

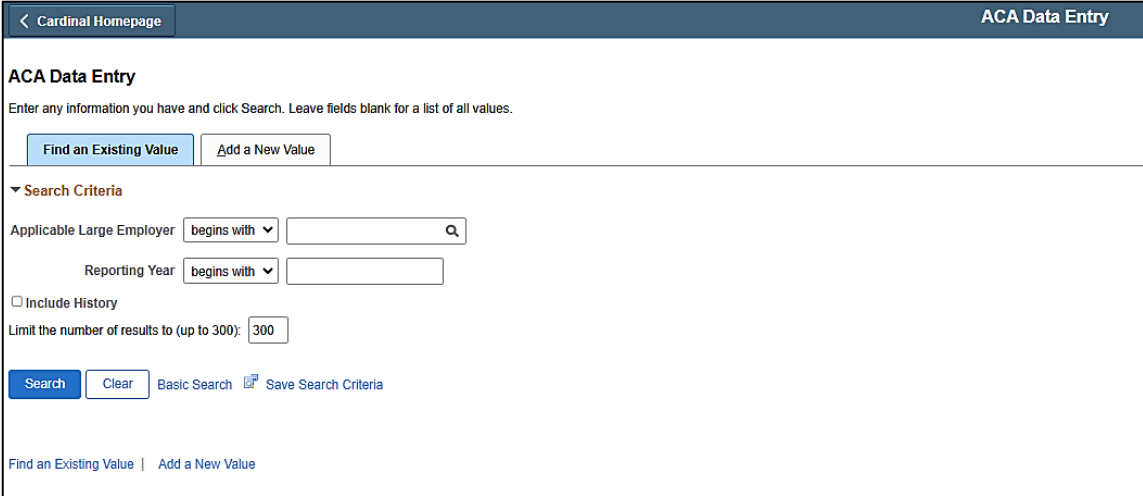
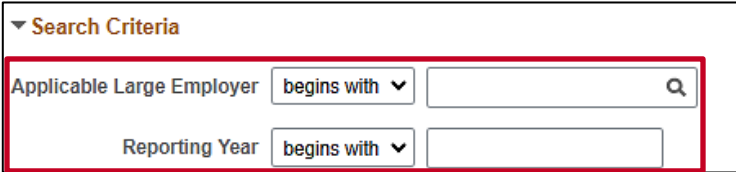
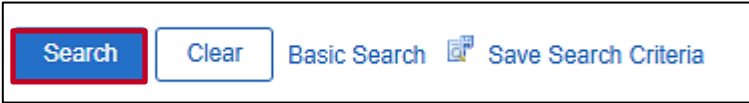
ACA Data Entry Certification Overview

