

Viewpoint Construction Software

ACA FAQs

Vista

Information and practices offered by Viewpoint regarding the use of Vista to meet ACA reporting requirements is based on our current understanding of IRS regulations and guidelines.

This information should not be viewed as legal advice or opinion, and strongly encourage you to seek your own competent legal interpretation.



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When should I log a support case?

When you have question about how the software works, check KB's, F1 help. If you still do not have your answer, log a support case. If you have questions about the content of the boxes please contact your healthcare administrator. For information about how to complete the 1094-c and 1095-c forms please review the IRS instructions.

What version should I be on?

Which Vista release is required to process and report ACA?

6.11.0 (Released 10/15)

- HR/PR ACA history tracking, eligibility, and admin features
- ACA Initialization
- ACA 1095-C Import Template
- HR ACA Eligibility Report

6.10.7 and 6.11.2 (December 2015)

- 1094-C/1095-C reporting
- ACA Initialization clean up

6.10.X and 6.11.X (Late Spring 2016)

- ACA e-File

What is found in the PR ACA Processing Form?

The ACA processing forms were designed to follow the structure of the IRS 1094 and 1095 forms. They provide all the necessary inputs to store for reporting purposes.

The **main PR ACA Processing form** includes tabs to maintain annual company level ACA data.

1. ALE Member Info
2. ALE Member Monthly Info
3. ALE Group Members
4. Transmission History

Employees tab contains employee level ACA information and access to the 1095-c Employee form by double clicking the grid.

1. Employee Info
2. Employee Monthly Offer of Coverage
3. Covered Individuals

Tasks available from the **PR ACA Processing form** include:

1. Initialize ACA
2. Create ACA e-File
3. Print ACA Forms

We are running 6.8. Can we upgrade to 6.11 directly?

Yes, updates are cumulative you can upgrade directly to 6.11. Appropriate service packs to 6.11 will need to be applied.

Is the HR module an additional purchased module?

Yes, contact sales for further information.

My 1094 and 1095 reports show 2014 not 2015.

The 2015 1094 and 1095 reports will be in the 6.11.3 release.

Will I need pre-printed ACA forms?

The report will print one 1095-c per page. The forms and envelopes can be purchased from Viewpoint Forms at 800-825-8649. See <http://www.viewpointforms.com/> for more information. The 1095C form is a custom form created by Viewpoint Forms and approved by the IRS. If you would like to use the IRS form it can be added to the ACA Processing Menu as a custom report.

I do not see the ACA Processing form in payroll. What do I do?

Verify you have been granted appropriate security permissions in VA Form Security.

What am I required to do as an ALE (Applicable Large Employer)?

- Provide 1095-C to your full time employees - March 31, 2016
- If paper filing, remit 1094-C and 1095-C copies to IRS – March 29, 2016
- If e-filing, remit file through IRS AIR program – June 30, 2016

Do we need to select full time for all current employee?

Initializing “full time” employees restricts the data to just those employees with hourly time posted in PR and that amounts to 30 or more hours per week or 120 hours per month.

Note: Employees who do not have posted hours will need to be manually added or imported into the 1095 forms.

How do I populate the 1095-c Forms?

Use one of the following methods:

1. Direct entry into the 1094 and 1095 forms
2. Initialization from PR or HR data
3. Imports

What does “self-insured” plan mean?

This means you are providing the health care coverage as an employer as opposed to subscribing to a traditional health plan with a provider.

What parts of the 1095-c do I need to provide to my employees?

You will provide 1095-c part I and part II.

If you are self-insured you will provide part I, II and part III.

Unions and health care benefit administrators will provide part III information directly to the employee.

If I already file my W2s electronically, is a separate registration required to file ACA information returns electronically?

A new Transmitter Control Code (TCC) is required for the Affordable Care Act Information Return (AIR) system which is the new system for submitting ACA returns.

The IRS has other systems that use TCC numbers. However, IRS is requiring separate registration for the AIR system.

Please allow yourself 2 to 4 weeks to complete your application.

What transmission method is supported for ACA Process?

When filing for your Transmitter Control Code, specify ISS-UI for the transmission method, this is also referred to as the ISS-Web UI Channel as well.

What Processes will I lose by not using the HR Module?

- ACA Coverage Offer History
- ACA Coverage History
- Defining ACA Health Plans and capturing enrollment
- Employee measurement and eligibility using look back groups.
- Dependent tracking and related ACA Coverage History.

You need 6.11 to see the above features in HR.

Is the Employee Share in 1095-c Part II a yearly or monthly total?

It is a monthly total. If the amount changes mid-year you will need to report the new amount in the appropriate months. The “all 12 month” field is intended for situations where the value will be the same for all 12 months.

