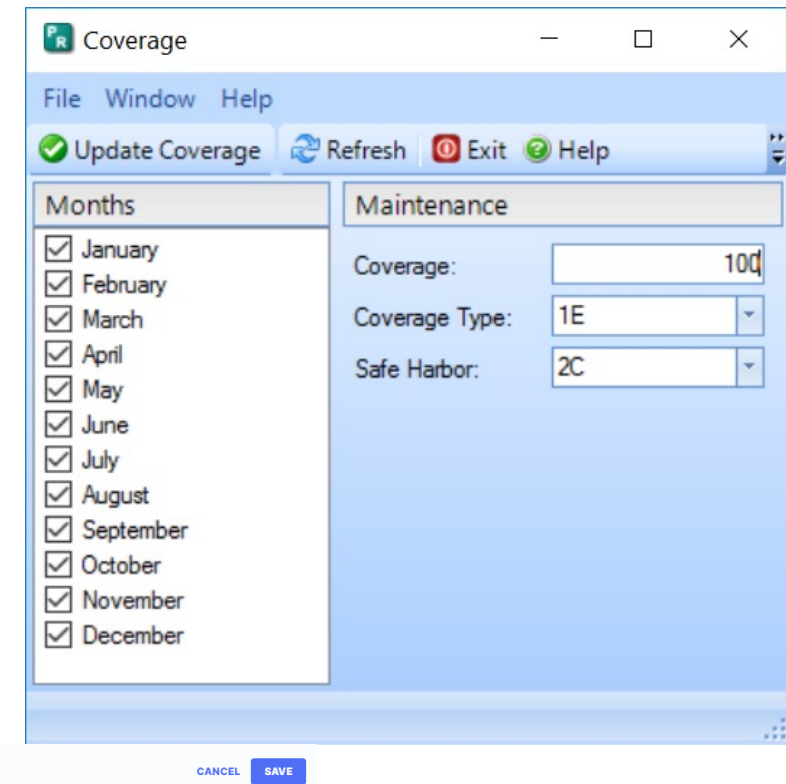
Edit Employees – Update Coverage

- Use the Maintain records > Coverage maintenance (Update Selected > Coverage in Cirrus) – Adds the coverage and safe harbor codes to months specified.
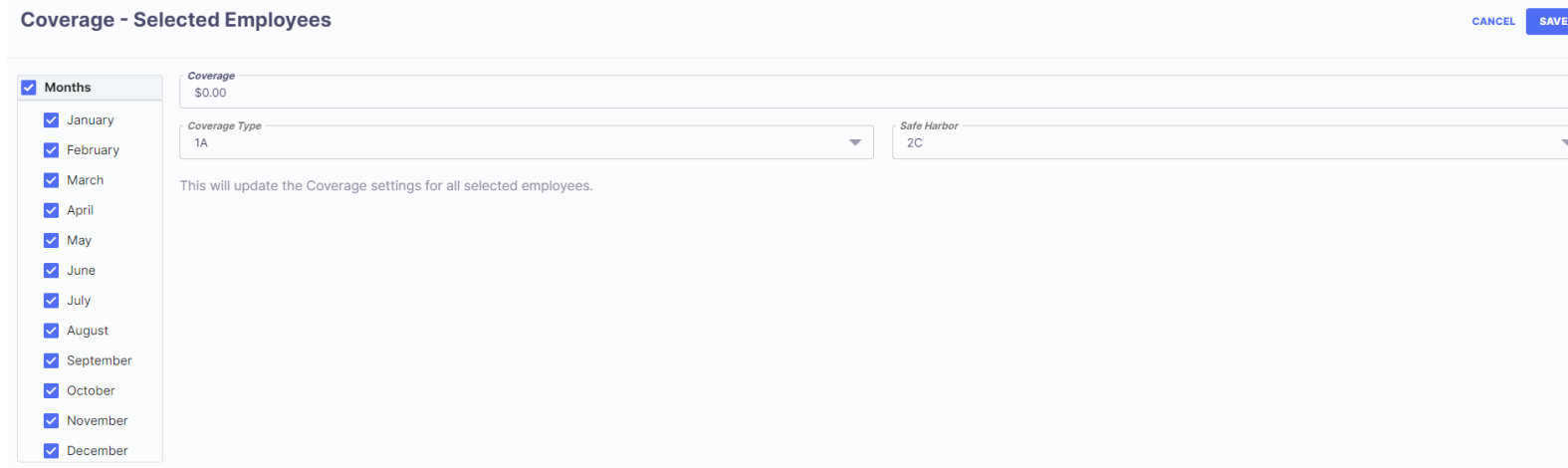
Tip: Click on January and use the Ctrl+A to highlight all months. Once highlighted you can use the space bar to check all the months. Cirrus has a select all toggle.

