



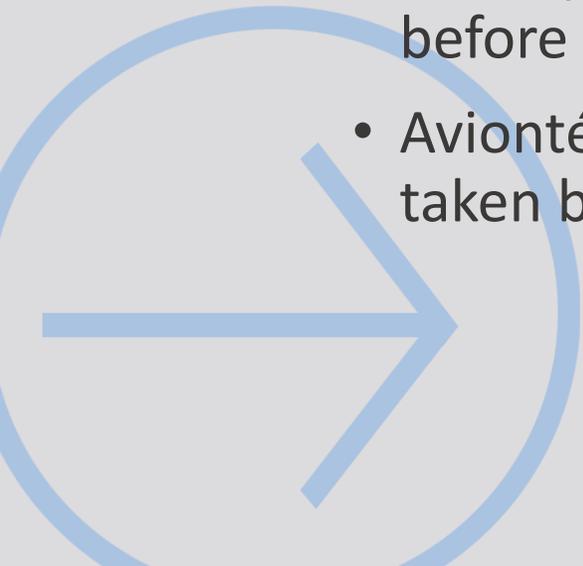
# AVIONTÉ

Staffing & Recruiting Software

## ACA Setup & Tracking

# Disclaimer

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# Agenda





# ACA Companion Setup

# Companion Application Overview

Built with Staffing Industry best practices & reporting requirements in mind!

- **If you don't track it, you can't report on it!**

Lookback/measurement method

- 3-12 month measurement period
- Need to determine who is ACA full-time
- **Not built for monthly measurement!**

ACA Reporting compliance

- Provides 1095-C forms for:
  - ACA full-time W-2 employees
  - W-2 employees enrolled in self-insured coverage

# ACA Employer - General

Avionté ACA Companion

Home | Employee plan details | ACA employer | Insurance plan | Benefit package | Report preparation

### ACA employer setup

**General** | Eligibility | [Add an employer](#)

For each ACA employer that meets Applicable Large Employer status (50+ equivalent full-time employees), complete these settings.

Employer name: ABC Staffing Inc.

Identification number: 50-5505505

Street address: 123 Main Street

City and state: Eagan MN

Country and ZIP: US 55122

Suppliers:  
 ABC  
 TCI - Customer  
 Test  
 Washington  
 zzABC (T)  
 zzzz (T)

Was this employer a member of an ALE group?  Yes  No

Indicate Certifications of Eligibility (check all that apply):  
 Qualifying Offer Method  
 Section 4980H Transition Relief  
 98% Offer Method

Contact person's full name: Kristine Olson

Contact phone number: 6519909876x121

Contact email: jlo@avionte.com

[Update](#) [Cancel](#)

### Current employers list

This is a list of defined employers, along with the current ALE group of which they are a member (if applicable). Employers can be removed if no offers have been made.

Employer	Current Group Name	Offers Made
ABC Staffing Inc.	N/A	Yes
Tim Hortons Canada	N/A	No
zz	N/A	No
zz Comp	N/A	No
zzz	N/A	No
zzzz	N/A	No
zzzzzz	N/A	No

- Defines ACA Employer including address, Federal Identification Number (FEIN)
  - This information will be pulling in from the Core Application under Admin Tools > Employer > Detail
- Collects the information needed for the 1094-C

# ACA Employer - Eligibility

Avionté ACA Companion

Home | Employee plan details | ACA employer | Insurance plan | Benefit package | Report preparation

ACA employer setup

General | Eligibility | [Add an employer](#)

For each ACA employer that meets Applicable Large Employer status (50+ equivalent full-time employees), complete these settings.

Initial measurement period measurement length: 12

Initial measurement period start:  Assignment start date  First day of following month

Admin period days (initial): 30

If possible, start initial stability period on specified day of the month?  Yes  No

Standard measurement period measurement length: 11

Standard measurement period start day and month: 02 / 01 (mm/dd)

Standard stability period start day and month: 03 / 01 (mm/dd)

**Current employers list**

This is a list of defined employers, along with the current ALE group of which they are a member (if applicable). Employers can be removed if no offers have been made.

Employer	Current Group Name	Offers Made
ABC Staffing Inc.	N/A	Yes
Tim Hortons Canada	N/A	No
zz	N/A	No
zzComp	N/A	No
zzz	N/A	No
zzzz	N/A	No
zzzzz	N/A	No

- Defines employers' measurement periods which control when and for how long an employee gets measured for Full Time eligibility status

# Insurance Plan Setup

The screenshot shows the 'Insurance plan setup' form in the Avionté ACA Companion application. The form is titled 'Insurance plan setup' and includes a navigation bar with 'Home', 'Employee plan details', 'ACA employer', 'Insurance plan', 'Benefit package', and 'Report preparation'. The main form area contains the following fields and options:

- Plan name:** Medden
- Provider Name:** Medden
- Monthly employee only minimum contribution:**  Set amount \$ 1000.00,  % of gross
- Plan start month:** January
- Open enrollment start date:** 12/20/2016
- Open enrollment end date:** 12/30/2016
- Is this a self-insured plan?:**  Yes,  No
- Safe harbor code (opt.):** 2F
- Offer of coverage code:** 1E

Below the form is a 'Plan summary' section with the following text:

- Plan covers employee, spouse, and dependent(s).
- Provides ACA minimum essential coverage.
- Provides ACA minimum essential value.

At the bottom of the form is an 'Add' button. To the right of the form is a 'Insurance plans' table with the following content:

Insurance plans	
This is a listing of currently defined insurance plans. Plans can be edited or removed if they have not yet been applied to a package.	
Medden	In package
VIPTest	In package

- Plan and Provider Name
- EE Monthly Contribution (Line 15 value)
  - What would an employee pay as a monthly premium to cover just themselves?
- Plan Start Month
- Open Enrollment Dates
- Self-insured?
- Safe Harbor Code (Line 16, Code Series 2)
- Offer of coverage Code (Line 14)

# Plans to Set Up

## Plans to add

ACA Compliant Healthcare Plans:

- Minimum Essential Coverage Plans (MEC)
- Minimum Value Plans (MVP)
- PPO
- Healthcare Plan + HSA

## DO not add:

- Fixed Indemnity Plans
- Non-Healthcare Plans
  - Dental
  - Vision
  - Life
- Tiers of Plans (optional)
  - EE + Spouse
  - EE + Children

# Do I need to set up a new plan?

## Yes, if:

- New offerings (plan options)
  - New plans in a package
  - No longer offering certain plans
- Rate changes for Employee Monthly Contribution
- Offer of coverage or Safe Harbor Code changes

# Benefit Package Setup

Avionté ACA Companion

Home | Employee plan details | ACA employer | Insurance plan | **Benefit package** | Report preparation

### Benefit package setup

[Add a benefit package](#)

Complete the settings below and then identify plans to include in the package

**Benefit package name** VIPPremium

**First offered date** 12/4/2016

**Last offered date** 12/30/2016

**Plans to include in the benefit package**

Plans
<input checked="" type="checkbox"/> Medden
<input checked="" type="checkbox"/> VIPTest

