

# AFFORDABLE CARE ACT ADMINISTRATION



Although its status has been questionable at times, the Affordable Care Act (ACA) remains law and employers must continue to meet its challenging requirements or face substantial penalties. But complying with ACA rules is no easy task, and doing so can be very difficult for employers.

Outsourcing ACA administration reduces an employer's workload and can help ensure that an employer accurately manages their ACA program while protecting them from potential penalties.

## ACA Penalties are Very Real and Very Costly

The IRS started issuing Letter 226J in late 2017 to applicable large employers (ALEs) who the IRS has determined are liable for an Employer Shared Responsibility Payment (ESRP). **For many employers, the ESRP penalty is in the millions of dollars.**

We've designed our ACA services to be as simple and efficient as possible for employers so they can focus on their core business. Employers send us their data and then we perform the appropriate calculations and determinations as well as handle all of the reporting requirements. And no other vendor makes it as easy to provide data – employers don't have to program to our file specs.

We offer two different service levels to meet employers' specific needs:



**Comprehensive:** Our “full” ACA service includes everything an employer needs to fully comply with ACA requirements, including full-time and part-time tracking and affordability determinations, automated 1095-C code generation, printing and distributing 1095-C forms, preparing and filing Form 1094-C, and expert support.



**Reporting Only:** For employers who only need help with ACA reporting requirements, we offer a “reporting only” service that includes automated 1095-C code generation, printing and distributing 1095-C forms, preparing and filing Form 1094-C, and expert support.

See the other side for a list of features available with each service.



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## UnifyHR ACA Compliance Administration Services

Service Features	Reporting Only	Comprehensive
<b>Consultative Advice</b>		
Provide practical, real-world recommendations and advice to craft and refine compliance plan	✓	✓
Designated client manager assigned to each client	✓	✓
<b>Offer of Coverage and Affordability Tracking</b>		
Support monthly or look back measurement methods (or combination of both)		✓
Measure, monitor and report ACA FT/PT status outcomes based on the selected measurement method(s)		✓
Aggregate and map client data into UnifyHR file layout	✓	✓
Data integrity controls to validate aggregated information for logical consistencies		✓
Leave of absence, FMLA, short-term disability and other complex integration calculations		✓
Support unlimited number of federal tax IDs, divisions, and subsidiaries with divisional level security and reporting controls	✓	✓
Process recurring, bi-weekly, semi-monthly, and monthly data feeds	✓	✓
Calculate all methods of plan affordability safe harbors		✓
Health Insurance Exchange premium tax credit appeal support		✓
Review and prepare Defense Packets for IRS audit inquiries		✓
Archive and retain data for eight years	✓	✓
<b>Employee Communication and Federal Reporting</b>		
IRS form 1095 production and distribution with corresponding IRS 1094 AIR submission	✓	✓
Proprietary Code Determination Matrix to systematically generate 1095 codes	✓	✓
Mail fulfillment with Intelligent Mail Barcode (IBC) with USPS First Class mail delivery tracking	✓	✓
<b>Employer Reporting</b>		
Transparent case management for documentation and program oversight	✓	✓
Easy to understand dashboard reports	✓	✓
Scheduled and on-demand reporting	✓	✓
Calculate potential 4980h(a) and 4980h(b) liabilities		✓
Workforce management alerts to notify the employer when employees are at risk of changing ACA FT/PT status classifications		✓

Our services give employers the peace-of-mind they can only get from working with a partner they can trust to help them meet their compliance obligations. **Contact us today to get started.**



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