Type in the Coverage dollars, coverage type and safe harbor codes. Refer 1094/95 instructions for code help. Springbrook does not give advice on the codes to use.

Edit Employees – Update Coverage

- Each selected employee will now show the coverage updated.

- The save button will also enable in Enterprise. Save often.

- Recommend saving at this point.

- The window may take a while to save, please be patient.

- You will need to reopen the Edit Employees window after saving in Enterprise.
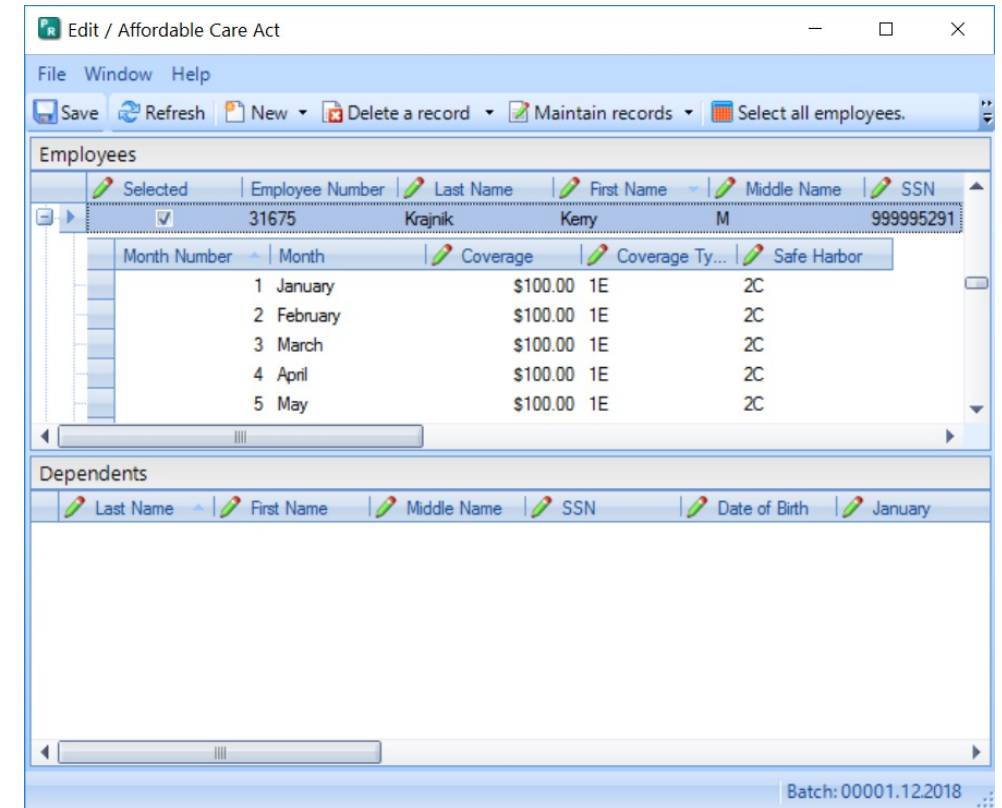
Edit Employees – Save errors

- If the window does not close or save in a minute or so, check for errors.

- The system will identify errors with red font.

- If you are missing an SSN, it will not be allowed to save and must be fixed.

Edit Employee ACA

Employee

Employee #*
321Test2

Middle Name

Last Name
T

SSN*
__-__-____
The employee's SSN must be entered.

First Name

	Selected	Employee Number	Last Name	First Name	Middle Name	SSN	Date of Birth	Address 1	Address 2	City	State	
	☐	32559	Geigel	Raymond	T	999990024	07/24/1964	4017 Delta St		Springbrook	OR	999
	☐	999test	George	Bob		999999999						
	☐	31530	Glaeser	Kevin	D	999998605	07/01/1957	15 S Cth S		Springbrook	WA	984
⊕	☐	31485	Goertz	Gregory	P	⊖	03/10/1957			Springbrook	OR	999
	☐	32562	Graunke	Dean	W	999997842	03/16/1949	4626 Calumet Ave		Springbrook	OR	999
	☐	33017	Groelle	Dean	A	999922674	03/14/1974	1804 Lincoln St		Springbrook	OR	974
	☐	GULZOW2	Gulzow	Ben		665778899	10/08/1980					
	☐	GULZOW	Gulzow	Charles	A	998887771	04/11/1977	555 Springbrook Ave		Springbrook	OR	999
	☐	32036	Gunzel	Tari	A	999991353	10/23/1964	3703 So 26th St		Springbrook	OR	999

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Edit Employees – Existing Payroll Cloud clients only

- Non-employees can be added to the batch through New > New External Employee (+Employee > External Employee in Cirrus) to add a non-employee (typically for retirees).