**Available benefit packages**

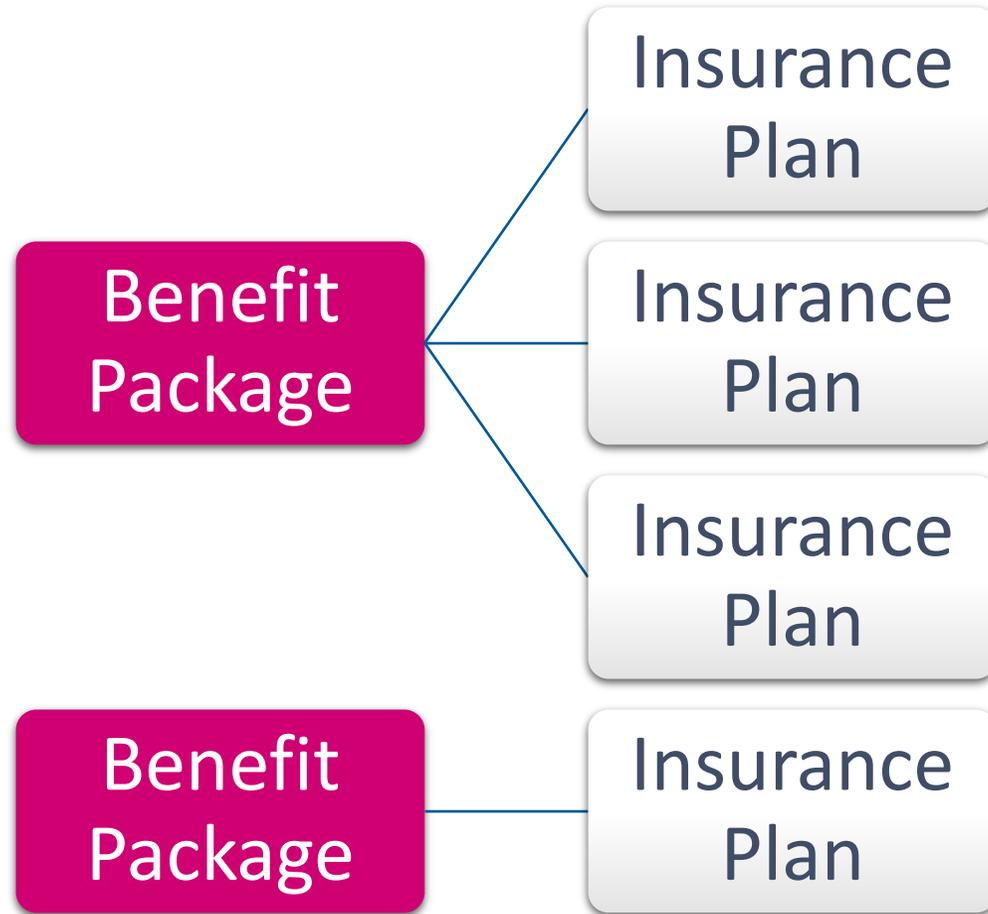
This is a listing of currently defined benefit packages. Packages can be edited or removed if they have not yet been offered.

VIPPremium

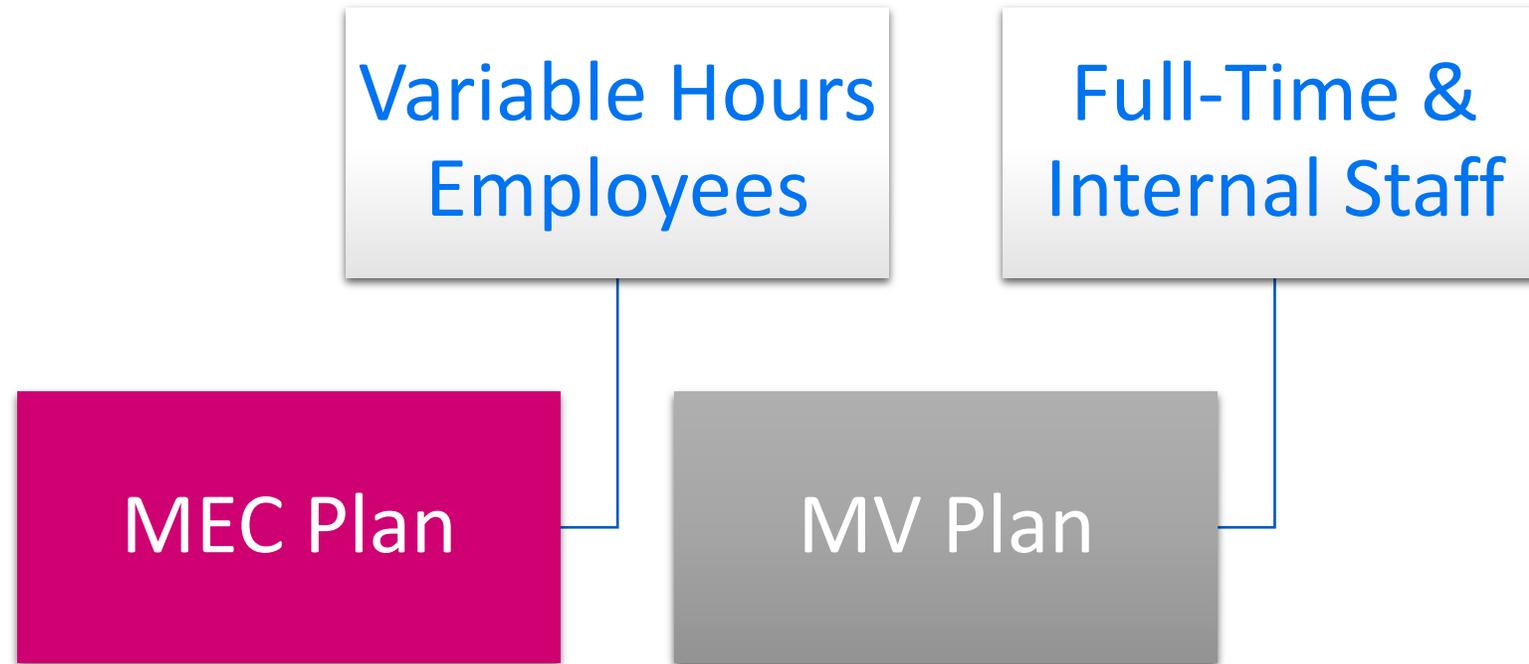
**Add** **Delete**

- Benefit Packages comprised of one or more healthcare plans
- Healthcare plans can be included in more than one package

