

AFFORDABLE CARE ACT CHECKLIST

Stay on the path to year-end ACA compliance with the checklist below.



- Determine whether your company is part of an Applicable Large Employer (ALE) group.
- Compile all of the names and EINs of companies that are also members of the ALE group (if applicable).
- Identify which form will serve as the authoritative transmittal if you're filing multiple Forms 1094-C.
- Determine if any Certificates of Eligibility on Form 1094-C apply.
- Review and update employee hire and termination dates.
- Compile information for all insurance plans, including whether or not your company is self-insured. Create plans and set eligibility requirements within your HRIS software.
- Review and update insurance plans for all eligible employees. Remember that ACA status is defined separately from existing work status.
- Define/Confirm ACA full-time status for all employees. Remember that ACA status is defined separately from existing work status.
- Review existing employee ACA status records. Create ACA status records for any employee who does not have one.
- Review coverage records for all employees. Create a coverage record for any employee who does not have one.
- Conduct a final review of your data so that you can begin processing your Forms 1095-C.

Need to sign-up for ACA services?

Email sales@sentrchr.com to get started.