

Affordable Care Act - Generating and Maintaining ACA Period Records for 1095 Reporting in EERP

Office of Education Technology: Division of School Technology Services

Questions: Munis@education.ky.gov

CONTENTS

Overview	3
ACA Command Center	3
<input type="checkbox"/> Step #1 -Mass Generate Initial ACA Period Records	3
<input type="checkbox"/> Step #2 - ACA Standard Period Records - 2023	5
<input type="checkbox"/> Step #3 - Mark “Coverage Offered” on Standard Period Records	7
<input type="checkbox"/> Step #4 - Import “Coverage Offered” for Initial Period Records	10
<input type="checkbox"/> Step #5 - Adjust ACA Period Records as Needed.....	10
Scenario #1: PT/Substitute that becomes a Full-Time Employee.....	10
Scenario #2: Full-Time Employee that transfers into your school district.....	12
<input type="checkbox"/> Step #6 - Import Health Insurance Dependents.....	13
Employee Dependent Import	15
Import Errors.....	16
Review Dependent Records – CRUCIAL!.....	16
<input type="checkbox"/> Step #7 - Importing Participant (Employee) Coverage Dates.....	17
Import Errors.....	19
<input type="checkbox"/> Step #8 - Generate 1095’s	19
<input type="checkbox"/> Step #9 - Generate Period Records for Future Years	20
Generate Standard Records for 2024	20
Generate Standard Records for 2025	20

Overview

This document is intended to provide Kentucky school districts with an explanation of the Affordable Care Act (ACA) Period Tracking functionality in Enterprise ERP (EERP). Users who understand the Affordable Care Act relating to tracking and determining insurance eligibility will find tracking and reporting 1095s in EERP much easier to understand.

For those districts that have not used EERP for ACA reporting in the prior year, the “*Affordable Care Act-EERP Implementation Guide*” is available by contacting the KDE EERP team via email (EERP@education.ky.gov).

More information on ACA and other year-end processing can be found on the [Year End Tax Processing page](#) found on Tyler Community. You must be a member of the Human Resources & Payroll group on Tyler Community to access the prior link. If you are not, you can request access by selecting the appropriate link on the Tyler Community website.

Please note this information presented is intended for general guidance. Legal counsel should be consulted to ensure compliance with all aspects of the ACA.

ACA Command Center

The ACA Command Center is a program that tracks all possible steps to process ACA records and 1094/1095 processes. It’s a central place to organize the steps required by your organization and tracks when the steps are completed. You can find the ACA Command Center by going to:

Human resources/ Payroll -> Payroll -> 1095-B/C Processing > ACA Command Center

□ Step #1 -Mass Generate Initial ACA Period Records

Initial ACA Period Records can automatically be created at the time the new employee’s Employee Master Record is entered in EERP. For those districts who are just implementing ACA tracking in EERP this year, a function is available to mass-add Initial Period Records. It is also suggested that those districts that have already implemented ACA in EERP generate a report to ensure all new hires have Initial Period Records.

If you currently do not have Initial Records for your new hires who started during the 2023 reporting year, you will want to run Generate Initial Period Records.

Human Resources/Payroll > Payroll > 1095-B/C Processing> Affordable Care Act Setup > ACA Period Records

After selecting **Generate Initial Records**, the following screen appears. “Define” in the upper right will allow the definition of the criteria to be used to generate records.


- **Important!** Select the appropriate Date Type utilized by your district (Hire Date, Original Hire Date, First Day of Service, etc.) so that records are only generated for employees who were newly hired during 2023 or after the standard definition measurement period that begins on October 3, 2022.
 - *If any Initial Period records are created for employees who were employed before 10/3/2021 (standard measurement begin date), it may cause incorrect codes to be populated on the employee 1095-C form during the generation process. This could happen depending on what Date Type is utilized in the Period Definitions setup or the Date Type selected during the period record generate process. The Initial Period Record may need to be deleted as the employee will have a Standard Period Record that will be created in the next step.*
- Enter the Start Date and End Date (10/4/2022 to 12/31/2023)


For 1095 reporting, each new employee hired in 2023 should have an Initial Period record. The date of 10/4/2022 is used to capture all employees hired after the standard measurement period began.

The Date Type: Hire Date is used as an example only. Select the appropriate Date Type utilized by your district (Hire Date, Original Hire Date, First Day of Service, etc.).

The “Include Inactive Employees” box is marked so that a record is created for Full-Time employees who were hired in 2023 but are no longer with the district. This is required because generally, an ALE member must file Form 1095-C for each employee who was a full-time employee of the ALE for any month of the calendar year, including those employees who are now inactive.

Date Type HIRE DATE

Start Date * 10/04/2022 

End Date * 12/31/2023 

Include Inactive Employees

This ACA Group Code ONLY

Generate Initial Records Field	Generate Initial Records Description
Date Type	This determines which employees to generate Initial records for by checking the specified date against the Start and End dates specified. They relate to dates on the “Dates” tab in the Employee Master.
Start and End Date	An Initial Period record will be added for any employee whose date falls within this date range.

After completing the definition criteria and selecting “**Execute**”, if there are any period records to be created the system will perform a proof/post-process. First, it will produce a listing of the records to be generated (an example of a report from 2017):

EMP #	EMP NAME	EMP SSN	ACA GRP	GRP TYPE	VAR	FT	MEASURE/WAIT START	MEASURE/WAIT END	ADMINISTRATIVE START	ADMINISTRATIVE END	STABILITY START	STABILITY END
10/25/2016 15:54 KDE ACA INITIAL GENERATE REPORT P 1 pracamnt												
Location: 000												
12792	GONZALEZ, MARTA J	123-59-8989	ALL	INIT	Y	U	02/01/16	01/31/17	02/01/17	02/28/17	03/01/17	02/28/18
Location: 050												
11250	GARNER, WANDA A	123-66-9409	ALL	INIT	Y	U	02/01/16	01/31/17	02/01/17	02/28/17	03/01/17	02/28/18
20359	WATSON, CAROL P	123-18-4061	ALL	INIT	Y	U	02/01/16	01/31/17	02/01/17	02/28/17	03/01/17	02/28/18
Location: 085												
12793	ALLEN, SPENCER M	123-97-5562	ALL	INIT	N	Y			02/01/16	03/31/16	04/01/16	03/31/17

The program will then ask if you wish to post those records. If “Yes” is selected, the proofed records will be added to the system.