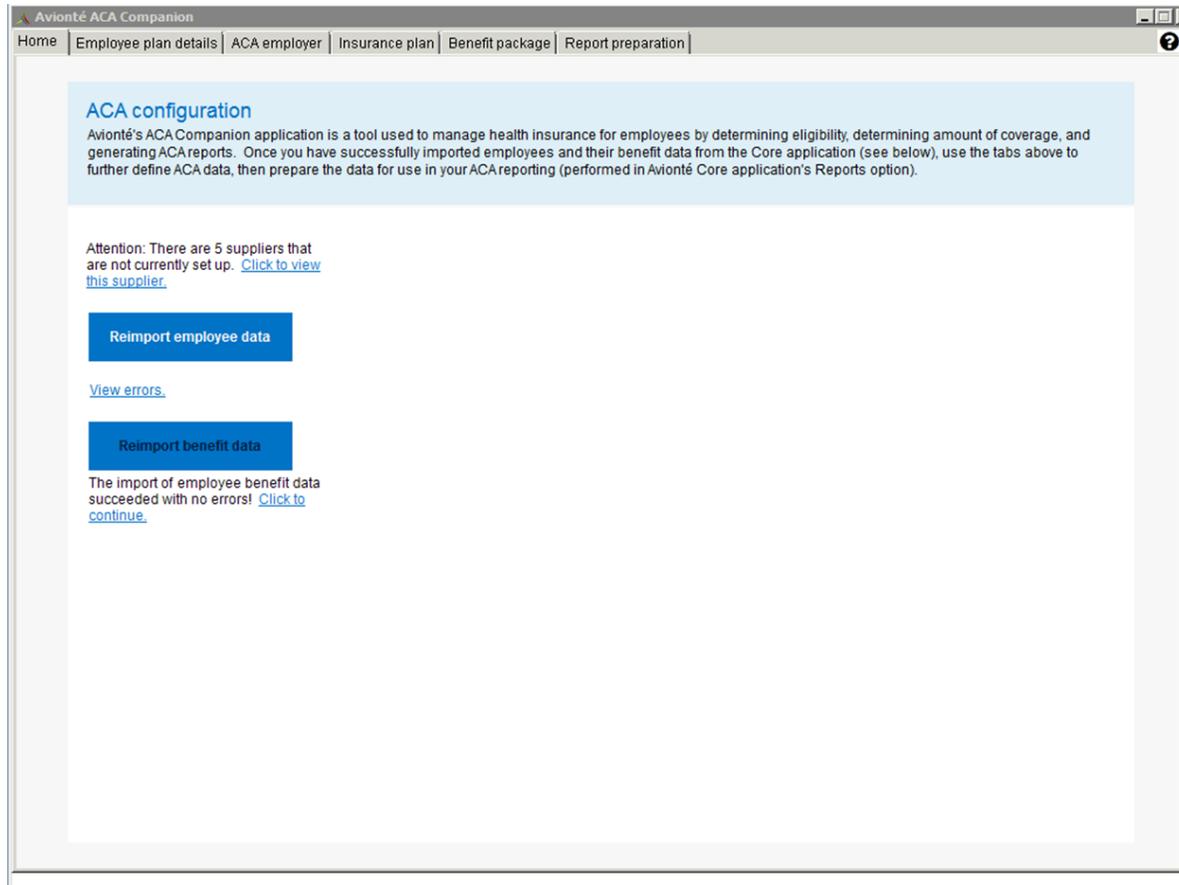
# Plan & Package Setup Help



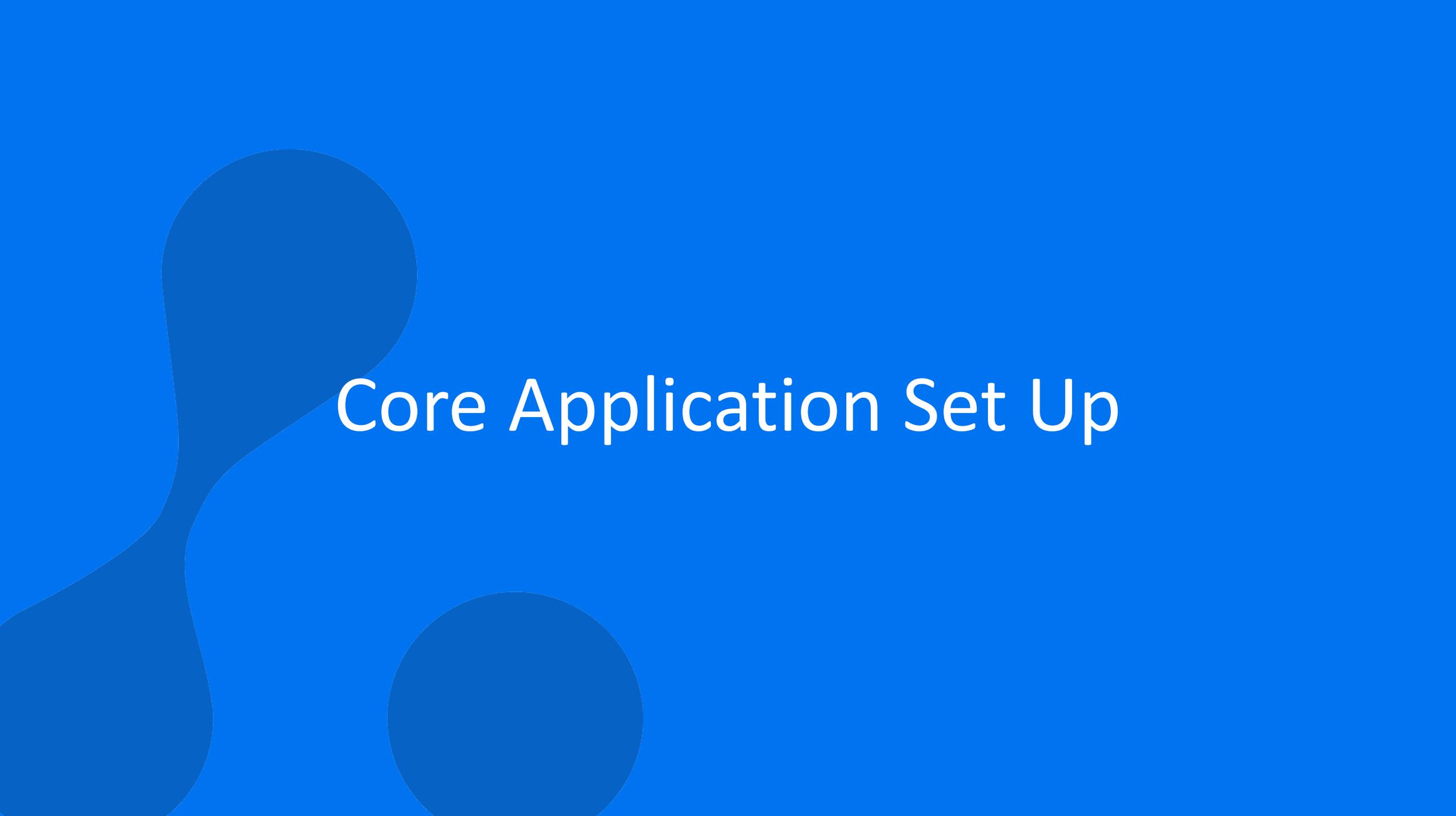
# Example



# Home



- Import Employee Data/Reimport employee data
  - Used to import employee data from Avionté database into the ACA Companion
  - Employee will pull into the ACA Companion if they have a full name and valid SSN on record
  - Will have to manually click the button first time
- Import Benefit Data
  - Used to import benefit data
  - If you are new with Avionté and do not have benefit data you will still need to click this button to finalize

The background is a solid blue color. On the left side, there are several dark blue, organic, blob-like shapes of varying sizes and orientations, creating a decorative graphic element. The text 'Core Application Set Up' is centered horizontally and positioned in the middle of the page.

# Core Application Set Up

# Set Up for Core Application Checklist

- Who should have access to view ACA Eligibility Data?
- Who should have access to edit ACA Eligibility Data?
- If you want to enforce the entry of ACA Eligibility status, would you like to do it at assignment creation, during time entry or both?
- What pay codes should be counted in ACA measurement tracking?
- Who should be alerted with newly eligible employees?