If our employees are age banded to determine costs, where do we put that amount for each employee?

We need further clarification. You would probably need to enter this directly into the ACA Process Forms.

We are filing for 3 different companies. Will 3 different TCC numbers be needed or can they all be e-filed under the same TCC number?

It is our understanding you will need to file a separate 1094 and related 1095s for each EIN. This will likely require separate TCC numbers. Please consult your tax advisor or the IRS for confirmation.

We have open enrollment every February and 60 days from the date of hire for new employees, do we need to then offer coverage each month to the employees who decline the coverage?

It is our understanding that you would still make the coverage offer. Whether they accept it or not is up to the employee. However ACA rules regarding employer responsibility speak to the "Offer of Coverage". Please consult your tax advisor regarding your continued obligations.

What month do you use for offered month if the employee was offered in 2014?

You can enter the actual offer date in the HR Resource Master ACA history tab. This will allow you to track coverage offers and acceptance. (1095-c Lines 14 and 16.). An offer of coverage made on any one day of a month is considered to be an offer for the entire month.

We have both a PPO and HDHP plan available, both of which meet the ACA standards. Would we need to setup codes for both plans?

Yes, you can have multiple ACA Health Benefit Codes. You would set them up in HR Benefit Codes and assign them to the resource in HR Resource Benefits. The ACA initialization process will pick up either code assigned in HR Resource Benefits.

Note: The ACA Initialization process focuses on the employee/resource, what coverage they were offered, and potentially what coverage they were enrolled in.

When would I use the ACA Eligibility Report?

I would use this report as a tracking tool if I have part time or variable time employees that may qualify under ACA as "Full Time" and my offer of coverage is dependent on their status; e.g. you do not customarily offer health coverage to part time employees. The ACA Eligibility report is dependent on ACA Look Back Groups

When would I use ACA Look Back Groups?

If the offer of ACA health care coverage is dependent on the employee's status, measured by hours worked per week or month. A look back group may be created to define the measurement parameters.

If initializing from HR it will only initialize employees to the payroll company they are currently assigned to?

Yes.

Do I need to have installed 6.11.2 or 6.10.7 by 12/31/15 to print 1095C reports?

No. Not by 12/31/15. You would update need to update prior to printing Reports. They will be available on 6.11.2 and 6.10.7.

We are a Union employer. Is there a way to do a mass initialization of code 1H to employees?

Yes. Initialize HR ACA Coverage Offer in HR Resource Master Task drop down.

We have employees covered by several different unions. How are we supposed to fill in boxes 14 to 16?

We can't advise you what to put in the boxes. Please consult with your competent advisors.

How do we find out which months the union employees were full time?

When initializing and asking for full time employees the system will look at the time cards to determine whether the employee worked an average of 30 hours a week or 120 hours per month. You could use the PR Hours By PR Ending Dates and run it for certain date ranges. Anyone with 120 hours should be reviewed.

We know what to put in the boxes, just want to know if there is a method to do a mass update?

1. Import.
2. Add history to HR and initialize it.
3. When initializing use the 1095-C (All 12 Month) section.

How do I initialize employees into the employees tab under ACA Processing? And, what does it do?

In the ACA Processing form under tasks. This process will read data from either Payroll or HR (if active on your system) and create PR ACA entries for your employees and their dependents (optional.) It will evaluate HR ACA history and report offers of health care coverage and enrollment. The process can be re-run, either preserving current ACA data and adding to it, or clearing and refreshing all entries.

We are a union contractor. It is my understanding that we will not have to provide a 1095-C to our employees?

It is our understanding that you will provide them with the 1095-C part I and part II saying you offered then insurance. The union will provide them with part III.

<http://www.claconnect.com/Construction-and-Real-Estate/IRS-Clarifies-ACA-Reporting-for-Union-Employers.aspx>

What is the 98% offer method?

Please refer to the IRS instruction for an explanation.

Are employee counts each month automatic based on your completion/initialization of employee data?

No. Employee counts are calculated at the time initialization or look back reports are run. The feature will not incrementally build out 1094C/1095C over the course of a year.

Does Vista support paper filing?

You can submit paper copies to the IRS if on Version 6.10.7 or above unless you have more than 250 employees and then you must file electronically using the AIR system.

As a large employer we must file electronically. Do we efile on the AIR system or use the efile on the Vista system?

Vista will create the transmission in form of a "Form Data File" and "Manifest file" that you will upload on the IRS Air site. Once submitted, you will be provided with a receipt ID that will be used to retrieve your "acknowledgement file" at a later time. We will create a transmission history record at the time of the file generation. You will be responsible for updating the receipt ID and the status of the transmission.

How do I report ex-employees who are who are COBRA?

It is our understanding you would report the months the insurance was offered and leave the COBRA months blank.