□ Step #2 - ACA Standard Period Records - 2023

This process should be completed near the end of each standard measurement period to create new measurement period records for the next cycle. Standard Records for 2023 reporting should have already been created. **If this step has been completed, the step may be skipped.** If not yet created, please proceed with the following step. If you are not sure if Standard records were generated, select **Search** and search for Period Group Type “Standard” and Stability Period (01/01/2023 to 12/31/2023).

- If **NO** Standard records are found for 2023, ACA Period Records must be created. If records exist, you can skip to the next section of the guide.
- Select **Generate Standard Records** to create a set of Standard Period Records with 2023 stability dates.
- Enter 2021 as the Year for the highest priority group as the tracking period began in October 2021.
- Enter the Date Type used by your district; in this example we used the Hire Date.
- Latest Date: 12/31/2023. The Date Type and Latest Date field will act as a limiter on which employees have Standard Period ACA records created.
- Enter “1” for Cycle
- Mark “Include Inactive Employees” to create records for those employees who are now inactive, however, were employed and were either offered or had insurance during the 2023 calendar year.
- Inactive after this date: Enter 12/31/2022. Employees inactive after 12/31/2022 will not have a period record created.
- Leave the ACA Group Code blank to generate for all employees.
- Select **Execute**.

Once the generate process is completed, all employees who were employed on or before the start of the measurement period should have a Standard Measurement Period record with the below information.

- **Measurement/Wait:** Start: 10/3/2021 End: 10/2/2022
- **Administrative:** Start: 10/3/2022 End: 12/31/2022
- **Stability:** Start: 1/1/2023 End: 12/31/2023

When you click Execute to initiate the Generate process, the program creates a report listing what records will be created.

If there were any errors during the generation process, the program provides an option to create an output file of the errors. Common errors include:

- No ACA group for Group/BU in Employee Master
- No Status information was found for the ACA Group/Personnel Status combination
- Record(s) already exist for this employee/group/period

When any errors are corrected and the reports have been reviewed, use the Post Records option to save and post generated records.

Selecting **Yes** creates the period records indicated in the proof. After records are generated, users can view and edit them in the ACA Period Records program.

If the generate is unable to build an ACA Period Record for an employee due to overlapping dates, a prompt will be provided. Since an employee can have initial and standard tracking and stability dates that may fall over a portion of the same dates, it is suggested to “Add Standard Period Record, Keep Initial Period Rec”. However, this could vary by situation and how your district chooses to manage data.

Single Overlap Resolution

Accept

Uniform Standard Period Overlaps
 Resolve all overlaps the same | ADD STANDARD PERIOD REC, KEEP INITIAL PERIOD REC

Individual Standard Period Overlaps

Emp	ACA Grp	Full Time	Variable Pay	Standard Stability Start	Standard Stability End	Initial Stability Start	Initial Stability End	Resolution Choice
1304	ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/01/2022	12/31/2022	11/01/2022	10/31/2023	ADD STANDARD PERIOD REC, KEEP INITIAL PERIOD REC
8881	ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/01/2022	12/31/2022	03/01/2021	02/28/2022	ADD STANDARD PERIOD REC, KEEP INITIAL PERIOD REC
8883	ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/01/2022	12/31/2022	03/01/2021	02/28/2022	ADD STANDARD PERIOD REC, KEEP INITIAL PERIOD REC
52525	ALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01/01/2022	12/31/2022	02/01/2021	01/31/2022	ADD STANDARD PERIOD REC, KEEP INITIAL PERIOD REC

Understanding the ACA requirement for tracking initial and standard periods will better equip users to determine what option should be selected. This will vary by district and employee record.

□ Step #3 - Mark “Coverage Offered” on Standard Period Records

An offer of coverage to full-time employees must be reported on 1095-C’s. To report on the offer of coverage, all FT employees (**assuming coverage was offered**) need to have the Coverage Offer flag marked. While there is an option to "set coverage offered" when importing the Participant file in step #7, that process will not mark the coverage offered flag for full-time employees that declined health insurance, therefore **this step is required**.

1. Select **Search** and find on:
 - a. Period Group Type: Standard
 - b. Full Time: Yes

c. Stability Period: 01/01/2023 to 12/31/2023

The screenshot shows a web form for ACA Period Records. The 'Group/Employee Info' section includes 'ACA Group *', 'Period Group Type *' (set to STANDARD), and 'Full Time *' (set to YES). The 'ACA Dates' section includes 'Measurement/Wait Period', 'Administrative Period', and 'Stability Period *' (01/01/2023 to 12/31/2023). The 'Offer' section has a 'Coverage Offered' checkbox. The 'Employee Coverage Dates' section includes 'Start' and 'End' date pickers.

- 2. Select the **Excel** output button on the menu bar and then select “Export Period Record Information to Excel”.

The screenshot shows an 'Options' dialog box with a close button (X) in the top right. Under the heading 'Choose an option', there are two radio button options: 'Export Period Record Information to Excel' (which is selected and highlighted with a red box) and 'Export Employee Coverage Dates to Excel'. At the bottom, there are 'Cancel' and 'OK' buttons.

- 3. Unselect the SSN field as it is not needed to export and import into EERP if the Employee Number is available.