# Granting access to **view** ACA Eligibility data

System | Config Form

Config Form

Shared By: User Group

Form Details

Form ID: 322 ParentID: 10 SortOrder: 35

Category: Employee

Label: ACA Eligibility

Name: Avionte.Suite.Win.Application.FrontOffice.Employee.Em

Icon:

Active:  Show Dialog:

Search Form:  Primary Form:

ModificationDate:

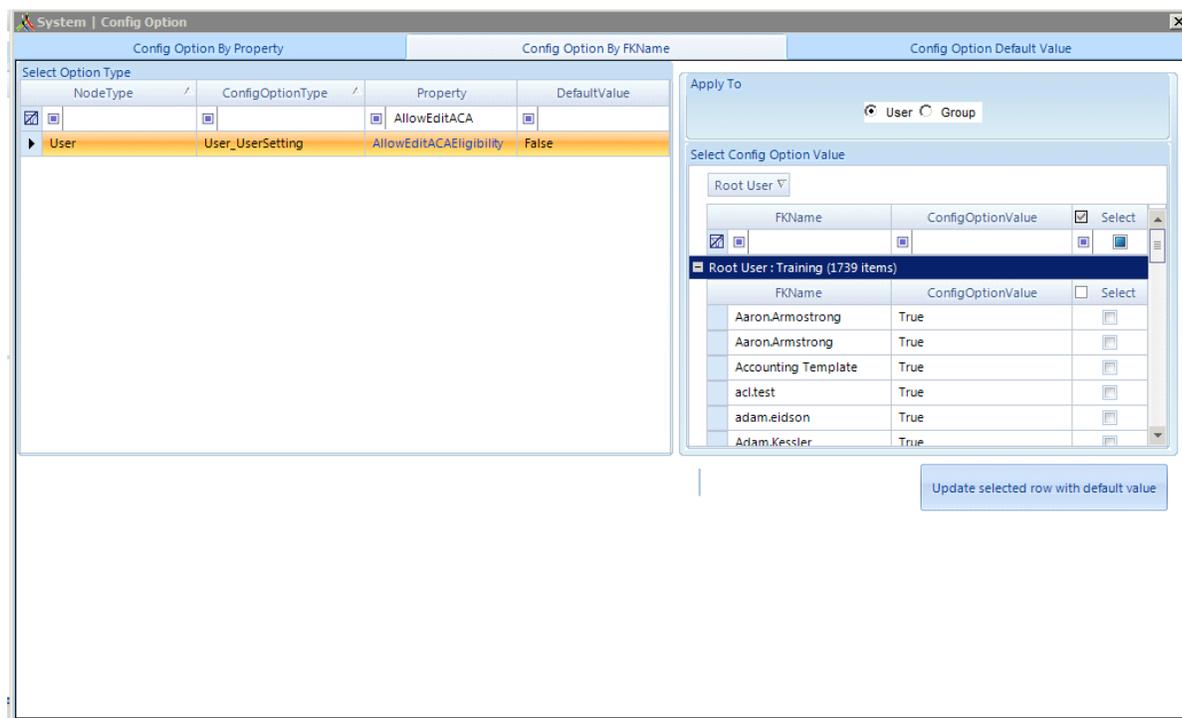
Root User : Training (1722 items)

User Name	Is Visible	SortOrder
apitts	<input type="checkbox"/>	35
Larry.Jasinover	<input type="checkbox"/>	35
Training1	<input checked="" type="checkbox"/>	35
Heidi.Wojcik	<input checked="" type="checkbox"/>	35
mandy.krohn	<input checked="" type="checkbox"/>	35
dsayotovich	<input checked="" type="checkbox"/>	35
ajonson2	<input checked="" type="checkbox"/>	35
ajonson	<input checked="" type="checkbox"/>	35
jessica.monroe	<input checked="" type="checkbox"/>	35
SSTest	<input checked="" type="checkbox"/>	35
Gema.Saenz	<input checked="" type="checkbox"/>	35
pngo	<input checked="" type="checkbox"/>	35

Save

- *Admin Tools > Form*
  - Expand Front Office
  - Expand Employee
  - Expand Payroll
  - Select **ACA Eligibility**
- Can be done on a user-by-user basis

# Granting access to **edit** ACA Eligibility



- *Admin Tools > Config Option > Config Option By FKName*
  - Filter the Property column to “AllowEditACAEligibility”
  - Select the property
  - Change ConfigOptionValue column from False → True
- Can be done on a user-by-user basis

# When do you want to be notified of an ACA status not being set?

The screenshot shows the 'Data Requirement Message' configuration window. The main table lists the following messages:

Type	Error Type	Stored Procedure	Message	IsActive
OnAssignment	Warning	drm_ACAEligibilityCheck	The employee is missing a valid ACA Eligibility.	<input type="checkbox"/>
TimeEntryBatchVerification	Warning	tbv_ACAEligibilityCheck	The employee is missing a valid ACA Eligibility.	<input checked="" type="checkbox"/>

The 'New Data Requirement Message' form is configured with the following details:

- Message Type: AccountingPeriodVerification
- Error Type: Warning
- Message SP Name: apv\_CheckForEmployeeDeducti
- Message: Payment Check (CheckNumber) does not have correct total deductions.
- Active:

The 'Shared By' table lists the following sites and suppliers:

SiteName	SiteDesc	Staffing Supplier	
Minneapolis	Minneapolis (T)	ABC	<input checked="" type="checkbox"/>
New York	New York (T)	ABC	<input checked="" type="checkbox"/>
Eagan	Eagan Training	ABC	<input checked="" type="checkbox"/>
Los Angeles	Los Angeles (T)	ABC	<input checked="" type="checkbox"/>
Madison	Madison (T)	ABC	<input checked="" type="checkbox"/>
QRI In-House	QRI-In House Cranston	Sales	<input checked="" type="checkbox"/>
Atlanta Sales	Atlanta Sales	Sales	<input checked="" type="checkbox"/>
Kalispell Sales	Kalispell Sales	Sales	<input checked="" type="checkbox"/>
Minneapolis sales	Minneapolis sales	Sales	<input checked="" type="checkbox"/>
Ontario	Ontario	Tim Hortons Canada	<input checked="" type="checkbox"/>

- Admin Tools > Data Requirement Message
- Filter Message column to “ACA”
  - There should be 2 different options for you



# ACA Eligible Counters

The screenshot shows the 'Admin System Counter' application window. The main area displays a table of counters with columns for Counter Name, CountSQLFunction, and OnClickEvent. The 'aca' counter is selected, and its details are shown in the 'Counter Details' panel. The 'Counter Users' panel shows a list of users with checkboxes for selection.

Counter Name	CountSQLFunction	OnClickEvent
aca		
ACA Full Time w/o Offer	clu_AcaFullTimeWithoutOffer	Avionte.Suite.Win.Application.Common.ActionLibrary.Show...
ACA End Active Ded/Cont.	clu_ACA_EndDeductionAndContribution	Avionte.Suite.Win.Application.Common.ActionLibrary.Show...
ACA End Active Offer	clu_ACA_EndEmployeeHealthInsuranceEnrollments	Avionte.Suite.Win.Application.Common.ActionLibrary.Show...