- This is not true for On-prem, KVS or SoftRight clients: Import your non-employees instead with your employee file during the import process.

- When selected, a new blank line will be added to the grid in Enterprise and a new employee window opens in Cirrus. All information can be added.

  - Employee numbers cannot be duplicated or changed after saving.

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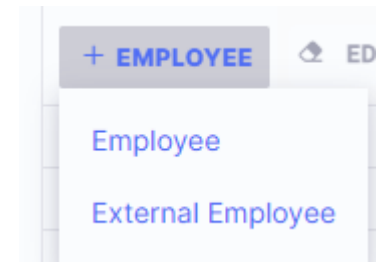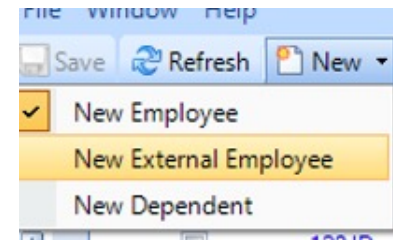
Edit Employees – Entry tips

NEVER have more than one User working in the Edit Employees window at the same time. One person working will lose their work as soon as the other Saves.

The provision databases for On-Prem, KVS and SoftRight clients are single user databases. Login information can be shared and used by multiple users.

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Items to Edit and Check
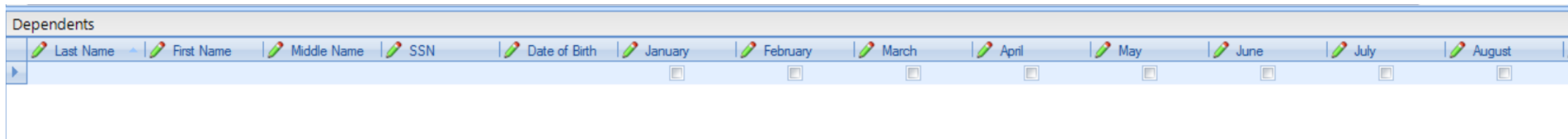
Sort by the following columns to make sure there are no blanks that will fail when uploading to the IRS AIR system.

- First & Last Name – no spaces at the beginning.

- SSN – review to make sure all appear to be 9 digits.

- Address & City – no spaces at the beginning.

- Zip – must be either 5 or 9 digits. Anything else will fail.

Employees

ected		Employee Number	Last Name	First Name	Middle Name	SSN	Date of Birth	Address 1	Address 2	City	State	Zip	
☐		31019	Hablewitz	Robert	L	999997028	02/21/1952	4235 Rock Court		Springbrook	OR	99999	
☐		31179	Hagenow	Lee*M	A	999999575	10/06/1953	1617 Atlanta Court		Springbrook	OR	99999	
☐		32647	Halle	Tammy	J	99990093	10/15/1970	3326 Cty Rd Y		Springbrook	OR	99999	
☐		31672	Hanson	James	L	999999104	09/30/1954	1302 Orchard Dr		Springbrook	OR	99999	
☐		32288	Hassen	Fred	A	999992348	02/14/1959	328 Kent St		Springbrook	OR	999990	
☐		32743	Helminger	Brian	M	999990474	07/06/1971	2430b 14 Sycamore Dr		Springbrook	OR	99999	
☐		Helms	Helms	Jaki		999887777	04/22/1985	3104 SW Springbrook Street		Springbrook	OR	999222222	
☐		32919	Hennessey	Luke	R	999992880	10/26/1979	1107 So 8th St		Springbrook	OR	99999	
☐		31228	Hermann	Ann	M	999998664	06/27/1955	701 So 19th Street		Springbrook	OR	97455	

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Add Dependents - Enterprise

- Dependents can be either keyed or imported.
- Dependents are ONLY included if you need to report as self-insured. You can get that information from your insurance carrier.
- If manually adding dependents, click on the employee and use the New Dependent option.
- A dependent line will open in the Dependents field.
- Be certain to check all the months the dependent was covered.
- Enterprise interface only: Use the Copy Employee to dependents to copy employee information to the dependent field.
- **TIP: Do not add dependents (even employee) if the employee waived coverage. It will throw errors in the transmission to AIR.**

Dependents

Last Name	First Name	Middle Name	SSN	Date of Birth	January	February	March	April	May	June	July	August
					☐	☐	☐	☐	☐	☐	☐	☐