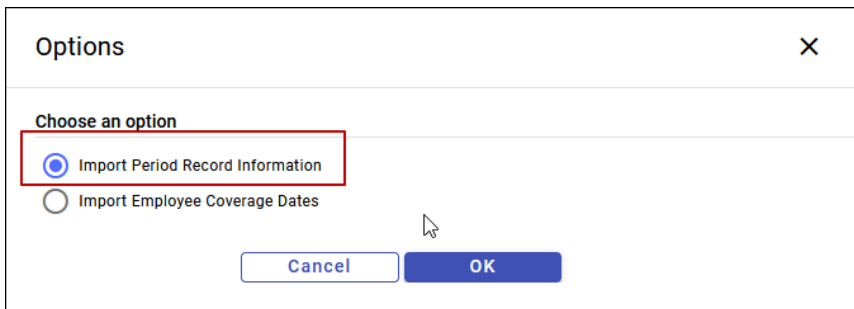
Select	Field
<input checked="" type="checkbox"/>	Employee Number
<input checked="" type="checkbox"/>	Employee Name
<input type="checkbox"/>	SSN
<input checked="" type="checkbox"/>	ACA Grp
<input checked="" type="checkbox"/>	Grp Typ
<input checked="" type="checkbox"/>	Variable
<input checked="" type="checkbox"/>	FullTime
<input checked="" type="checkbox"/>	Meas/Wait Start
<input checked="" type="checkbox"/>	Meas/Wait End
<input checked="" type="checkbox"/>	Admin Start
<input checked="" type="checkbox"/>	Admin End
<input checked="" type="checkbox"/>	Stab Start
<input checked="" type="checkbox"/>	Stab End
<input checked="" type="checkbox"/>	Coverage Off

- 4. An Excel workbook will open on your computer. Save the file locally to your computer as changes need to be made and uploaded to EERP.

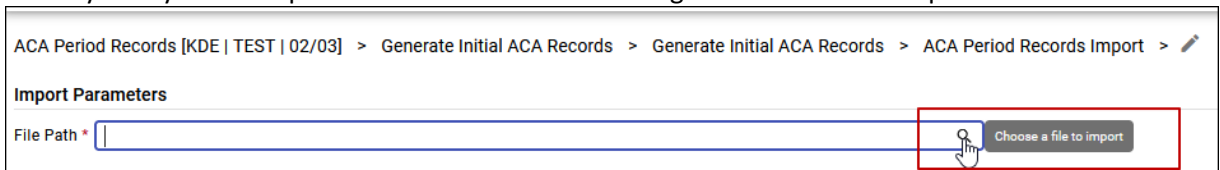
- Update the Coverage Offered cells to “Y”. Copy and Paste to all cells below. However, if an employee on the Excel spreadsheet was not offered insurance, the Coverage Offered field should remain “N”.

	B	C	D	E	F	G	H	I	J	K	L	M	N
	Employee Name	SSN	ACA Grp	Grp Typ	Variable	FullTime	Meas/Wait Start	Meas/Wait End	Admin Start	Admin End	Stab Start	Stab End	Coverage Off
1	SOTO, LILLIAN M	123-29-3627	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	Y
2	SOTTO, LILLIAN M	123-29-3627	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	Y
3	SUMMERS, LORI D	123-86-8112	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	Y
4	SUMMERS, CELIA	123-36-3148	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	N
5	WALKER, FELIPE A	123-80-4933	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	N
6	MATTHEWS, SALLY	123-44-7744	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	N
7	NGUYEN, ANGELINA A	123-17-2912	ALL	STND	N	Y	10/03/2014	10/02/2015	10/03/2015	12/31/2015	01/01/2016	12/31/2016	N

- Save and close the Excel file.
- In EERP, select **Import** from the menu bar and then select “**Import Period Record Information**”.



- Select **Define** and select the import file by navigating to the file on your computer. Note, that after selecting the file, the import file name will automatically change to a temporary file name used by the system to upload the file. No action to change the file name is required.



- Select **Import**. The program will allow users to review the changes before importing. Select **Yes** to post.
- Review the employee’s ACA Period Record to ensure the “Coverage Offered” flag was marked.
- To protect employees’ Personally Identifiable Information (PII), the Excel file should be deleted from your computer and the Recycle Bin emptied.

□ Step #4 - Import “Coverage Offered” for Initial Period Records

Initial period records are created based on the date a new employee is hired. Because the hire date varies for new employees, the Admin and Stability date ranges on the ACA period record will vary. ACA period records that have a stability period that falls anywhere within the calendar year 2022+ may need to be modified to indicate coverage was offered to full-time employees.

1. Select **Search** and find on:
 - a. Period Group Type: Initial
 - b. Full Time: Yes
 - c. Stability Period: >01/31/2022 to blank.
 - i. This will return all Initial and FT employee records where the stability period falls during any month during the 2022 calendar year but also crosses calendar years. (Employees hired in February of 2022 forward will have an initial period record that crosses into the calendar year 2023.) Note, that there will likely be some employees exported that already have the Coverage Offered flag marked (Yes) from the prior year. The Coverage Offered Flag should remain as Y for Yes.

Group/Employee Info	
ACA Group *	<input type="text"/>
Period Group Type *	INITIAL
Full Time *	YES
ACA Dates	
Measurement/Wait Period	Start <input type="text"/> to <input type="text"/>
Administrative Period	Start <input type="text"/> to <input type="text"/>
Stability Period *	>01/31/22 <input type="text"/> to <input type="text"/>
Offer	
<input checked="" type="checkbox"/> Coverage Offered	
Employee Coverage Dates	
Start <input type="text"/> End <input type="text"/>	

2. Mark these records as “Coverage Offered” by repeating the steps listed in the prior section of this document starting at step #2. Alternatively, you may choose to individually update the “Coverage Offered” flag on each record.

□ Step #5 - Adjust ACA Period Records as Needed

Administrative and Stability Dates on the ACA Period Record determine what codes are generated on the employee’s 1095-C record. Adjustments may be made to either the period record so that the correct codes are generated on the 1095 form or the individual 1095’s may be manually corrected. Below are a few common scenarios. Note, that there may be different variables per district and employee.

