

NEOGOV

ACA Process for Payroll Administrators

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Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

Overview

If you are using NEOGOV payroll services, run this report monthly to build the data needed for end-of-year reporting. The generated report captures employee data for the year/month defined in the **Year (YYYY)** and **Month (MM)** fields. The report only captures the following employment statuses.

- Active.
- Pending.
- Leave.
- Unpaid Leave.
- Retired.
- Cobra.
- Terminated (up to the month of termination). For example: if you terminate an employee in January, running the report in February will not count this employee.

NEOGOV recommends running the report towards the end of the month so that NEOGOV completes all pay lines from the previous month. Do not run the report at the end of the year for all 12 months.

Create and Review ACA Monthly Data

1. Go to **Affordable Care Act (UBACA)**, enter the following, and click **Generate**.

Field	Enter/Select
Entity	Enter the name of the company.
Year (YYYY)	Enter the current year.
Month (MM)	Enter the month to report on. Enter this as a numeric value.
Use Eligibility Date	<ul style="list-style-type: none"> Yes: NEOGOV uses start/end dates to determine when the plan covers an employee. No: default selection.
Exception Level	Select 0-Exceptions only .

Affordable Care Act (UBACA)

* Entity Q

* Year (YYYY)

* Month (MM)

Use Eligibility Date v

* Exception Level v

After running, the report generates an Excel file for auditing purposes.

ACA Category	Unit	Group	Department	Location	Person	First Name	Last Name	Middle Name
HOURLY	NON_UNION	FULL TIME	ASSESS	LOCATION41	11040	Fanny	Annell	Q
HOURLY	NON_UNION	FULL TIME	COMM	LOCATION1	11015	Korie	Furst	K
HOURLY	NON_UNION	FULL TIME	FD	LOCATION37	11036	Hartwell	Beadham	A
HOURLY	NON_UNION	FULL TIME	LIB	LOCATION29	11028	Leonardo	Duthie	W
HOURLY	NON_UNION	FULL TIME	LIB	LOCATION32	11031	Roley	Innes	T
HOURLY	NON_UNION	FULL TIME	LIB	LOCATION34	11033	Justinian	Orrett	U
HOURLY	NON_UNION	FULL TIME	PD	LOCATION1	11000	Glory	Dedman	A
HOURLY	NON_UNION	FULL TIME	PD	LOCATION2	11001	Patten	Corpe	B
HOURLY	NON_UNION	FULL TIME	PD	LOCATION3	11002	Arman	Huebner	C
HOURLY	NON_UNION	FULL TIME	PD	LOCATION5	11004	Gerri	Elcome	Q
HOURLY	NON_UNION	FULL TIME	PD	LOCATION8	11007	Valery	Erwin	R
HOURLY	NON_UNION	FULL TIME	PD	LOCATION12	11011	Sianna	Aleavy	I
HOURLY	NON_UNION	FULL TIME	PD	LOCATION13	11012	Maximilian	Lerone	O

- If there are adjustments needed for the report, go to **Define ACA Monthly Data by EE (IBACAE)** to change individual data. **IBACAE** displays the same data from the Excel file.

Define ACA Monthly Data by EE (IBACAE)
Notes

LIST OF EMPLOYEES Q Se

EE #	Last Name	First Name	Middle Name	Entity	Info
5	Rivers	Sandra		RUNWATERS	TERMINATED Employee 12-Nov-2021 17-Nov-2021
11000	Dedman	Glory	A	RUNWATERS	ACTIVE Employee 03-Sep-1972
11001	Corpe	Patten	B	RUNWATERS	ACTIVE Employee 20-Jul-1975
11002	Huebner	Arman	C	RUNWATERS	ACTIVE Employee 09-Aug-1980
11003	Horche	Derby	D	RUNWATERS	ACTIVE Employee 15-Jun-1981
11004	Elcome	Gerri	Q	RUNWATERS	ACTIVE Employee 01-Aug-1981
11005	Addis	Yvonne	W	RUNWATERS	ACTIVE Employee 29-May-1984
11006	Marczyk	Mahmoud	E	RUNWATERS	ACTIVE Employee 01-May-1986

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Year	Month	Final	ACA Category	Aca Period	Offered Plan/Coverage	Line 14	Coverage Rate	Enrolled in Plan/Coverage	Line 16	Wage Rate	Hours
20	3	<input type="checkbox"/>	HOURLY Q	v	Q	1H		MEDICAL HMO / Q	2C	\$0.00	.00

Save ACA Data

After you review and modify your data, run the **RB1095C** report. After running this report, NEOGOV will not delete your data. For 1094 forms, follow this process using **RB1094C**.

1. Go to **RB1095C** and enter the following.

Field	Enter/Select
Entity	Enter the name of the company.
Year (YYYY)	Enter the current year.
As of Date	Select the appropriate calculation method.
Final (check toggle)	Select Yes .
Interface Code	Select the appropriate IDIF Interface File code.
Exception Level	Select 0-Exceptions only .

Employer-Provided Health Ins. Offer & Coverage (RB1095C)

* Entity

* Year (YYYY)

* As Of Date :

As Of Date :

Final (check toggle)

* Corrected

* Interface Code

Hide SSN

Blank Out L16 (14=1A)

Override Line 16

Skip Part Time EE

Sort By

* Exception Level

2. If needed, select any remaining options, then click **Generate**.

NEOGOV produces a PDF copy of your 1095 file at the bottom of the page.