Add Dependents - Cirrus

- Dependents can be either keyed or imported.
- Dependents are ONLY included if you need to report as self-insured. You can get that information from your insurance carrier.
- If manually adding dependents, click on the Dependents tab
- A dependent line will open in the Dependents field.
- Be certain to check all the months the dependent was covered.
- Cirrus interface only: the employee will auto populate in the Dependent field when checking Self-Insured toggle for the employee.
- **TIP: Do not add dependents (even employee) if the employee waived coverage. It will throw errors in the transmission to AIR.**

| | COVERAGE | DEPENDENTS (1) | | | | | | | | |

✕ CANCEL	+ CREATE DEPENDENT	🗑 DELETE							COLUMNS ▽	⋮
✎ Last Name	▼	✎ First Name	▼	✎ Middle Name	▼	✎ SSN	▼	✎Date of Birth	✎January	✎February	✎March	✎April	✎May
									☐	☐	☐	☐	☐
Tore		Bob				000000000			☑	☑	☑	☑	☑

Saving tips

- Save often as you are manually updating Affordable Care Act records. It takes time but will help you if you make a mistake. You can exit without saving and only have some edits to do again.

- If window doesn't close in a couple minutes max, scroll through the employees to see if there is an error.

- Errors will be indicated by red font (and exclamation mark in Enterprise).

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Affordable Care Act batch process

- Import or Generate

- Edit Employees

- **Edit Employer**

- Proof List

- Forms

- Export

- Commit – never needed just deletes information.

Edit Employer

Edit Employer information is CRITICAL if you are going to file electronically. If you are filing on paper (unlikely), you can simply fill out the Contact tab information.

- Some fields not required for 2023. Cirrus enhancement has these unnecessary options removed.
    - Signature PIN
    - Person Title
    - Signature Date

Employer tab

- Request Type – Generally Business TIN. Must be indicated.

- Authoritative – Must check unless part of an Aggregated group.

- Aggregate group - must not toggle unless you are part of an Aggregated group.

- Qualifying offer – Most clients check this.

- 98% offer method

Applicable Large Employer/Monthly Employer Data

This information must be included if filing electronically as Authoritative for the ALE member.

- Total Employee Count – This is for the total number of employees per month.
- Eligible FTE Count – Number of employees eligible for insurance. MUST BE LESS THAN OR EQUAL TO THE TOTAL EMPLOYEE COUNT FOR THE MONTH.
- Min Essential Coverage – Yes – must answer for each month.
- Transition Relief – Not used for 2023.
- Aggregate Group – If applicable.

Applicable Large Employer

Month	Total Employee Count	Eligible FTE Count	Min Essential Coverage	Transition Relief	Aggregated Group
January	300	250	Yes		☐
February	300	250	Yes		☐
March	300	250	Yes		☐
April	300	250	Yes		☐
May	300	250	Yes		☐
June	300	250	Yes		☐
July	300	250	Yes		☐
August	300	250	Yes		☐
September	300	250	Yes		☐
October	300	250	Yes		☐
November	300	250	Yes		☐
December	300	250	Yes		☐

Monthly Employer Data

Month	Total Employee Count	Eligible FTE Count	Min Essential Coverage
January	300	250	Yes
February	300	250	Yes
March	300	250	Yes
April	300	250	Yes
May	300	250	Yes
June	300	250	Yes
July	300	250	Yes
August	300	250	Yes
September	300	250	Yes
October	300	250	Yes
November	300	250	Yes
December	300	250	Yes

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Contact tab

- Complete the First Name, Middle Name, Last Name, Suffix (if applicable) and Phone for the person with the TCC number. This is the person responsible for answering any questions from the IRS. (see page 7 of IRS instructions)

- NOTE: Make sure there are no spaces after the typed information to avoid filing errors with the AIR system.

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Aggregated Group - Uncommon

- If Aggregated Group is toggled on the General tab two additional tabs will appear.

- You will know if you are part of an Aggregated Group based on how you file W2 information.

- If you don't know you are likely not part of an Aggregated Group.

- If checked, two additional tabs will display.

