

## PeopleSoft 9.2 Affordable Care Act Year-End Processing

### Human Capital Management (HCM)

The two-day PeopleSoft Affordable Care Act Year-End Processing course introduces participants to the basics of how to complete the ACA year-end processing and reporting using PeopleSoft Benefits products.

Participants will learn about the navigation and configuration of setup tables, ACA processing and recording an employee's eligibility status, providing consent as an employee to receive an electronic Form 1095-C and running the ACA data Extract process and review the transmittal data created.

## Prerequisites:

- Basic Understanding of IRS rules regarding ACA
- Basic navigation and PeopleSoft concepts
- PeopleSoft Base Benefits
- Knowledge of HR control tables
- Understanding of HR employee data

## Affordable Care Act Overview

- Affordable Care Act (ACA)
- PeopleSoft 9.2 Human Capital Management (HCM) modules with ACA functionality
- Understanding ACA Eligibility
- ACA Process

## Setting Up ACA Core Tables

- Discuss Organization Structure
- Setting Up ACA Core Tables
  - Establishing an ACA Common ID
  - Defining ALE Groups and Members
  - Creating ACA Companies

## Setting Up ACA Employee Eligibility Status

- Setting ACA Employee Eligibility Status
- Defining New Hire Defaulting Values
- Manually Updating the ACA Employee Eligibility Status
- Using the ACA Component Interface

## Calculating Employee Hours

- Using Time and Labor to Calculate Hours
- Setting Up ACA Time Reporting Codes
- Creating and Refreshing ACA Materialized Views
- Running the ACA Eligibility Load Query
- Generating Reports for Ongoing Analysis

## Reviewing and Updating Other ACA Tables

- ACA Safe Harbor Codes and ACA Safe Harbor Relief Groups
- ACA Data Extract Definition
- Setting Up and Managing Data Extractions for Forms 1094-C and 1095-C
  - Health Plan Table
  - Employee Eligibility Group
  - Employee Offer of Coverage
  - ACA Data Extract Definition
  - ACA Data Source

## Managing the Employee Consent Process

- ACA Employee Consent Process
- Review and Reset 1095-C Consent

## Creating ACA Form Data for Forms 1094-C and 1095-C

- ACA Data Extract
- Transmittal Data
- Review Pages Used to Create Data Form Extraction

## Managing the Other Source Data Merge

- Merging Other ACA Data Sources
- Reviewing All Merged Data

## Managing Files Transmittal and Form 1095-C Printing

- Review Pages Used for File Transmittal and Form 1095-C Printing
- Review/Update File Transmittal Parameters
- Running the Create ACA XML Files Process

## Correction/Replacement of Forms 1094-C and 1095-C

- Review Pages Used to Set Up and Manage Correction/Replacement of Forms 1094-C and 1095-C
- Replacement Process
- Correction Process