Counter Details:

- Counter Name: Appointment
- Count SQL Function: clu\_GetAppointment
- On Click Event: Avionte.Suite.Win.Application.Common.ActionLibrary.ShowCounterInfo
- Category: Calender

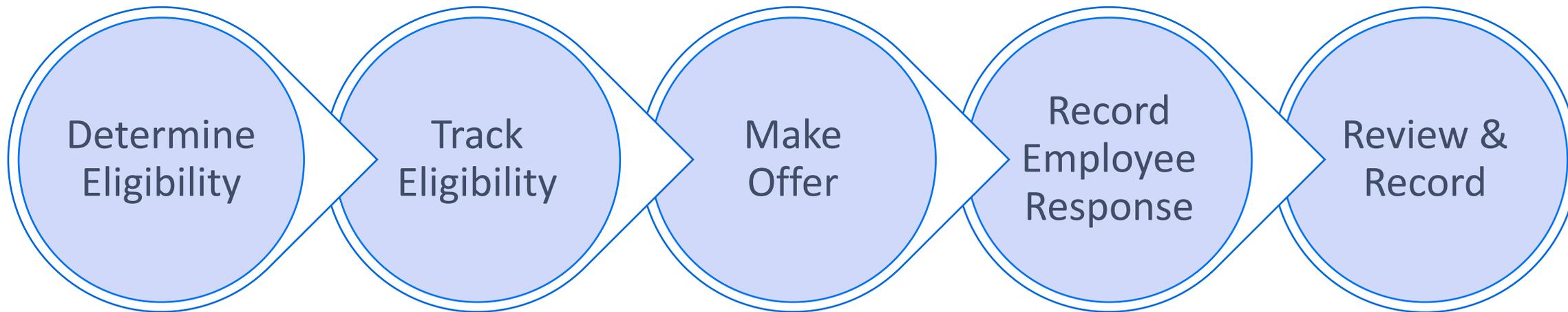
Counter Users:

User	Selected
RootUserGUID : Training (1739 items)	
User	<input checked="" type="checkbox"/>
Training1	<input checked="" type="checkbox"/>
Heidi.Wojcik	<input checked="" type="checkbox"/>
mandy.krohn	<input checked="" type="checkbox"/>
dsayotovich	<input checked="" type="checkbox"/>
ajonson2	<input checked="" type="checkbox"/>

- *Admin Tools > Counter*
- Permission user based
- 3 counters available
  - ACA Full Time w/o Offer
  - ACA End Active Ded/Cont
  - ACA End Active Offer

The left side of the slide features a large, dark blue abstract shape that resembles a stylized figure-eight or a pair of rounded, connected loops. Below this shape is a solid dark blue circle. The background is a uniform medium blue color.

# ACA Management



- Employee > Payroll > ACA Eligibility

- ACA Counters
- ACA Reports

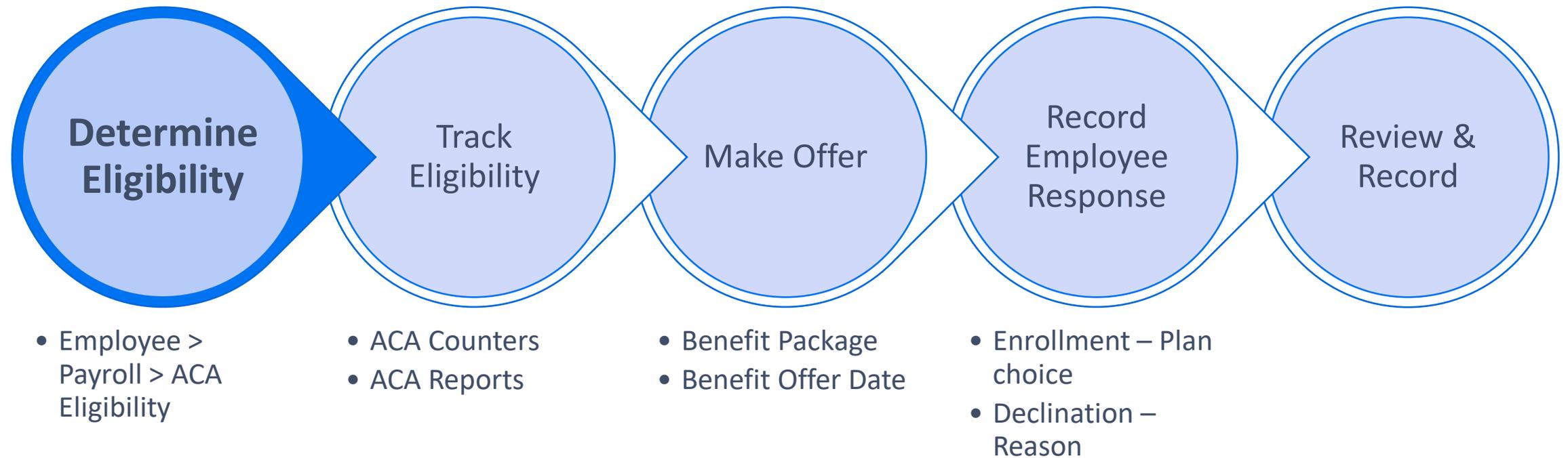
- Benefit Package
- Benefit Offer Date

- Enrollment – Plan choice
- Declination – Reason

Core Application

ACA Companion Application

Both



# ACA Eligibility Page

- Located in *Employee > Payroll* sub-menu
- ACA Determination Status or Eligibility
- Measurement Period Data
  - Measured Eligibility

Start Page Search Summary ACA Eligibility Actions New Employee

Is employee ACA eligible? No ACA Eligibility determination

Measurement type: N/A Measurement start date: Hours measured to date:

Completed Employee Eligibility Measurements

Employer	Measurement ty	Measurement start d	Measurement end d	Total hours	Measured eligibili	Admin period start d	Admin period end d	Stability period start d	Stability period end d	Active measureme	Reason for deactivati
ABC Staffin...	Initial	02/01/2014	04/30/2014	418.00	Full time	05/01/2014	07/17/2014	07/18/2014	01/17/2015	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Initial	06/01/2014	08/31/2014	274.50	Non full time	09/01/2014	11/16/2014	11/17/2014	05/16/2015	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Standard	01/01/2015	03/31/2015	482.50	Full time	04/01/2015	05/31/2015	06/01/2015	11/30/2015	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Standard	07/01/2015	09/30/2015	112.00	Non full time	10/01/2015	11/30/2015	12/01/2015	05/31/2016	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Initial	12/01/2014	02/28/2015	614.50	Full time	03/01/2015	05/20/2015	05/21/2015	11/20/2015	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Standard	01/01/2016	03/31/2016	417.00	Full time	04/01/2016	05/31/2016	06/01/2016	11/30/2016	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Initial	01/01/2016	03/31/2016	417.00	Full time	04/01/2016	06/25/2016	06/26/2016	12/25/2016	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Standard	07/01/2016	09/30/2016	20.00	Non full time	10/01/2016	11/30/2016	12/01/2016	05/31/2017	<input type="checkbox"/>	Employment termi...
ABC Staffin...	Initial	07/01/2016	09/30/2016	20.00	Non full time	10/01/2016	12/25/2016	12/26/2016	06/25/2017	<input type="checkbox"/>	Employment termi...