Our self only costs changed in the middle of the year. How do you initialize a change for 5 months?

You would need to import or manually enter the change.

If you just checked in the box in PR Earnings Codes to Track Hours for ACA will the system look at all hours recorded in 2015?

Yes.

How do full time handle salaried employees?

It will determine full time employees by looking at the hours posted in timecard entry. If so hours were posted, you will need to enter those employees manually or by import.

If we are checking the Enrolled in Employer Provided Self-Insurance box, do we check that for every employee or only those who accepted the insurance we offered?

Yes, every employee who enrolled in the 'self-insured' plan should have this box checked. If you are using HR Resource Benefits, we will pick up the coverage history. We then join back to the Benefit code to determine if the plan is 'self-insured.' If it is, we send this date to the PR ACA Process Employees - Part 3 of the 1095C stored in PR ACA Employees – Covered Individuals.

Why would you pull in all employees vs. full time employees?

Some employers are opting to supply all employees with a 1095-C. The minimum requirement is to provide the 1095C to full time employees.

Can we import data into the 1095-C form?

Yes. There are three imports available on versions 6.11 and above. One will import the header information, one will import offer of coverage and the third imports dependent information. [Click Here to View KB Article](#)

If we are not Safe Harbor, what code should be used?

While we do not provide guidance on code use, I would think if you are not using Safe Harbor you would leave it blank. Please consult with your competent professional.

Where is the tab to input Coverage Offer?

Double click the employee in grid to open the form.

Is the ACA History tab in the HR Resource Master required?

While ACA History is not required it is the main data repository capturing when coverage offers were made and when employees were enrolled in coverage. It is used to build the months in 1095C Part I and Part II.

Can we use the IRS 1095-C form format instead of the Vista form format to provide 1095-C forms to our employees and the IRS if paper filing?

It can be added to PR ACA process as a custom report.

Is there a checklist provided?

There are KB articles which provide both PR and HR items.

[Click here for HR Checklist](#)

[Click here for PR Checklist](#)

Will the system know if employees are full time if the ACA Employment Status box is not filled in the HR Resource Master?

Yes. The system looks at time card hours to determine if an employee is full time.

How do we determine Employment Status?

You should classify employees based on the hours they are expected to work. Full time for ACA purposes is an average of 30 hours per week or averaging 120 hours per month. Part Time is anything less than that. The 'Variable Time' status is intended for those situations where you can't reasonably be expected to know if the employee will work full time or part time. It is expected that you will evaluate these employees and reclassify them in the future if needed.

Can the data required to prepare the 1094-C and 1095-C forms be entered at any time and will it go back and pick hours from the first of the year?

Yes. You can enter information directly into PR ACA Process forms at any time. The initialization process will either insert records that were not previously entered or it will overwrite all records. It does not blend new data with an existing record.

Is the Employee Share the monthly amount the employee paid out of pocket?

Yes. Please refer to the IRS 201 Instructions for Forms 1094-C and 1095-C, page 10 for further information about what goes in the 1095C line 15.

Enrolled in employer provided self-insurance box, do we check it for every employee or only those who accept the offer?

You would check the box for those employees enrolled in the self-insured plan.

If an employee is terminated midyear will the HR Resource Benefit be updated with the expiration date?

No. You would need to update it manually.

Can you explain the date and measurement tracking in the HR tab?

Look back groups are optional. Please look for an article in the future with further explanation.

We have three companies. Some employees work in work in more than one company. Would we submit a 1095-C in each company or can we combine them?

It is our understanding you would need to provide a form from each company.

Will Viewpoint offer for a fee services to help setup individual companies?

Yes. Please log a Professional Services Consulting case.

The Vista 1095-C form is poor quality.

We have written issue 62189.

If I enter data into the 1095-C and then initialize will it wipe out all the data?

In the initialization form there is a checkbox to override. If that box is NOT checked then any original data will remain.

Will there be a report to get the monthly full time employee count and total employee count for the 1094-C?

We do not have a specific report at this time.

Is there a way to move employees and dependents information from one year to the next?

Not at this time.

How do I tell what Vista version I am currently running?

Go to help within Vista > About Viewpoint. You will see you version in the top left corner.

Do Employees need this form before they file their taxes?

Please consult with the IRS. Per the wording in Notice 2016-4 it is apparently possible for employees to complete their 1040 form without the 1095C. Again, you need to consult your own council on this.

Does the 1095-C replace the information we put on the W2 last year?

No. The 1095C form is separate and independent of the W2.

The HR Resource Benefit form and HR Resource Benefit forms under the ACA History and ACA Coverage History tab only allow for one entry.

Since ACA is tracked monthly, use the next day as the effective and activity date.

What is the difference between variable and seasonal employees?