Users may also elect to manually fix or change the employee’s 1095-C after the forms are generated.

Scenario #1: PT/Substitute that becomes a Full-Time Employee

Employees who were employed in a position other than Full Time (substitute or PT), switched to Full Time during the calendar year, and therefore were offered insurance may require two period records

(one as variable and one as FT). The employee would already have a Standard Period record and an additional Standard Period record is required.

This scenario assumes the Hire date from the substitute position in EERP remains on the Employee Master and was not updated to reflect the new position. EERP offers flexibility in what employment dates are used for the ACA Period Definitions and the 1095-C Generate process. Because of this and how your district manages employment dates on the employee master, your results may differ. Users can change the codes manually on the 1095-C forms in EERP to ensure correct reporting to the IRS.

As seen in the examples below, a longtime employee who was a variable hour employee (Substitute) needs an ACA Period Record with the following items set:

- Period Group Type: Standard Record
- Full Time: Undetermined
- Variable Marked

This indicates the employee was hired before 1/1/2020 but was not eligible for insurance and no offer of coverage is marked.

ACA Period Record – Substitute Position

Employee Identification							
Employee *	SSN *	Last Name *	First Name *	Middle Name	MI	Suffix	
8887	...	123-11-2222	TARTH	BRIENNE	OF	O	

Group/Employee Info			
ACA Group *	Period Group Type *	Full Time *	Variable
ALL - ALL EMPLOYEES	STANDARD	UNDETERMINED	<input checked="" type="checkbox"/>

ACA Dates		Offer	Employee Coverage Dates	
	Start	End	Start	End
Measurement/Wait Period	10/03/2020	to	10/02/2021	
Administrative Period	10/03/2021	to	12/31/2021	
Stability Period *	01/01/2022	to	12/31/2022	
		<input type="checkbox"/>		

The employee switched to a Full-Time position on 8/25/2022. An Initial Period Record may be entered (if it doesn't already exist) to show the status change and health insurance coverage. Remember, the Administrative and Stability Dates drive what codes the IRS requires on the 1095-C forms.

As seen in the next example, once a variable status employee becomes a full-time employee an additional ACA Period Record may be required with the following items set:

- Period Group Type: Initial
- Full Time: Yes
- Coverage Offered Flag Set
- Administrative Period Dates entered
- Stability Period Dates entered

ACA Period Record – Full-Time Position

Group/Employee Info		Period Group Type * INITIAL		Full Time * YES		<input type="checkbox"/> Variable	
ACA Group * ALL - ALL EMPLOYEES							
ACA Dates				Offer		Employee Coverage Dates	
Measurement/Wait Period		Start to End		<input checked="" type="checkbox"/> Coverage Offered		Start End	
Administrative Period		08/25/2022 to 09/30/2022					
Stability Period *		10/01/2022 to 12/31/2022					

After the 1095 is generated, the proper codes are reported. Manual changes may be made to the 1095 for proper reporting if needed.

Employee 1095-C

Employee Offer	Covered Individuals	Address	Indicates no offer of coverage on line 14 and not full time on line 16							Admin Waiting Period - Code 2D on line 16		Employee offered coverage and enrolled in coverage		
Plan Start Month *	All 12		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Offer of Coverage			1H	1H	1H	1H	1H	1H	1H	1H	1H	1A	1A	1A
Employee Required Contribution														
Safe Harbor			2B	2B	2B	2B	2B	2B	2B	2D	2D	2C	2C	2C

- Jan–July: 1H & 2B
- Aug–Sep (Admin Period): 1H & 2D
- Oct–Dec (Coverage): 1A & 2C
- **Note: Records are produced based on several settings in each district’s EERP system and results may differ. Since districts manage employee hire and end dates on the employee master differently, results may vary. The 1095 codes are based on, at the minimum, the following items:**
 - Period Record Type: Initial or Standard
 - Dates on the ACA Period record:
 - Measurement Period
 - Administrative Period
 - Stability Period
 - Employment Dates Start and End Indicator used in the 1095-C generate process
 - Dates listed on the Employee Master record

Scenario #2: Full-Time Employee that transfers into your school district

Employees who transfer into your district who already have health insurance are not treated the same as new full-time employees during the Administration Period. A new employee typically has a waiting period before insurance starts; however, a transfer may have coverage already and it is just a matter of when the employee is transferred to your district’s health insurance bill. Because the Admin and Stability date ranges vary from a traditional new employee, the ACA period record that was automatically created will need the Administration Period (if applicable) and Stability Period modified to reflect individual transfer employee circumstances.

For example, if an employee transfers into the receiving district there may not be a waiting period. Example: Employee A was hired on 8/15/2023 (when the contract was given), and the insurance with the sending district went through the end of August, then picked up at the receiving district on 8/15/2023 with no lapse in coverage with insurance starting on 9/1/2023 with the receiving district. This would have to be manually addressed either on the period record reflecting a shorter admin period or on the 1095 record. The 1095-C would reflect a one-month waiting period, then 1A and 2C beginning in September instead of October. Again, this is only an example, and each situation may be different and vary by the employee.

ACA Period Record

Group/Employee Info	
ACA Group * ALL - ALL EMPLOYEES	Period Group Type * INITIAL
	Full Time * YES
<input type="checkbox"/> Variable	
ACA Dates	
Measurement/Wait Period	Offer
Administrative Period	Employee Coverage Dates
Start: 08/15/2023 to End: 08/30/2023	<input checked="" type="checkbox"/> Coverage Offered
Stability Period * 09/01/2023 to 08/31/2024	Start: End:

Dates changed to reflect the shortened Administrative Period.