Displays a line item for each completed measurement period

# ACA Eligibility Determination Statuses

Yes

- Full Time
- 30+ hours per week
- Will receive 1095-C\*

No

- Part Time
- Variable Hour
- Seasonal
- System will measure to determine eligibility

Undetermined

- New employee default
- Applicant
- Employee reached qualifying break-in-service

\*Other conditions must be met - in addition to being set to Yes - for EE to receive 1095-C



- Employee > Payroll > ACA Eligibility

- ACA Counters
- ACA Reports

- Benefit Package
- Benefit Offer Date

- Enrollment – Plan choice
- Declination – Reason

# ACA Eligible Counters

Name	Description	To Trigger
<b>ACA End Active Ded/Cont.</b>	Displays a list of Employees who do not have any active assignments or future assignments but have active healthcare-related deductions or contributions with no end date.	<p>Up: The count will go up as employee's assignment ended but still has an active healthcare related deduction or contribution with no end date.</p> <p>Down: The count will go down as the end date is entered to inactivate the deduction or contribution or if the employee is placed on a new assignment.</p>
<b>ACA End Active Offer</b>	Counts any employee who has an ACA eligibility status of "undetermined" and that do not have an open assignment, but they have an active offer (both enrollments and declinations) in the ACA Companion.	<p>Up: The count goes up as an employee has an ACA eligibility status of "undetermined" AND they have no open assignment.</p> <p>Down: The count goes down as an employee has a determined status, or if the active offer is ended in the ACA Companion.</p>
<b>ACA Full Time w/o Offer</b>	Displays the number of full-time employees that are required to be offered an ACA qualified healthcare plan but do not have a current Offer recorded in the ACA Companion.	<p>Up: Will automatically increase if an employee is marked with an ACA Eligibility status of Yes but does not have an offer of insurance in the ACA Companion.</p> <p>Down: Add an active ACA plan offer for the employee in Employee Plan Details of the ACA Companion.</p>

# ACA Reports

## ACA Companion Census AQ:

- Shows an employee's total hours and ACA Eligibility as well as total wages, benefits and benefit amounts

## ACA Companion Insurance Offers AQ:

- Displays a list of all offers made in the ACA Companion Application

## ACA Companion Employee Sync Error AQ:

- Shows a list of employees who did not import into the ACA Companion
- Displays why an employee did not import and what needs to be changed
- Needs to be followed by an import to update the employee records

## 1095 C & 1094 C Report:

- Employer-Provided Health Insurance Offer and Coverage Insurance Form
- Required to be distributed to employees of an ALE member who is full-time for one or more months during the calendar year

- Grant permission to view these reports in Admin Tools > Report
  - If report cannot be located in Admin Tools, input ticket to Support Center to deploy
- These are all reports and AQ's that should be run on a regular basis



- Employee > Payroll > ACA Eligibility

- ACA Counters
- ACA Reports

- Benefit Package
- Benefit Offer Date

- Enrollment – Plan choice
- Declination – Reason

The slide features a solid blue background. On the left side, there are several overlapping, organic blue shapes in a slightly darker shade of blue. These shapes include a large, rounded form at the top left, a smaller circle below it, and a larger, more complex shape at the bottom left. The text 'Tracking Coverage Offers' is centered horizontally and positioned in the middle of the slide, overlapping the blue shapes.

# Tracking Coverage Offers

## Employees list

99000 employees found

[<< Previous](#)

Page 2 of 4950

[Next >>](#)

Last name	First name	Last 4 SSN
Aadbhbbkwp	KEITH	1058
Aadhacpfoat	TIERRA	2588
Aadjxauudpi	NICOLE	4112
Aadjzkaajvo	CHARLES	4173
Aadovduooxc	ANTHONY	6312
Aadwgozzziun	VIRGILIO	3449
Aadytviyyhtm	JOEL	3145
Aadzfneryyhtm	ANTHONY	9895
Aaebejgwwfrk	JOSHUA	4259
Aaebyzysbng	KATRINA	8839
Aaeycloeenzs	CARLEEN	4240
Aaezopcspbng	PAUL	1358
Aafaluxnnwib	DAVID	5095
Aafinjyyhtm	WAYNE	8377
Aafkywddmyr	Julee	2566
Aafsqhxxgsl	CAROL	3853
Aafspybrramf	CAROL	3981
Aaftuusmmvha	ERICK	1621
Aafytreuudpi	LLOYD	1406
Aagdnpaqqzle	PATRICIA	3692

# What if I can't find my employee in the Companion Application?

## Run the ACA Companion Employee Sync Errors AQ!

### Individual Manual Fixes

- Make fixes in core application
  - Name
  - SSN
  - Primary Address
- Reimport Employee Data
  - Companion App > Home

### Mass Fixes

- Run ACA Companion Employee Sync Error AQ in Reports
  - Displays Name, SSN, Address, Last Check Date
- Export AQ to Excel
  - Make edits to employee information
- Import spreadsheet via Import/Export main menu
- Reimport Employee Data
  - Companion App > Home

# Employee Plan Details

- Select ACA Employer in top right corner
- Select “Make Offer”
  - Select Benefit Package
  - Benefit Offer Date = Date employer sent offer
  - Click **Add**

Avionté ACA Companion

Home Employee plan details ACA employer Insurance plan Benefit package Report preparation

[Back to list](#)

Employee plan details [Add a covered individual](#)

ACA employer ABC Staffing

Employee

[Employee's coverage history](#)

The treeview below displays future, current, and past history of the employee's insurance coverage decisions based on offers from the selected employer. Clicking on a tree node will reflect the associated coverage in the fields below.

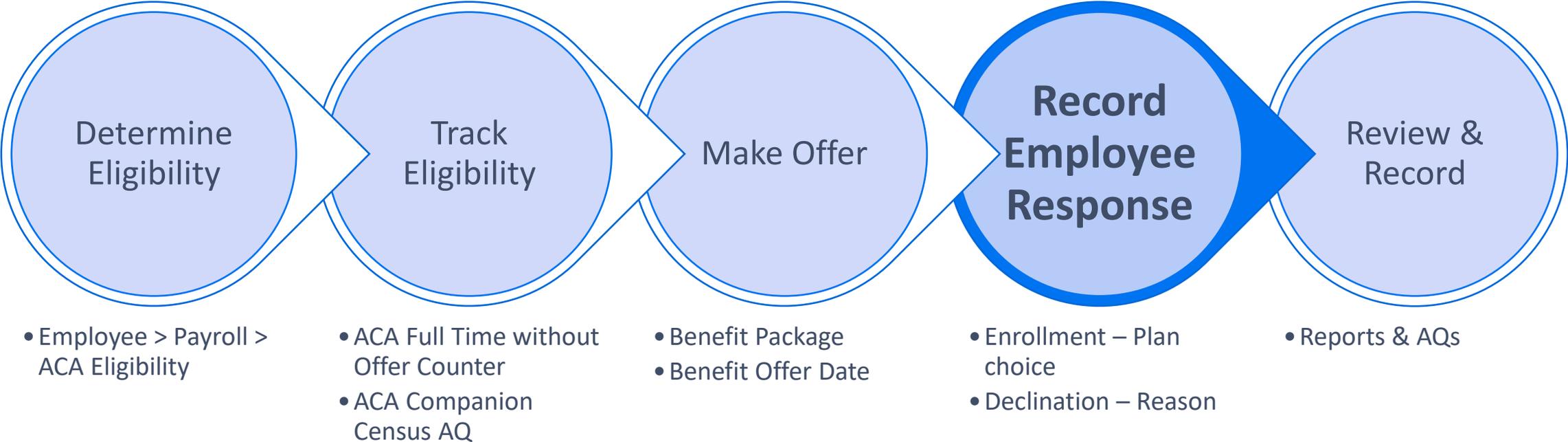
Benefit package offers **Make offer**

Employee name LISAM Aacqcpffoat  
Social Security Number 441-63-2405  
Street address 123 Fake St.  
City Syracuse  
State NY  
Country and ZIP US 55555

Benefit package offered Temporary Employees 2016

Benefit offer date 2/15/2016

**Add** [Cancel](#)



# Employee Plan Details (continued)

- Single click on Enrollment or Declination from the tree to insert employee response

Avionté ACA Companion

Home | Employee plan details | ACA employer | Insurance plan | Benefit package | Report preparation

[Back to list](#)

Employee plan details [Add a covered individual](#) ACA employer ABC Staffing Inc.

Employee

**Employee's coverage history**  
The treeview below displays future, current, and past history of the employee's insurance coverage decisions based on offers from the selected employer. Clicking on a tree node will reflect the associated coverage in the fields below.