Please check the definitions on the IRS instructions.

The "Variable" classification provided by the IRS is to be used in situations where you cannot reasonably determine or know at the time of hire whether the employee will work full time or part time hours - threshold being an average of 30 hours per week or 130 hours per month. "Seasonal" is another IRS recognized classification that allows an employee to work full time hours but only for a duration less than 120 days as defined by Department of Labor rules during certain seasons or periods of the year which from its nature may not be continuous or carried throughout the year....for example, the holiday season at year end the harvest season in the fall. While consistent and repetitive, they are temporary.

When I initialized my employees some employee hired in December where left off. Is this correct?

Possibly if the employee did not have an average of 30 hours a week or 120 hours for the month.

We have 2 entities and in total between the 2 we have over 50 employees. One of the entities is Union and we have separate insurance plan for the non-union employees. Are we required to file the ACA forms for both groups of employees?

You will want to consult your own council on this. You will want to determine if you are a member of an ALE group and from there, what responsibilities you have. The PR ACA Process forms do support membership in an ALE Group. The assumption being any 1094 generated from Viewpoint will be the "authoritative" transmittal.

If we are not using the Covered in all 12th month option, we will need to manually update the months and costs?

You will have manually enter this information if it has not been tracked in HR. In the ACA History Tab in HR Resource Master it is possible to construct an entire 2015 timeline by using appropriate combinations of Activity and Expiration dates. The initialization routine will examine all the entries in the 2015 time frame and build out 1095-C part 2 accordingly. If we detect that the same codes/amounts were used all 12 months, we will place that data in the appropriate all 12 month box. Otherwise, we will create a monthly breakdown.

We have 65 employees but 45 are seasonal and work only 7 month. Will Vista inform me if we are under 50 FTE's for the year and there don't need to file 1094C or 1095C?

No, we expect you to know if you are ALE or not. In general, if your employee works more than 120 days, they are not considered "Seasonal" from an IRS or department of Labor perspective. You will need to report those employees (from the group of 45) that work full time equivalent hours (30 or more per week or 130 per month). Again, this is where you will need to consult your own council.

How many times can we initialize employees?

You can initialize as many times as you want. The key is the "Overwrite existing data" check box. Leaving this unchecked will preserve your existing data in PR ACA Process. It will bring in any missing employees. It will not attempt to blend data. That is, if you entered an employee into PR ACA Process and then choose to initialize without checking "Overwrite existing data" the system will skip this employee. If you check "Overwrite existing data" we will clear out all existing data in PR ACA Process in favor of a new data pull.

In PR ACA Initialize do we need to initialize both from HR and PR to get all the info needed to populate the 1095C? And if so, do you check the override existing data box?

No, pick one or the other. The HR option will automatically perform the PR initialization (which his just looking at hours worked) and then go into HR and pull ACA data from HR.

We have employees paid on a daily rate. 1 days entered in vista is equal to 12 hours. So when I initialize full time employees, daily rate paid employees are excluded. If I indicate these employees are full time in the HR Resource Master will this work?

No. A work around would be to post hours for these employees, process them and then x-no pay.

How do I print forms?

ACA Processing >tasks>Print ACA Forms

Does the ACA Initialization also initialize series 2 codes?

Yes, if they are entered into the HR Resource Master under the ACA History tab. The IRS has said there is not a Series 2 code for every situation and to use the best one that applies which could be none of them.

The Employer covers 100% of the health insurance, what should I enter as the cost on the 1095-C part II under costs?

It is our understanding you need to need 0.00 has that is the amount of out of pocket the employee is paying.

Do I need an ACA Processing Folder?

The ACA Process folder you saw on the webinar is a custom folder. If you have the appropriate permissions, select a module folder, click the right mouse button, and select "New Subfolder". Once created, you can drag programs from any module program folder into it.

Helpful Links

US Dept. of Labor ACA - <http://www.dol.gov/ebsa/healthreform/>

IRS ACA Tax Provisions for Employers - <https://www.irs.gov/Affordable-Care-Act/Employers>

IRS Instructions for 1094-C/1095-C - <https://www.irs.gov/instructions/i109495c/ar01.html>

Vista Knowledge Base - <https://viewpoint.rightanswers.com/portal/ss/index.jsp>

Viewpoint Learning Center – HR Training -

<http://learning.viewpoint.com/searchresults.aspx?q=HR%20Training&at=T&ty=ML.BASE.DV.SearchAnyWords>

Viewpoint Consulting Services - <http://clearview.viewpoint.com/services/service-programs>

Outside discussion covering requirements for union contractors -

<http://www.claconnect.com/Construction-and-Real-Estate/IRS-Clarifies-ACA-Reporting-for-Union-Employers.aspx>