Employee 1095-C

Employee Offer	Covered Individuals	Address	One month Admin Period	Employee offered coverage and enrolled in coverage.
Plan Start Month * 01	All 12		Aug	Sep Oct Nov Dec
Offer of Coverage	Jan	Feb	1H	1A 1A 1A 1A
Employee Required Contribution	Mar	Apr	1H	
Safe Harbor	May	Jun	2D	2C 2C 2C 2C

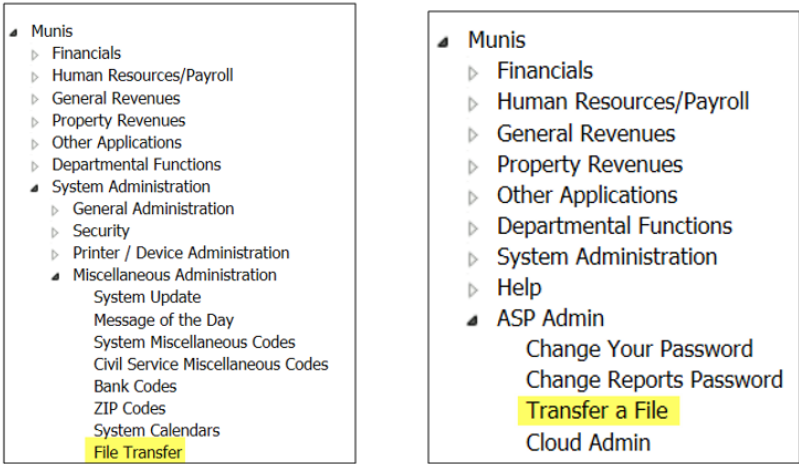
- Jan – July: 1H & 2A
- August (Admin Period): 1H & 2D
- Sep-Dec (Coverage): 1A & 2C

Step #6 - Import Health Insurance Dependents

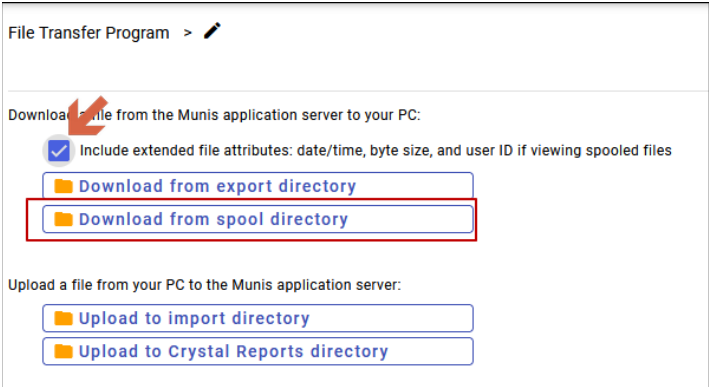
The KY Dept. of Employee Insurance (DEI) provides employee dependent and participant information to assist Kentucky school districts with ACA reporting. DEI will create a file of dependent coverage dates with delivery to districts in January. Once the file is available, an email will be distributed notifying districts about the file availability. Each district will receive an import file that is saved to the spool directory. The file is named 20xxACADep###-000#.txt where xx is the reporting year, ### is the district's KHRIS number, and # is the file iteration. Please refer to the communication from KDE Munis Support on the file names that should be downloaded.

Download the ACA Dependent file to your computer using the **File Transfer** program.

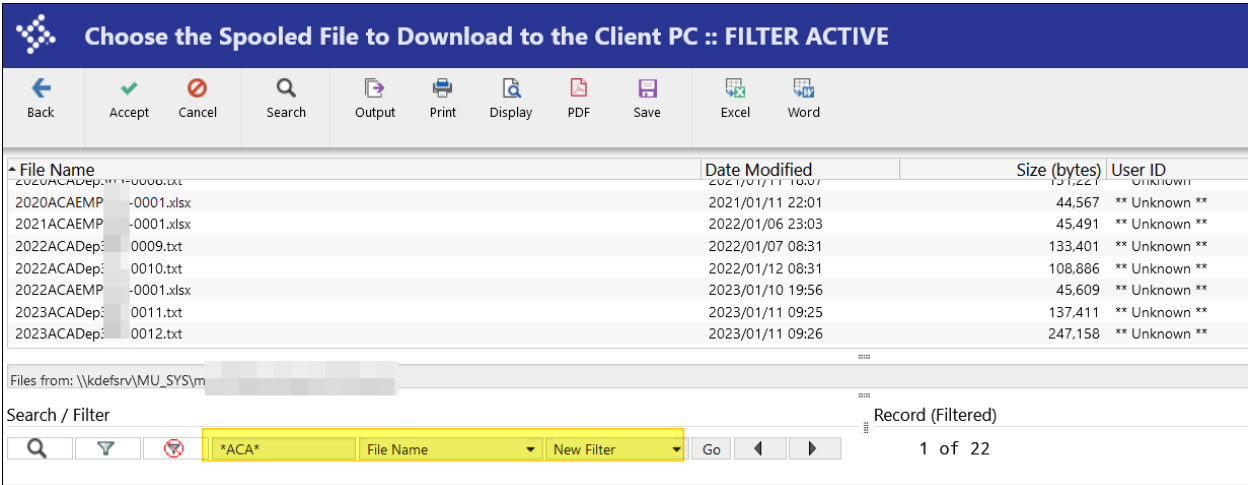
If you do not have access to either program or are unable to locate the file in your spool directory, please contact your EERP system administrator (typically the finance officer) as your EERP System Role information, Spool file maintenance setting may be set to Personal or Departmental access only.



Select Download from the spool directory.



Find the appropriate year’s files using the search or filter option (*ACA* located at the bottom of the screen. Please refer to the communication from KDE Munis Support on the file names that should be downloaded.



