

Affordable Care Act Checklist

Stay on the path to year-end ACA compliance by following along with our ACA 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.

Affordable Care Act Checklist

Review and update insurance plans for all eligible employees. Be sure to pay close attention to the accuracy of enrollment dates.

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? No problem, just contact our sales team by emailing Sales@SentricHR.com.