- Cirrus interface only: if checked, the column in Monthly Employer data will auto check also.
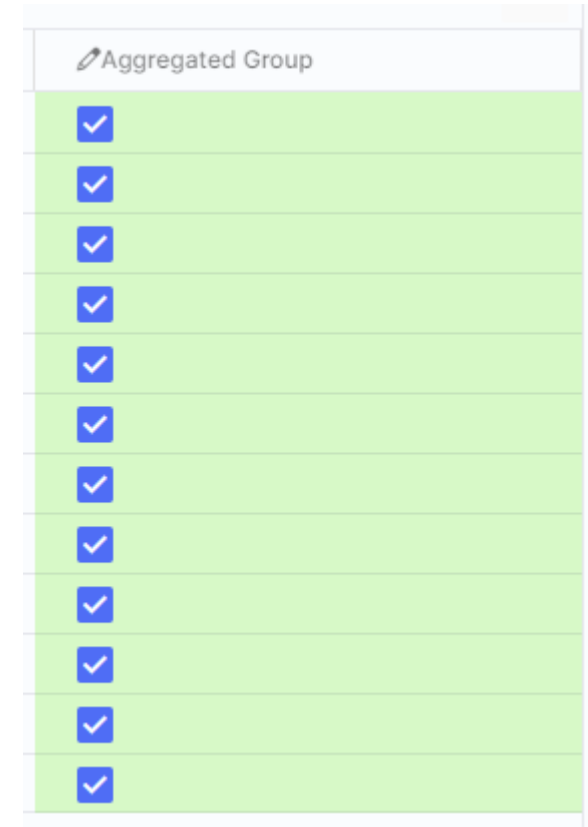
Government Entity tab

- ONLY used if the organization is part of an aggregate group. WIll only display if Aggregated group is checked on the Employer tab.

- Enter complete address and DGE information. See page 7 of the IRS instructions.

Aggregated Entities tab

- ONLY used if your agency is a part of an aggregate entity.
- This window should include each entity that is included with your reporting and the EIN number. The entities listed here will be filing non-authoritative returns.
- NOTE – The EIN names and numbers must match tax filings and are often the same as the Government entity.

Affordable Care Act batch process

- Import or Generate

- Edit Employees

- Edit Employer

- **Proof List**

- Forms

- Export

- Commit – never needed just deletes information.

Proof List

- Run the Proof List – This is a required step but you don't have to use the report. We have added the employee count to the last page of the report to give you the information for your Export step.

- Page break will print one employee to a page.