Customers Without Payroll Services

Each year, NEOGOV includes a new ACA compliant interface file on the **Define Interface Formats (IDIF)** screen. If you are not using NEOGOV payroll services, you must create your own interface file each year. You can use this process for 1094 and 1095 files.

Define Interface Formats (IDIF) Duplicate Notes + Add

LIST OF INTERFACE FORMATS FOR FIND Q Search

Interface	Type	File Format	Description	File
HL\$ABPERS-18L	EEM/EAS Interface	Pipe, No quotes	ALBERTA Record Type 18-L	APA_18L_mex.txt
HL\$ABPERS-18LC	EEM/EAS Interface	Comma Delimited	ALBERTA Record Type 18L-C CSV file	APA_18LC_mex.csv
HL\$ABPERS-18M	EEM/EAS Interface	Pipe, No quotes	ALBERTA Record Type 18-M	APA_18M_mex.txt
HL\$ABPERS-18MC	EEM/EAS Interface	Comma Delimited	ALBERTA Record Type 18M CSV file	APA_18AM_mex.csv
HL\$ABPERS-18W	EEM/EAS Interface	Pipe, No quotes	ALBERTA Record Type 18-W	APA_18W_mex.txt
HL\$ABPERS-18WC	EEM/EAS Interface	Comma Delimited	ALBERTA Record Type 18W-C CSV file	APA_18WC_mex.csv
HL\$ACA-1094C	US Govt Reporting		Constant Values for Form 1094C, 1095C and XML File	
HL\$ACA-1094C-3	US Govt Reporting		Constant Values for Test Scenario 3	

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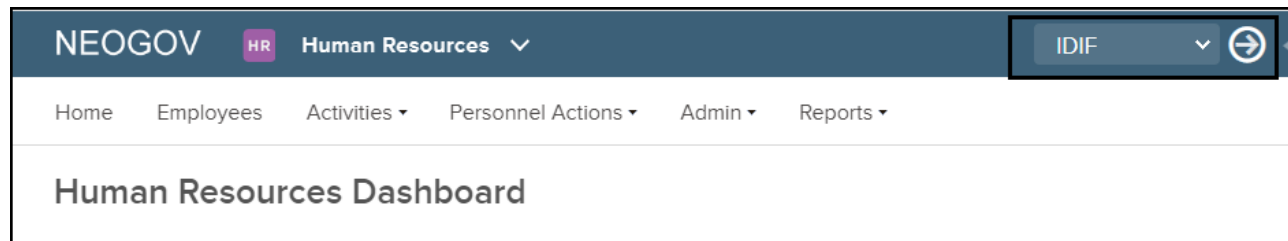
The NEOGOV format for this file code is NGV\$ACA1094C-**** (where **** denotes the Year). Because NEOGOV locks the file from editing, you must create a copy of the file and modify it.



Important: The interface file requires your unique Transmittal Control Code (TCC) assigned to you by the IRS. Without a TCC, the IRS will reject any NEOGOV-generated electronic submittal file.

Set Up Interface File

1. From the **Human Resources Dashboard**, search for **IDIF** in the **Page Code** field.



2. Select the **Interface** file from the previous year.

The screenshot shows the NEOGOV Human Resources interface. The main heading is "Define Interface Formats (IDIF)". Below it is a section titled "LIST OF INTERFACE FORMATS FOR FIND" with a dropdown arrow. A table displays the following data:

Interface	Type
NGV\$ACA1094C-2020	US Govt Reporting
NGV\$ACA1094C-2021	US Govt Reporting

Below the table is a pagination control showing "1 - 2 of 2". At the bottom of the section is another dropdown arrow labeled "INTERFACE".

3. Click **Duplicate**. The **Copy Interface Format** dialog appears.

The screenshot shows a close-up of the IDIF interface. The top bar includes a dropdown menu set to "IDIF", navigation arrows, and a user profile for "Mahmoud Marczyk". Below this, three buttons are visible: "Duplicate", "Notes", and "+ Add". The "Duplicate" button is highlighted with a black rectangular box.

4. Enter **HNGV\$ACA1094C-xxxx** (where xxxx is the current year) for the **New Interface Code**, then click **Copy**. Click **Ok** on the confirmation dialog.

Copy Interface Format

Deep Copy Facility

* **New Interface Code**

5. Modify any parameters to reflect your requirements.

INTERFACE

* Code Form Type Description

* Interface Type Taxation Level File Name

File Format Record Usage File Creation Number

RECORDS

Rec #	Field #	Name	Record Type	Beg Posn	End Posn	Field Type	Variable Name
1	0	ALEMemberSetUp	<input type="text" value=""/>	1	1	Char	Constant Value (36)
1	1	TCC		1	1	Char	Constant Value (36)
1	2	TestScenarioId		1	1	Char	Constant Value (36)
1	3	CorrectedSubmissionPayerTIN		1	1	Char	Constant Value (36)
1	4	TINRequestTypeCd		1	1	Char	Constant Value (36)

6. Click **Save** at the top of the screen.

Define Interface Formats (IDIF)

Appendix

Version	Description	Date
3	<ul style="list-style-type: none">Added Customers Without Payroll Services and Set Up Interface File sections.Added sentence about RB1094C to Save ACA Data.	2/23/22
2	Added Save ACA Data and Appendix sections.	2/13/23
1	Initial release.	11/30/22