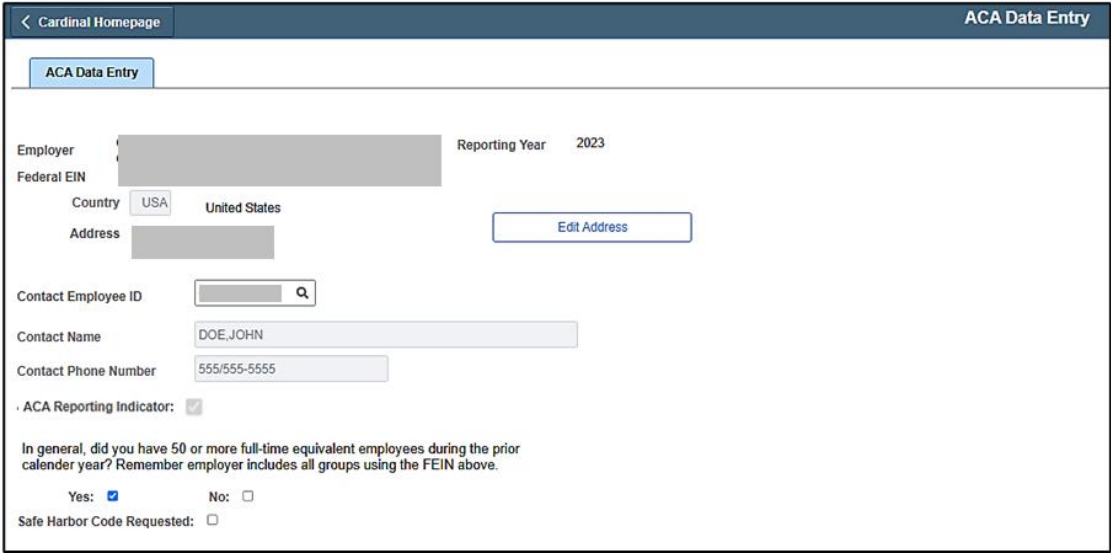




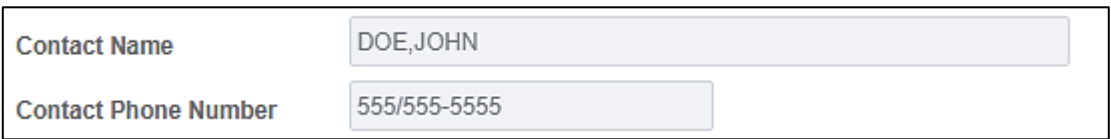
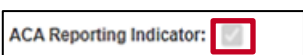
This Job Aid provides instructions on how to complete the ACA data entry certification in Cardinal. The ACA has provisions that are applicable depending on the size of the employer; this process certifies the number of employees and provides an opportunity to update tax data (such as the address). Contact the TLC Group at the Office of Health Benefits (OHB) with any questions on how the TLC should use this page at ohb@dhrm.virginia.gov.

Table of Contents


ACA Data Entry2


ACA Data Entry

Step	Action
1.	<p>Navigate to the ACA Data Entry page using the following path: Menu > Benefits > Employer Information > ACA Data Entry</p> <p>The ACA Data Entry Search page displays.</p> <div data-bbox="250 546 1386 1039" style="border: 1px solid black; padding: 5px;">  </div>
2.	<p>Enter/select the applicable TLC in the Applicable Large Employer field and/or enter the applicable Reporting Year in the Reporting Year field.</p> <div data-bbox="292 1159 1023 1329" style="border: 1px solid black; padding: 5px;">  </div>
3.	<p>Click the Search button.</p> <div data-bbox="292 1417 1036 1518" style="border: 1px solid black; padding: 5px;">  </div>

Step	Action
	<p>The ACA Data Entry page displays.</p> 
	<p>OHB runs a clone process to create a shell for each new Reporting Year for each TLC.</p>
4.	<p>Update the TLC address information using the Edit Address button as needed.</p> 
5.	<p>Update the TLC Contact by clicking the Contact Employee ID Look Up icon as needed.</p> 
	<p>The Contact Name and Contact Phone Number fields are read-only and will populate based on the Contact Employee ID entered/selected.</p> 
6.	<p>Review the ACA Reporting Indicator checkbox option. This is set for the TLC by OHB and cannot be changed.</p> 