- Forms to Print on the last page will give you the number to report in the export step.
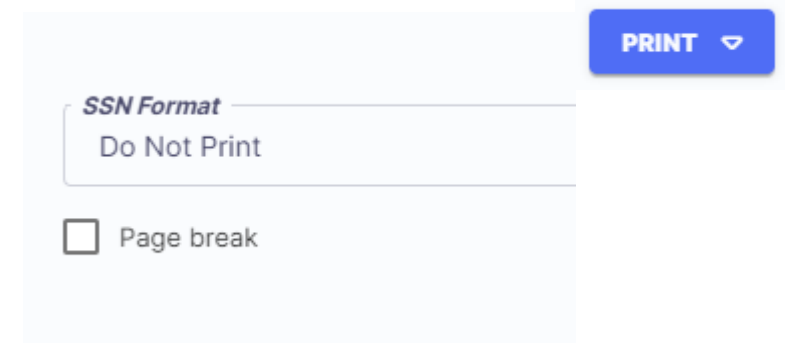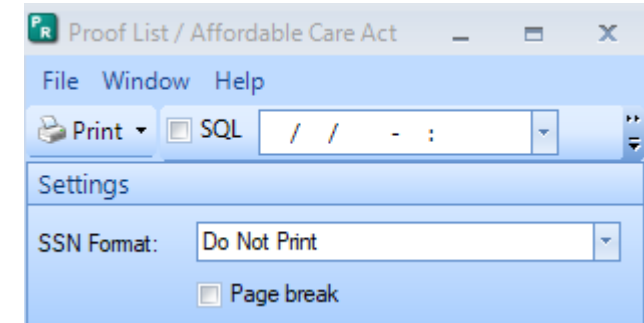
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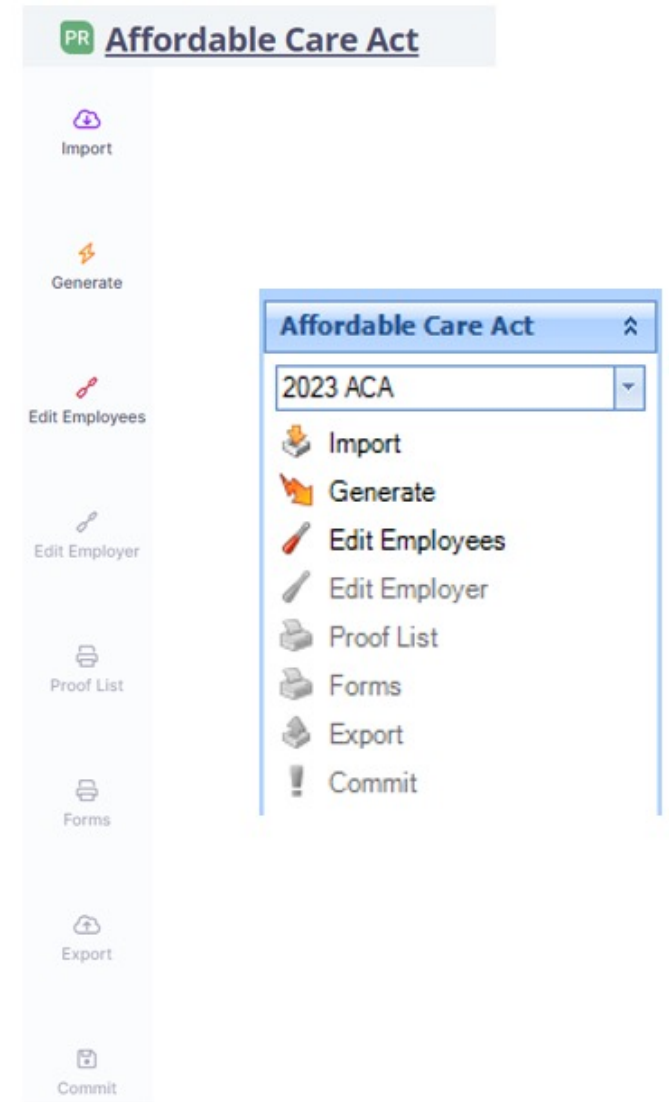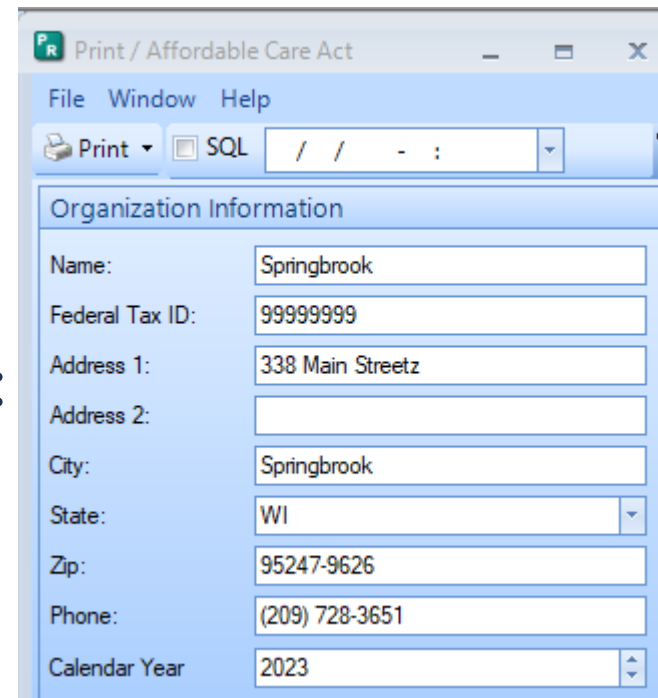
Forms

Many users find review of the information is easier by reviewing the Forms rather than the Proof List.

- Forms will print in the order selected during the Import or Generate process.

- We have also added an additional page to print for employees that have more dependents than can fit on the standard form. This will only be important for clients that are considered self-insured and report dependents.

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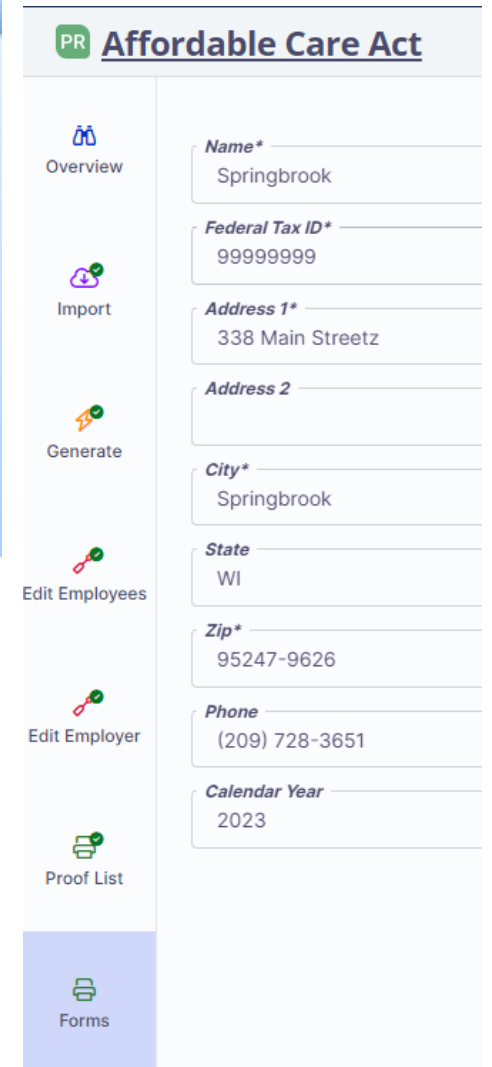
Forms

