

Nextgen Payroll

2023 ACA Year End Process

Please review the entire instructions before starting your ACA year end process.

IRS Instructions and Questions and Answers:

<https://www.irs.gov/pub/irs-dft/i109495b--dft.pdf>

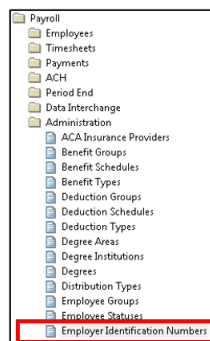
<https://www.irs.gov/pub/irs-dft/i109495c--dft.pdf>

<https://www.irs.gov/affordable-care-act/employers/aca-information-center-for-applicable-large-employers-ales>

****Important – ACA Forms are due to the employee by March 1st, 2024. If you use LGC to submit your ACA filing, we must receive those files for submission, no later than January 24th, 2024. This is to ensure we can meet the IRS filing deadline of April 1st, 2024. LGC is not responsible for any fines or fees associated to improper, missed or late filings.****

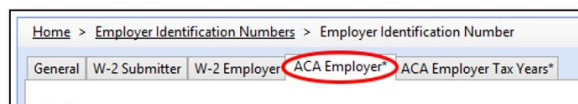
Administration parameters to verify or set up prior to ACA processing

Employer Identification Numbers (Payroll, Administration, Employer Identification Numbers)



Click 'Find' to see a list of EIN (Employer Identification Number) records. Open each EIN record and go to the **ACA Employer** tab.

- Verify the **Employer** information or setup information as needed.



Employer

Office Name: Your Office Name

Contact Name: Your Contact Name

Address 1: Your Address

Address 2:

City: Columbia

State: Tennessee

Zip Code: 38401

Phone Number:

- If you are **NOT** a Designated Government Entity filing on behalf of an employer this section would be left blank.

Designated Government Entity

EIN:

Office Name:

Contact Name:

Address 1:

Address 2:

City:

State: (None)

Zip Code:

Phone Number:

- If LGC prints your ACA Forms, please put a check mark in the box 'ACA forms are printed by LGC' and select the appropriate form for your office.

ACA Forms

ACA forms are printed by LGC

Employee: (None)

Extra Covered Individuals: (None)

Employer: 1095-B Mailer
1095-C Mailer

If you will be printing your ACA forms, select the forms that apply to your office.

- **Employee form options**

Employee:	(None)
Extra Covered Individuals:	(None)
Employer:	1095-B 1/2 Page 1095-B Landscape 1095-B Mailer 1095-C 1/2 Page 1095-C Landscape 1095-C Mailer

- **Extra Covered Individuals form.** If your employee form is a 'C' the option here will be a 'C'. If your employee form is a 'B' you will only see a 'B'

Employee:	1095-C Landscape
Extra Covered Individuals:	(Select one)
Employer:	(Select one) 1095-C Landscape 1095-C Portrait

Employee:	1095-B Landscape
Extra Covered Individuals:	(Select one)
Employer:	(Select one) 1095-B Landscape 1095-B Portrait

- **Employer form** will be based on the form selected for the employee. If your employee form is a 'C' your only option will be 1094-C. If your employee form is a 'B' your only option will be a 1094-B.

Employee:	1095-C Landscape
Extra Covered Individuals:	(Select one)
Employer:	(Select one) 1095-C Landscape 1095-C Portrait

Employee:	1095-B Landscape
Extra Covered Individuals:	(Select one)
Employer:	(Select one) 1095-B Landscape 1095-B Portrait

ACA Employer's Tax Years tab – If you **do not** have a year listed select 'Add Tax Year'. If you **do** have the prior year listed, you can skip to the period end step 'Create ACA Tax Year' further in the document. If the current year is listed, you can double-click on it to open and review/update any information necessary.

- **Add Tax Year**

Home > Employer Identification Numbers > Employer Identification Number

General | W-2 Employer | ACA Employer* | **ACA Employer Tax Years*** | W-2 Submitter

Tax Year	Number Of 1095C Forms Submitted	Number Of 1095C Forms ...
2019		
2018	851	851
2017	849	850
2016	864	870
2015	868	868

Add Tax Year

- **General Tab** is where the employer information for the tax year is entered.
 - Key in the Tax Year you are reporting.
 - Put a check mark in each box that is applicable to your office.
 - You will be required to select an insurance provider per EIN.
 - If the appropriate insurance provider is in the drop-down box use that one. If not, add the needed information.

