

ACA Process

Key

Start / End

Process

Decision

Supplemental Info

Cycle - repeat as necessary

ACA Companion Setup Complete
Ready to Accept Insurance Offers/
Declines

Generate ACA Companion Employee Sync
Error AQ in Back Office

Review/Correct Errors (Address can be
corrected in Back Office, all other items in
Front Office)
**May need admin permission to un-
archive record(s) before making
corrections*

Generate ACA Companion Employee Sync
SSN Errors AQ

Review/Correct Errors
**Recommendation: Generate this report
at least quarterly throughout the year*

Reimport Employee Data in Home Tab of
ACA Companion
**Disregard any error message that
populates*

Regenerate Data in Report Preparation
Tab of ACA Companion **Do NOT use
finalize option (FINALIZING LOCKS DATA)*

If employee has been paid
under the wrong SSN,
corrections will need to be
made to employee paychecks
and quarterly filings to SSA/
IRS

Review I9 and/or I9
documents to confirm and
correct SSN

Import Acceptances

Yes

Add Acceptance to ACA
Companion

No

Are you using an import?

Add acceptances

Import Declines

Yes

Add Decline to ACA
Companion

No

Are you using an import?

Add declines

Regenerate Data in Report
Preparation Tab of ACA Companion

Generate 1095-C for employees

Utilize the Get Employee 1095-C
Info Report in Back Office to review
and verify data accuracy before
populating 1095-C's for employees