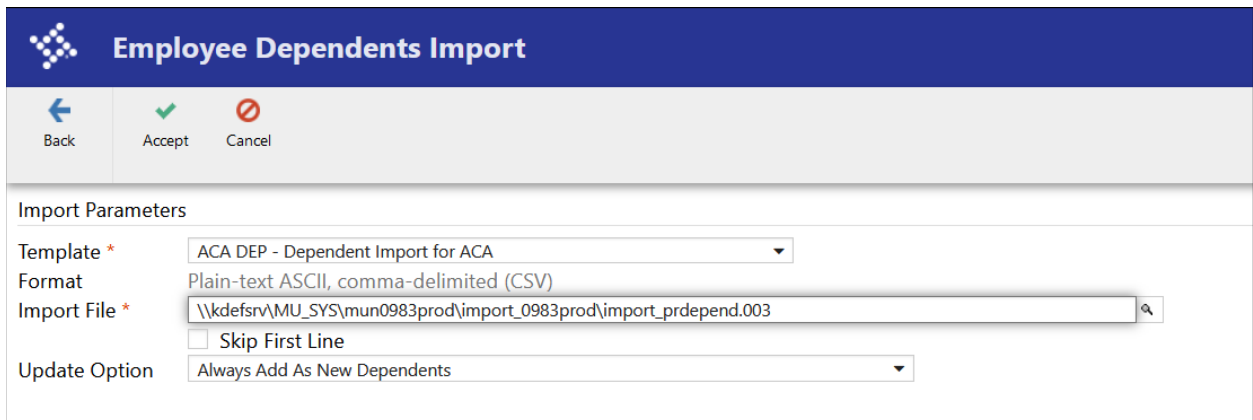
Double-click on the file and save it to your computer. Continue with the instructions that follow to import the file.

Employee Dependent Import

More information can be found via a document found on the EERP KnowledgeBase: [Employee Dependents and Employee Beneficiaries Import](#).

Human Resources/Payroll ► Human Resources ► Benefits Administration ► Employee Dependents

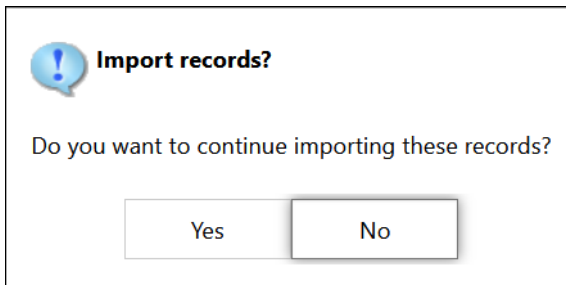
1. Select **Import**.
2. Select **Define**.
3. Template: select **ACA DEP– Dependent Import for ACA** from the drop-down box.
4. On the **Import File**, select the downloaded file by selecting the file picker and navigating to the file on your computer. Note, that after selecting the file, the import file name will automatically change to a temporary file name used by the system to upload the file. No action to change the file name is required.
5. For the **Update Option**, select “Always Add As New Dependents”.



The screenshot shows the 'Employee Dependents Import' form. At the top, there is a blue header with the title and a logo. Below the header is a navigation bar with three buttons: 'Back' (left arrow), 'Accept' (green checkmark), and 'Cancel' (red circle with slash). The main form area is titled 'Import Parameters' and contains the following fields:

- Template ***: A dropdown menu with 'ACA DEP - Dependent Import for ACA' selected.
- Format**: A text field containing 'Plain-text ASCII, comma-delimited (CSV)'.
- Import File ***: A text field containing '\\kdefsv\MU_SYS\mun0983prod\import_0983prod\import_prdepend.003' and a search icon.
- Update Option**: A dropdown menu with 'Always Add As New Dependents' selected.

6. Select **Output-Post** and select Display or Save the report. If there are errors listed in the report, please see the next section.
7. After reviewing the report select **Yes** to import the dependent records.



The dialog box has a blue exclamation mark icon and the title 'Import records?'. The text inside reads 'Do you want to continue importing these records?'. At the bottom, there are two buttons: 'Yes' and 'No'.

8. To protect employees' Personally Identifiable Information (PII), the downloaded file should be deleted from your computer and the Recycle Bin emptied.

Import Errors

During the import process, the proof report may display error messages.

1. In this example, the following error report states that the import file includes an employee SSN not found in EERP. Either EERP or KHRIS has the wrong SSN on file. Users can open the download file and review the names of the dependent for more information.

Users will need to research to determine the valid employee SSN and add the dependent manually.

In this example, lines 1, 2, and 3 are referenced in the error report below. Using a text editor (Notepad) or Excel, users can find the invalid SSN by reviewing the line number in the file.

Error report:

RECORDS ANTICIPATED TO FAIL:	
LINE	ERROR MESSAGE
1	Invalid Employee SSN: No matching Employee
1	No valid SSN or Employee Number provided
2	Invalid Employee SSN: No matching Employee
2	No valid SSN or Employee Number provided
3	Invalid Employee SSN: No matching Employee
3	No valid SSN or Employee Number provided

An example of a file supplied by DEI is seen below using Notepad++. Notepad++ will display the line number referenced in the error report making it easier to identify any errors.

Line	Employee SSN	Dependent Last Name	Dependent First Name	Dependent SSN	Dependent DOB	Coverage Start Date	Coverage End Date
1	123155030	Simpson	Lisa	11119999	03/22/2009	04/01/2023	04/30/2023
2	123155030	Simpson	Lisa	11119999	03/22/2009	10/01/2023	12/31/2023
3	123155030	Simpson	Bart	11129999	04/01/2005	01/01/2023	04/30/2023

The file is laid out in the following format:

Employee SSN, Dependent Last Name, Dependent First Name, Dependent SSN, Dependent DOB, Coverage Start Date, Coverage End Date

2. You can manually **Add** the dependent record to the Employee Dependent program once you determine the employee to which the dependent belongs. **Under no circumstances should users import the file again unless you have reviewed all records and updated any record that contains SSN 999-99-9999 (next step).**
3. To protect employees' Personally Identifiable Information (PII), the downloaded file should be deleted from your computer and the Recycle Bin emptied.

Review Dependent Records – CRUCIAL!

1. Select **Search** and find any dependent with an SSN of 999-99-9999 by entering 999-99-9999 in the SSN field as seen in the following screenshot.