- This step is where you print your employee forms.
- Be sure to keep the following in mind:
  - Federal Tax ID – no dashes
  - Address – no characters
- Select the Calendar (reporting) Year. Should be 2023. Cloud Payroll clients will default to fiscal year of the system and may need to be changed.
- Forms will print in the order selected on the import or generate step.

Forms print – Use a duplex printer

- ## Page 1

  ### Page 1 - Backside

Forms print – Use a duplex printer

- ## Page 2

If you report Self-Insured (dependents are included) additional pages may be printed if dependents cannot fit on the page provided.

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IRS Filing on Paper

- If you have fewer than 10 forms, you are allowed to file on paper to the IRS.

- Complete the 1094C transmittal form from the IRS website.
    - Contains the same information as the Edit Employer window does in the ACA process.

    https://www.irs.gov/pub/irs-pdf/f1094c.pdf

- Copy BOTH sides of the 1095C forms to submit.
    - IRS could send back if both sides are not included.

- Mail forms to the IRS.

Affordable Care Act batch process

- Import or Generate

- Edit Employees

- Edit Employer

- Proof List

- Forms

- Export

- Commit – never needed just deletes information.

Affordable Care Act

2023 ACA

- Import
- Generate
- Edit Employees
- Edit Employer
- Proof List
- Forms
- Export
- Commit

Springbrook
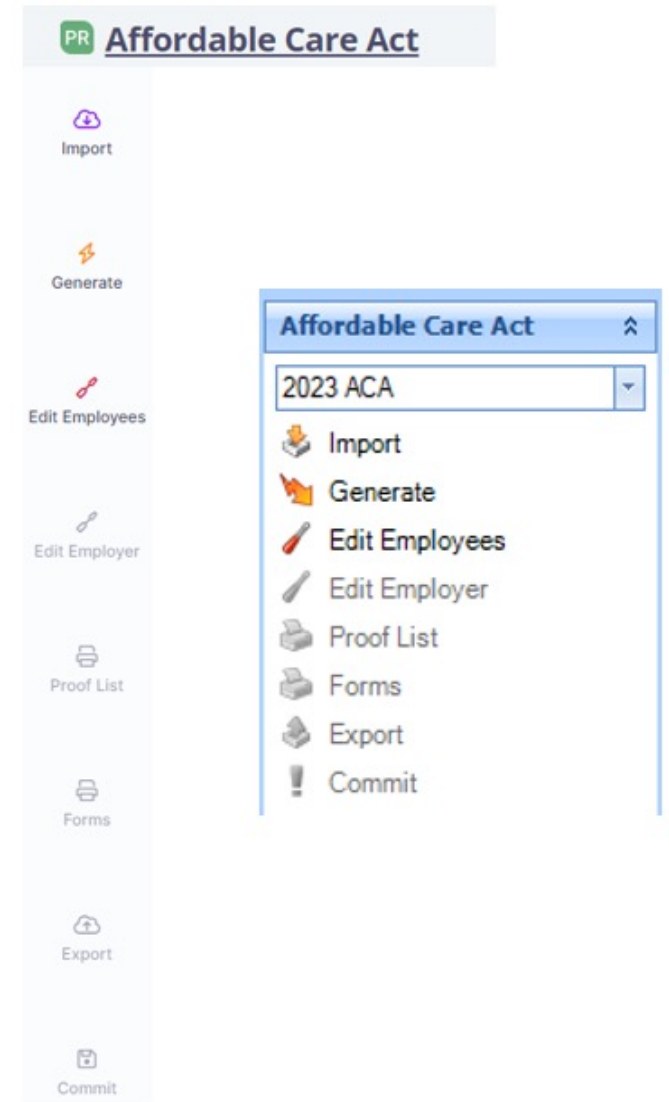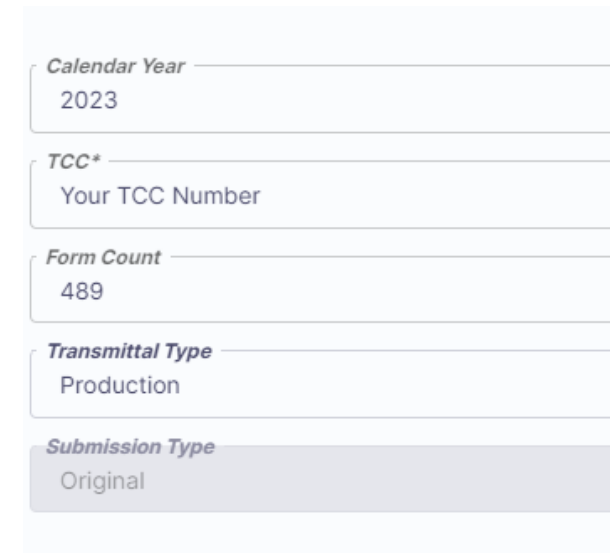
Export