Step	Action
6.	<p>Answer the "...50 or more full-time equivalent employees..." question by clicking the Yes or No checkbox option (Yes checkbox option is selected by default).</p> <div data-bbox="292 415 1112 535" style="border: 1px solid black; padding: 5px;"> <p>In general, did you have 50 or more full-time equivalent employees during the prior calender year? Remember employer includes all groups using the FEIN above.</p> <p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></p> </div>
7.	<p>Review the Safe Harbor Code Requested checkbox option. This is set for the TLC by OHB and cannot be changed by the TLC. If it is not accurate, contact the TLC Group at OHB.</p> <p>If this checkbox option is selected, proceed with Step 8. If this checkbox option is not selected, skip to Step 9.</p> <div data-bbox="292 737 831 791" style="border: 1px solid black; padding: 5px;"> <p>Safe Harbor Code Requested: <input type="checkbox"/></p> </div>
<p>If the Safe Harbor Code Requested checkbox option is selected, the Safe Harbor Code field displays.</p> <div data-bbox="248 877 1390 1528" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> < Cardinal Homepage ACA Data Entry </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ACA Data Entry </div> <div style="display: flex; justify-content: space-between;"> <div> <p>Employer <input type="text"/></p> <p>Federal EIN <input type="text"/></p> <p>Country <input type="text" value="USA"/> <input type="text" value="United States"/></p> <p>Address <input type="text"/> <input type="button" value="Edit Address"/></p> </div> <div> <p>Reporting Year 2023</p> </div> </div> <p>Contact Employee ID <input type="text"/></p> <p>Contact Name <input type="text" value="DOE,JOHN"/></p> <p>Contact Phone Number <input type="text" value="555/555-5555"/></p> <p>ACA Reporting Indicator: <input checked="" type="checkbox"/></p> <p>In general, did you have 50 or more full-time equivalent employees during the prior calender year? Remember employer includes all groups using the FEIN above.</p> <p>Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/></p> <p>Safe Harbor Code Requested: <input checked="" type="checkbox"/></p> <p>Based on an evaluation of the premium rates offered to your employees you did not pass the Federal Poverty Level test for ACA. Please provide an ACA Safe Harbor Code.</p> <p><input type="text"/></p> </div>	
8.	<p>Click the Safe Harbor Code dropdown button and select the applicable list item.</p> <div data-bbox="300 1612 774 1843" style="border: 1px solid black; padding: 5px;"> <p>Blank on 1095-C <input type="button" value="v"/></p> <hr/> <p>2F(From W-2)</p> <p>2H(Rate of Pay)</p> <p style="background-color: #0070C0; color: white; padding: 2px;">Blank on 1095-C</p> </div>

Step	Action																																							
	The “Blank on 1095-C” option is selected when the group is instructing DHRM to leave the Safe Harbor blank on the 1095C forms for ACA Reporting.																																							
9.	Scroll down on the page as needed.																																							
	<div style="border: 1px solid black; padding: 5px;"> <p>Enter the full-time employee count and the total employee count for this employer (by ACA definition) for each month of the reporting year.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> </tr> </thead> <tbody> <tr> <td>Total Full-Time</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total Employee Count</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p> <p style="text-align: center;">I Agree: <input type="checkbox"/></p> <p>Certifier Name Certification Date</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> </p> </div>		January	February	March	April	May	June	July	August	September	October	November	December	Total Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0
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10.	<p>Complete the Total Full-Time and Total Employee Count fields for each Month by entering in the applicable numeric value.</p> <div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> </tr> </thead> <tbody> <tr> <td>Total Full-Time</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Total Employee Count</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </div>		January	February	March	April	May	June	July	August	September	October	November	December	Total Full-Time	0	0	0	0	0	0	0	0	0	0	0	0	Total Employee Count	0	0	0	0	0	0	0	0	0	0	0	0
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11.	<p>Once the counts are entered for the entire Reporting Year, read the Employer Certification Statement and then select the I Agree checkbox option.</p> <div style="border: 1px solid black; padding: 10px;"> <p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p> <p style="text-align: center;">I Agree: <input type="checkbox"/></p> </div>																																							
12.	<p>Click the Save button.</p> <div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </div>																																							

Step	Action
	<p>The Certifier Name and Certification Date fields will auto-populate with the certifier's information.</p> <div data-bbox="310 415 920 634" style="border: 1px solid black; padding: 5px;"><p>Employer Certification: We certify that the information provided here and the information in the Cardinal database for this employer are true, correct, and complete to the best of our knowledge. By checking the certification box below, we authorize DHRM to use this information to file ACA employer reports for IRS on our behalf.</p><p style="text-align: center;">I Agree: <input checked="" type="checkbox"/></p><p>Certifier Name <input type="text"/></p><p>Certification Date 2023-12-20</p></div>