Dependent			
Last *	First *	MI	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	999-99-9999		
Date of Birth	<input type="text"/>		
Gender	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The IRS requires that all dependents have a valid SSN reported and if not available the Date of Birth should be supplied in its place. Print a report showing all the dependents with a 999-99-9999 social security number.

The IRS requires that an effort be made by the employer to contact the employee to request the SSN. The SSN should be updated in the KHRIS system and within the Employee Dependent record in EERP.

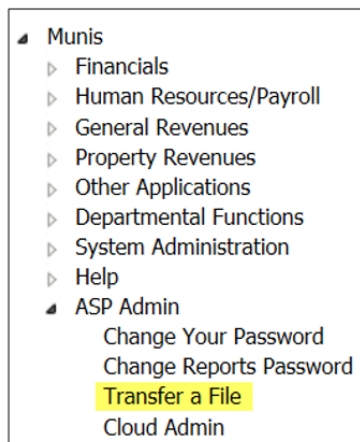
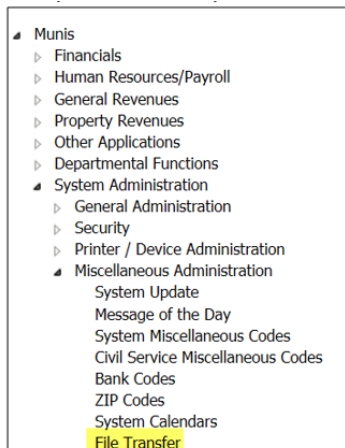
- Update all records that have a 999-99-9999 SSN with either a valid SSN or delete 999-99-999 from the SSN field and save.

□ Step #7 - Importing Participant (Employee) Coverage Dates

The KY Dept. of Employee Insurance (DEI) provides employee dependent and participant information to assist Kentucky school districts with ACA reporting. DEI will create a file of employee coverage dates that is expected no later than January 15, 2024. Once the file is available, an email will be distributed notifying districts about the file availability.

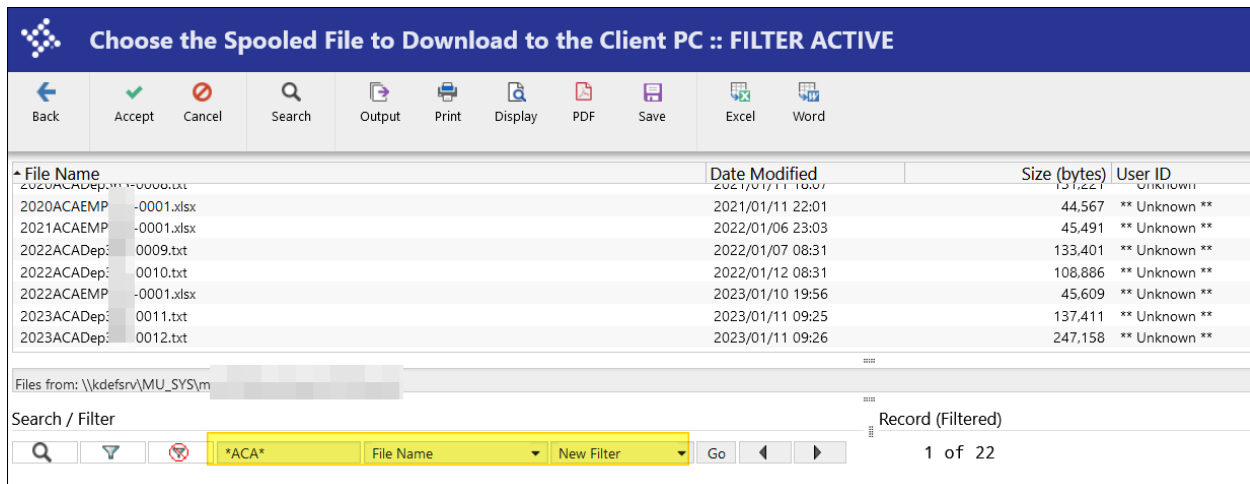
Before importing the employee coverage dates be sure that both Standard and Initial Period records have been generated

Download the Participant file to your computer using the **File Transfer** program. **If you do not have access to either program or are unable to locate the file in your spool directory, please contact your EERP system administrator (typically the Finance Officer)** as your EERP System Role information, Spool file maintenance may be set to Personal or Departmental access only.



The participant file is named **20XXACAEMP###-000#.txt** where xx is the reporting year, ### is the district’s KHRIS number, and # is the file iteration.

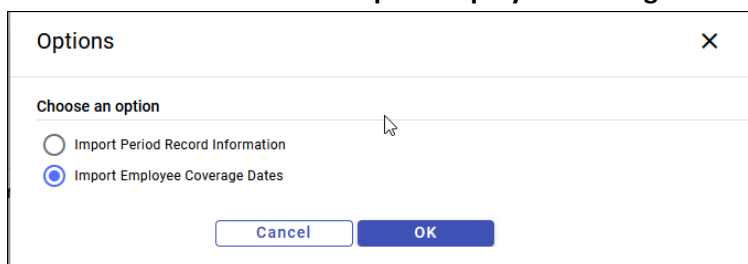
Find the appropriate year’s files (*ACA*) files using the filter option located at the bottom of the screen. An example from 2015 follows:



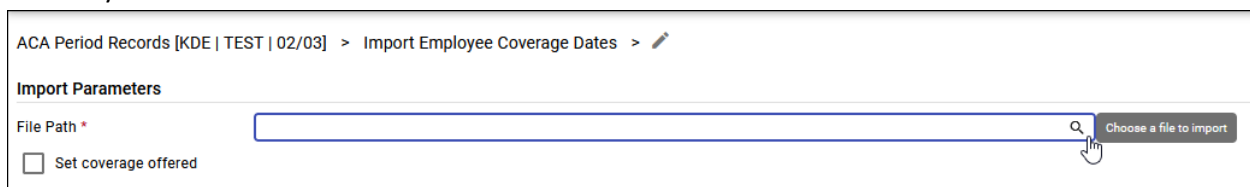
Double-click on the file and save it to your computer. Continue with the instructions that follow to import the file.