- Creates an Export file to upload to the IRS AIR system.
- Calendar Year – Year being reported.
- TCC – Your agencies Transmittal Control Code (not the same as 1099).
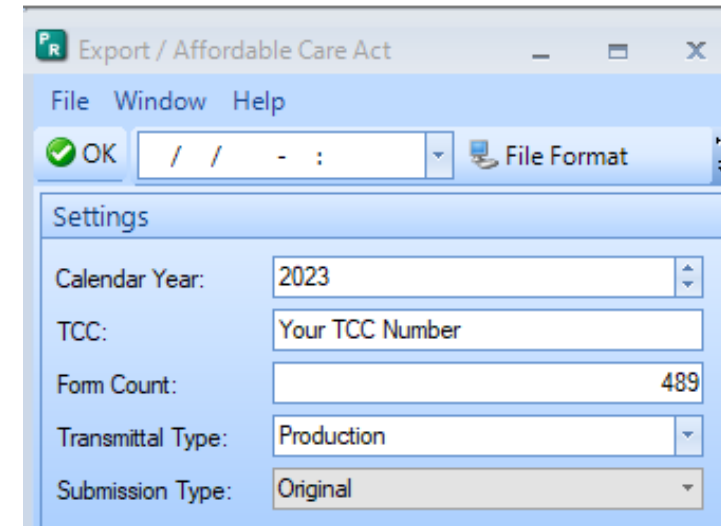- Form Count – Number of forms
- Transmittal Type
  - Production – Normal selection
  - Test – Only used to test TCC numbers
- Submission Type
  - Will only be available if the Import Step was marked as a Resubmission.
  - Resubmission (uncommon)
  - Correction – Used to correct data if you received "Accepted with Errors" letter

Export

- Find your Export files in the Jobs Viewer, and double click to open.

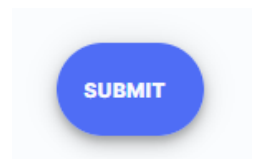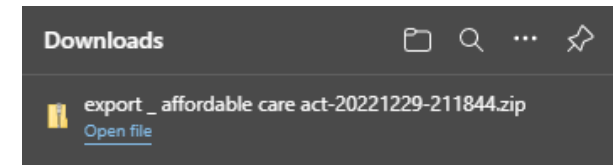| Job ID	Details	Description	Status	Results
0000410771	☐	Export / Affordable Care Act	Complete	Process completed successfully.

Job ID	Details	Description	Status	Results
0000410771		Export / Affordable ...	Complete	Process completed successfully.

- In Cirrus, it will automatically download a zip file. "Extract All" to save in a folder you have assigned for keeping your files organized.

Downloads

export _ affordable care act-20221229-211844.zip
Open file

- In Enterprise, you will need to click on the '…' to choose where to save your files. Click Save.

PR Export

File Window Help

Save   Download   Favorite   Exit   He

Export Settings

Description	Open	Full Path
ACA	☐	C:\Users\ ...er ...
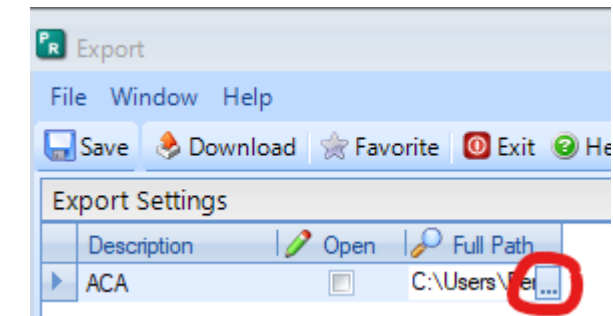
- Login to the IRS AIR system and transmit your 1094C and Manifest files.
- You do NOT need to Commit your batch. Recommend leaving it there in the event you need to go back and Edit again.

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Questions?

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Thank you!

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