Benefit package offers [Make offer](#)

- [-] Temporary Employee Package - 12/1/2017
  - Enrollments
  - Declinations

Employee name Antonio Alaska  
Social Security Number 493-85-2340  
Street address 900 Fern Lane  
City Juneau  
State MN  
Country and ZIP US 99801  
Benefit package offered Temporary Employee Package  
Benefit offer date 12/ 1/2017  
[Update](#) [Cancel](#)

# Employee Plan Details (Enrolled)

- If employee enrolled, single click on “Enrollments” and enrollment box will populate

Avionté ACA Companion

Home | Employee plan details | ACA employer | Insurance plan | Benefit package | Report preparation

[Back to list](#) [Add a covered individual](#) ACA employer: ABC Staffing Inc.

Employee

**Employee's coverage history**  
The treeview below displays future, current, and past history of the employee's insurance coverage decisions based on offers from the selected employer. Clicking on a tree node will reflect the associated coverage in the fields below.

Benefit package offers [Make offer](#)

- Temporary Employee Package - 12/1/2017
  - Enrollments**
  - Declinations

Employee name: Antonio Alaska  
Social Security Number: 493-85-2340  
Street address: 900 Fern Lane  
City: Juneau  
State: MN  
Country and ZIP: US 99801  
Benefit package offered: Temporary Employee Package  
Benefit offer date: 12/ 1/2017

Plan accepted or declined?  Accepted  Declined

Date enrolled:

Coverage dates:  to

Health plan selected:

[Add](#) [Cancel](#)

# Payroll Deductions & Contributions

The screenshot shows the Avionte Employee Deduction management interface. The main window is titled "Employee" and displays a table of deductions for a selected employee, Danny Delaware (ID: xxx-xx-2856). The table lists various deduction types, their amounts, and active status. Below the table, there are configuration options for the selected "Health Care Plan1" deduction, including dates, agency, reference number, and limits.

Transaction Type	Amount/Pct	Active	Note
Child Support	\$0.00	<input checked="" type="checkbox"/>	
36	\$0.00%	<input checked="" type="checkbox"/>	
37	60.00%	<input checked="" type="checkbox"/>	
Child Support 3	\$50.00	<input checked="" type="checkbox"/>	
Health Care Plan1	\$58.60	<input checked="" type="checkbox"/>	

**Deduction Configuration for Health Care Plan1:**

- Deduction Type: Health Care Plan1
- Amount/Percentage: FixedAmount (selected), Amount: \$58.60
- Dates: Start Date: 03/01/2017, End Date: [blank]
- Select Agency: See Medica, Reference Number: 90-321094
- Limits: Apply Limits (checked), Pay Period Limit: \$0.00, Monthly Limit: \$156.00, Yearly Limit: \$0.00, Life Time Limit: \$0.00

- Add Deductions or Contributions in core application for payroll purposes if employee enrolls
  - Employee > Payroll

# Covered Individuals

Avionté ACA Companion

Home Employee plan details ACA employer Insurance plan Benefit package Report preparation

Back to list

Employee plan details [Add a covered individual](#) ACA employer ABC Staffing

Employee Covered Individual 1

Individual's coverage history

The grid below displays future, current, and past history of the employee's health plan enrollments for the selected employer. Clicking on a row will reflect the associated coverage of this individual in the fields to the right.

Individual enrollments

Health plan name	Start date	End date
Plan 1	1/1/2017	12/31/2017

Employee name (primary) HOLLY Aabjstmmvha

Covered individual's first name Jenny

Covered individual's middle name

Covered individual's last name Aabjstmmvha

SSN or other TIN\* 555229999

Birthdate\* 5/ 2/1995

\*Provide Birthdate if SSN or other TIN is not available

Update Cancel

Date enrolled 12/29/2016

Coverage dates 1/ 1/2017 to 12/31/2017

Update Cancel Remove

- **Need to track if self-insured!**
- Spouses & Dependents
- Need SSN and/or DOB
- Enter Date Enrolled
- Enter Dates of Coverage (can differ from Employee's)

# Employee Plan Details (Declined)

If employee Declines, single click on “Declinations” and declination box will populate

The screenshot shows the 'Avionté ACA Companion' web application interface. The breadcrumb navigation includes 'Home', 'Employee plan details', 'ACA employer', 'Insurance plan', 'Benefit package', and 'Report preparation'. The current page is 'Employee plan details' for 'ABC Staffing Inc.'. The 'Employee' tab is active, and the 'Declinations' option in the treeview is highlighted. The declination form is populated with the following information:

**Employee's coverage history**  
The treeview below displays future, current, and past history of the employee's insurance coverage decisions based on offers from the selected employer. Clicking on a tree node will reflect the associated coverage in the fields below.

**Benefit package offers** [Make offer](#)

- Temporary Employee Package - 12/1/2017
  - Enrollments
  - Declinations**

**Employee information:**  
Employee name: Antonio Alaska  
Social Security Number: 493-85-2340  
Street address: 900 Fern Lane  
City: Juneau  
State: MN  
Country and ZIP: US 99801  
Benefit package offered: Temporary Employee Package  
Benefit offer date: 12/1/2017

**Plan accepted or declined?**  Accepted  Declined

Date range of offer: [ ] to [ ]

Decline reason: [ ]

[Add](#) [Cancel](#)

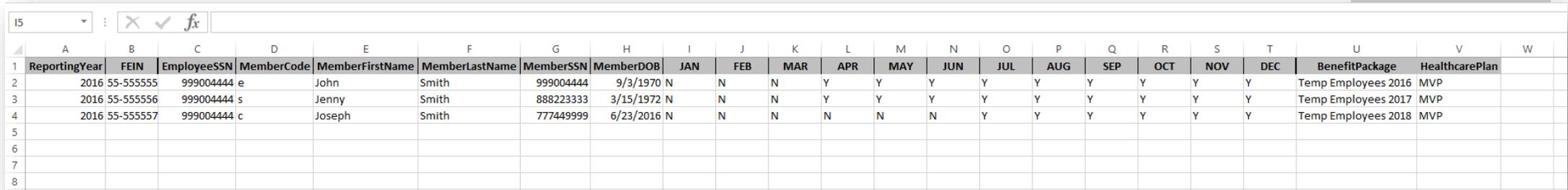
# Date Tracking Explained!

Date Field	Use/Purpose
Benefit Offer Date	Date Employer sends offer to the Employee
Date Enrolled/Declined	Date Employee responds to offer of coverage
Coverage Dates	*Controls date range that offer and enrollment is shown on the 1095-C*
Deduction/Contribution Dates (Core application)	Controls when the deduction or contribution is affecting the paycheck. The start date needs to be within the Week Worked to pull onto the paycheck.