The downloaded file is in an Excel format (xlsx) and must be in this format to import into EERP.

1. In the ACA Period Records program, from the ribbon select the **Import** button.
2. Select the radio button for “**Import Employee Coverage Dates**”.



3. Click the **Define** button. Click the File Finder icon on the far right of the box to locate the file on your workstation.



4. Locate and select the 20XXACAEMP###-000#.xlsx file (where xx is the reporting year, ### is the district’s KHRIS number, and # is the file iteration). Please refer to the communication from KDE Munis Support on the file names that should be downloaded.

5. After selecting the file, the import file name will automatically change to a temporary file name used by the system to upload the file. No action to change the file name is required.
6. Optional: Mark “Set coverage offered”. All full-time employees should have had this marked in Step #4.
7. Click the **Import** button and you are prompted to print/display the posting report. Please review this report as it contains both records to import and errors - records that cannot be imported. Although the file may be imported with the errors left off, KDE suggests resolving any issues before clicking Yes to import.
8. To protect employees ‘Personally Identifiable Information (PII), the downloaded file should be deleted from your computer and the Recycle Bin emptied once all errors have been resolved.

Import Errors

Any import errors will display at the end of the report stating which line of the Excel file did not import.

EXCEL ROW	EMP NUMBER	EMPLOYEE NAME	ACA GRP	GRP TYPE	STABILITY START	PERIOD END	COVERAGE START	DATES END
10/16/2023 15:19 KDE TEST 02/03 P 1								
EMPLOYEE COVERAGE DATES IMPORT PROOF								
COVERAGE OFFERED FLAG BEING UPDATED								
2	14	CARSON, JACQUELYN	ALL	S	01/01/2023	12/31/2023		
5	49	MATTHEWS, ENEDINA	ALL	S	01/01/2023	12/31/2023		
6	55	BURGESS, VERONICA	ALL	S	01/01/2023	12/31/2023		
7	151	WING, ISA	ALL	S	01/01/2023	12/31/2023		
8	218	MCBRIDE, SANDY	ALL	S	01/01/2023	12/31/2023		
9	251	WALKER, FRANCIS	ALL	S	01/01/2023	12/31/2023		
10	292	CAIN, SHIRLEY	ALL	S	01/01/2023	12/31/2023		
11	324	RAGLAND, CAROL	ALL	S	01/01/2023	12/31/2023		
3	8888	DUCK, DONALD	ALL	S	01/01/2023	12/31/2023		
COVERAGE DATES BEING UPDATED								
2	14	CARSON, JACQUELYN	ALL	S	01/01/2023	12/31/2023	01/01/2023	02/15/2023
5	49	MATTHEWS, ENEDINA	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
6	55	BURGESS, VERONICA	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
7	151	WING, ISA	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
8	218	MCBRIDE, SANDY	ALL	S	01/01/2023	12/31/2023	12/01/2023	12/31/2023
9	251	WALKER, FRANCIS	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
10	292	CAIN, SHIRLEY	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
11	324	RAGLAND, CAROL	ALL	S	01/01/2023	12/31/2023	01/01/2023	12/31/2023
3	8888	DUCK, DONALD	ALL	S	01/01/2023	12/31/2023	09/01/2023	11/15/2023
ROWS CONTAINING ERRORS (WILL NOT IMPORT)								
4	Employee SSN 123- is invalid.							

Employees who started and stopped coverage more than once during the year will have multiple coverage date records imported.

□ Step #8 - Generate 1095's

Once all the proceeding steps have been completed users can begin generating 1095's forms. A separate guide is available titled **ACA- 1095 Generate (2023 Reporting)** to assist with that process.

You must import dependent and employee health insurance coverage into EERP (steps 6 and 7) before proceeding with the creation of the 1095s.

□ Step #9 - Generate Period Records for Future Years

Generate Standard Records for 2024

In the **ACA Period Records** program, select **Generate Standard Records** to create a set of Standard Period Records with 2024 stability dates (if not already done so).

- Create standard records for the calendar year 2024. **Tracking for 2024 insurance started in October 2022. It is important to run the process as close to the October 3rd measurement start date as possible.**
- Enter 2022 in the “Year for highest priority Period Group”
- Enter the Date Type used by your district, in this example, we used Hire Date.
- Latest Date: 10/3/2022
- Enter “1” for Cycle
- Do **NOT** Mark “Include Inactive Employees”.
- Leave ACA Group Code blank to generate for all employees

Once the generate process is completed, all employees who were employed on or before the start of the measurement period should have a Standard Measurement Period record with the below information.

- **Measurement/Wait:** Start: 10/3/2022 End: 10/2/2023
- **Administrative:** Start: 10/3/2023 End: 12/31/2023
- **Stability:** Start: 1/1/2024 End: 12/31/2024

Generate Standard Records for 2025

In the **ACA Period Records** program, select **Generate Standard Records** to create a set of Standard Period Records with 2025 stability dates (if not already done so).

- Create standard records for the calendar year 2025. **Tracking for 2025 insurance started in October 2023. It is important to run the process as close to the October 3rd measurement start date as possible.**
- Enter 2023 in the “Year for highest priority Period Group”.
- Enter the Date Type used by your district, in this example, we used Hire Date.
- Latest Date: 10/3/2023
- Enter “1” for Cycle
- Do **NOT** Mark “Include Inactive Employees”.
- Leave the ACA Group Code blank to generate for all employees.

Once the generate process is completed, all employees who were employed on or before the start of the measurement period should have a Standard Measurement Period record with the below information.

- **Measurement/Wait:** Start: 10/3/2023 End: 10/2/2024

- **Administrative:** Start: 10/3/2024 End: 12/31/2024
- **Stability:** Start: 1/1/2025 End: 12/31/2025