# ACA Import

The ACA Import is designed to insert mass enrollments into your ACA Companion Application rather than manually inserting these items

Article: <https://support.avionte.com/hc/en-us/articles/235826327-Core-Application-ACA-Import-and-Export>



1	ReportingYear	FEIN	EmployeeSSN	MemberCode	MemberFirstName	MemberLastName	MemberSSN	MemberDOB	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	BenefitPackage	HealthcarePlan
2	2016	55-555555	999004444	e	John	Smith	999004444	9/3/1970	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Temp Employees 2016	MVP
3	2016	55-555556	999004444	s	Jenny	Smith	888223333	3/15/1972	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Temp Employees 2017	MVP
4	2016	55-555557	999004444	c	Joseph	Smith	777449999	6/23/2016	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Temp Employees 2018	MVP
5																						
6																						
7																						
8																						

# Declination Export

- You can do your own mass declination inserts into the ACA Companion
- Name: ACA Companion Declination Export
  - This is an AQ that can be found under “Reports”
- This should be done at the end of the year
  - All enrollments will need to be entered into the ACA Companion prior
  - Employees will pull once you “Generate Data” for that year and they have a 1H on line 14 of the 1095-C, with any line 16 code that wasn't 2A, 2B, or 2D
  - Will be using the “ACA Import” to import the declinations into the ACA Companion
- Video: <https://ilos.video/MrZLHV>
- Knowledge Base Article: <https://support.avionte.com/hc/en-us/articles/360001609608-ACA-Companion-Declination-Export-AQ>



- Employee > Payroll > ACA Eligibility

- ACA Counters
- ACA Reports

- Benefit Package
- Benefit Offer Date

- Enrollment – Plan choice
- Declination – Reason

- Reports & AQs

# ACA Companion related AQs

## ACA Companion Census AQ

- Review eligibility, measurement, and offer data from the companion

## ACA Companion Insurance Offers

- Audit offers, enrollments, and declinations entered in the Companion Application
- Should not be used to track people who SHOULD need offers

Grant permission to view these AQs in *Admin Tools > Report*

If report cannot be located in Admin Tools, input ticket to Support Center to deploy

# Sync Error AQs

## ACA Companion Employee Sync Errors AQ

- Gives details of employees related to syncing of their Name or address.
- Use parameters of “Has paycheck” using 4-digit year

## ACA Companion Employee Sync SSN Errors AQ

- Gives details of employees with sync errors related to SSN
- Usually, invalid SSN

## ACA Companion Employee Primary Address Error AQ

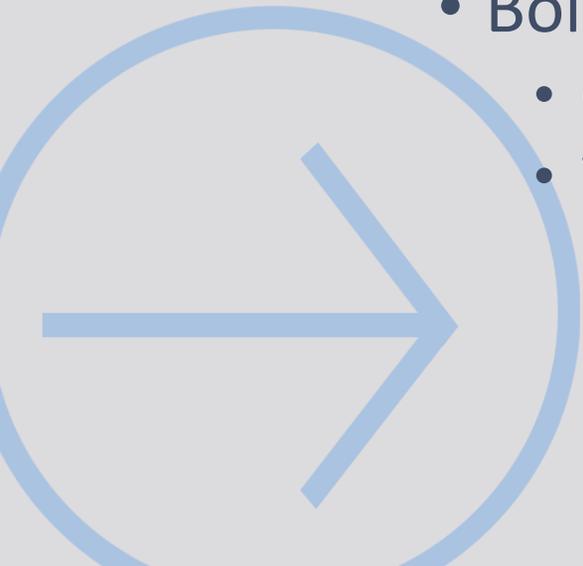
- Gives details of errors on the Employee’s address.

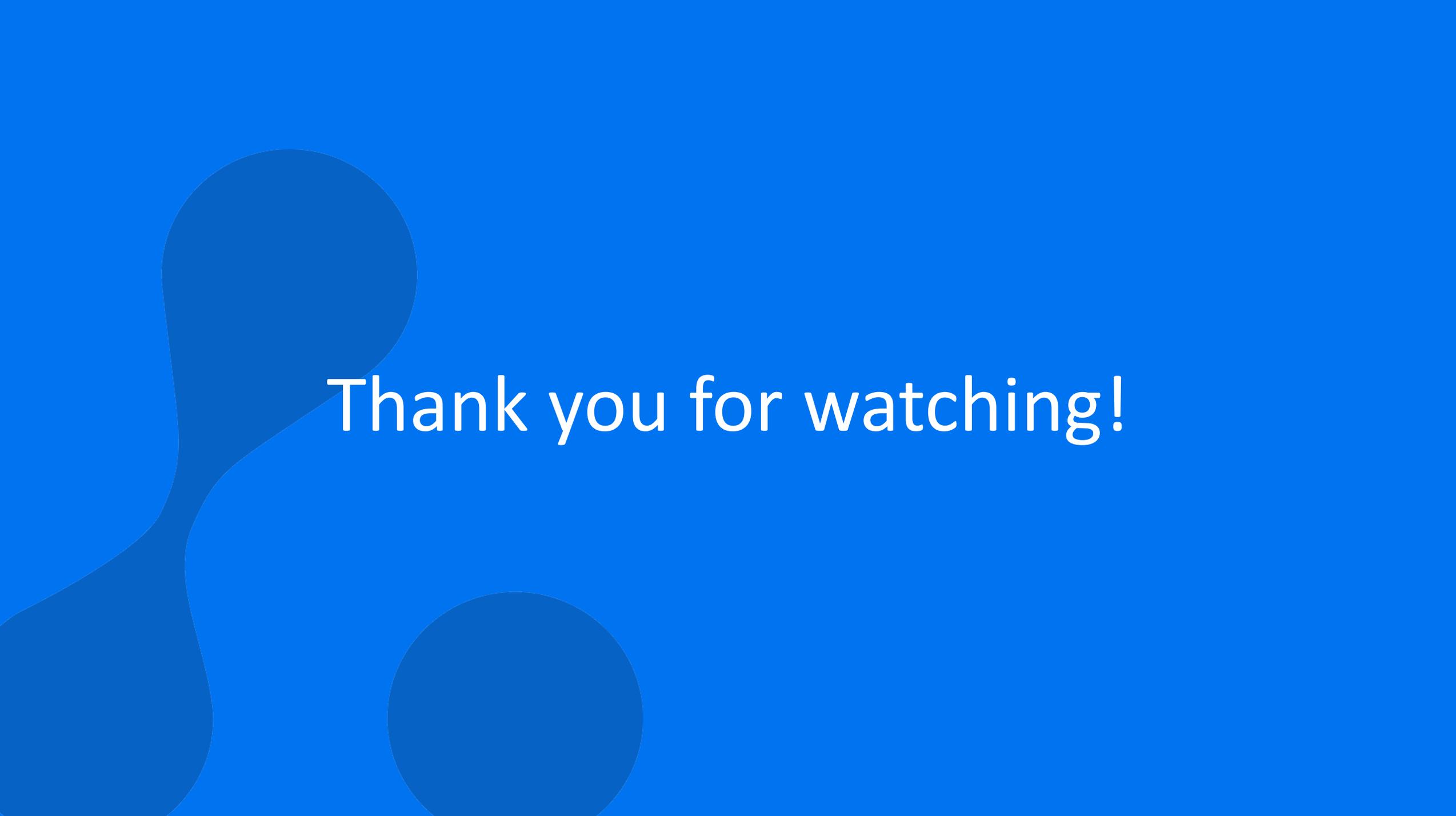
# Coverage Date Management

- Terminated employees should have their coverage end date updated in the ACA Companion!
- Audit via the ACA Companion Census AQ
  - Recent Check Date
  - Assignment End Date
  - Can compare to ACA Companion Insurance Offers AQ or to the Companion Application
- Create processes internally for terminating an employee
- Make sure to end offers and deductions/contributions for healthcare

# Additional Resources

- Avionté Support Center
  - support.avionte.com
  - Access through AVI (Avionté Virtual Instructor) in BOLD
  - Knowledge Base – fully updated articles on [ACA Companion](#)
  - Ticket input
- Bold Bulletin
  - Compliance webinars
  - Webinar Library





Thank you for watching!