General | Aggregated Group*

Tax Year: Number Of Forms Submitted this transmittal: 353

Self insured

Insurance Provider: (None) Filed for this ALE member:

Authoritative transmittal

Qualifying offer method

Qualifying offer method transition relief

98% offer method

Add New ACA Insurance Provider

Edit ACA Insurance Provider

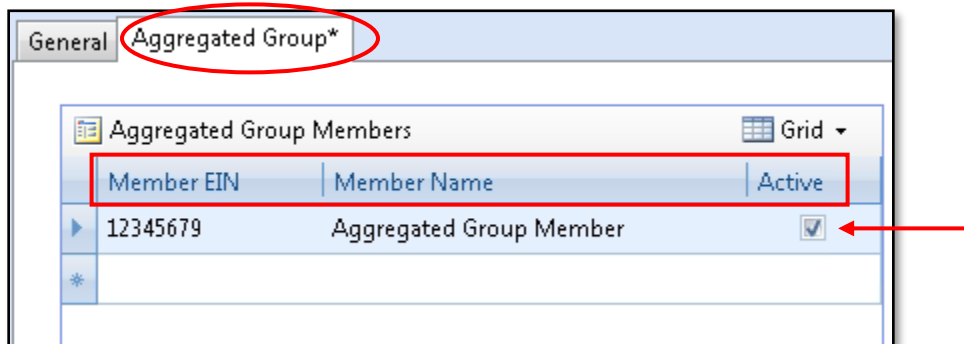
- **Add New ACA Insurance Provider** – enter any information related to the insurance provider.
- Select **Save and Close** from the ribbon bar to save Insurance Provider
 **** Plan start month is a required field for 2023. ****

The screenshot shows a 'General' tab for an insurance provider form. The 'Plan Start Month' dropdown menu is highlighted with a red box and is set to 'January'. Other fields include 'PY Division' (Your Payroll Division), 'Provider Name' (Provider Name), 'Active' checkbox (checked), 'EIN' (empty), 'Policy Origin' (B-Employer-sponsored coverage), 'Address 1', 'Address 2', 'City', 'State' (None), 'Zip Code', 'Phone Number', and 'Ext'.

- **Monthly** – These fields can be updated manually, or they can be updated during the period end option 'Create ACA Coverage' (see page 6)

Monthly	Month	Minimum Coverage Offered	Full-Time Employees	Total Employees	Aggregated Group Member
	January	<input checked="" type="checkbox"/>	400	450	<input type="checkbox"/>
	February	<input checked="" type="checkbox"/>	400	450	<input type="checkbox"/>
	March	<input checked="" type="checkbox"/>	400	450	<input type="checkbox"/>

Aggregated Group tab is where Aggregated Member information can be added if your office is part of an Aggregated Group. You will enter the Member EIN, the Member Name and if it is an Active member put a check mark in the box.

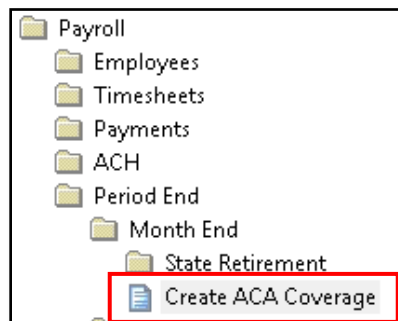


- Once you made all corrections or edits on the Employer Identification Number tabs, select **Save and Close** from the ribbon bar.

Period End – Month End

Create ACA Coverage (Payroll, Period End, Month End, Create ACA Coverage)

This process will update the monthly Employer Coverage and/or Employee Coverage after the ACA tax year has been created (see Page 10 for instructions on creating the ACA Tax Year). If an employee is marked as terminated this option will only update to the month the employee was terminated. On the terminated employees, you will need to manually complete the rest of the year for coverage offered codes and safe harbor codes.



- **Create To**
 - Select the Tax Year of the month(s) you are wanting to update
 - Select the Begin Month and End Month. You can choose one month at a time or a range of months to update at once.

Create To _____

Tax Year: (Select one) [X]

Begin Month: (Select one) [X]

End Month: (Select one) [X]

- **Coverage** – Select the coverage you wish to update

Coverage _____

Update ACA employer coverage

Update ACA employee coverage

Overwrite existing coverage

- **Update ACA employer coverage** allows you to update for the month(s) selected. After clicking **Next** you will have more options.
- **Update ACA employee coverage** allows you to update the employees' information for the month(s) selected. After clicking **Next** you will have more options.
- **Overwrite Existing Coverage** – this allows you to overwrite any data that may have been previously entered into any of the monthly ACA fields.

- **Employer Identification Numbers** – Select the EIN's you wish to update coverage for and click **Next**.

Employer Identification Numbers [Grid]

<input type="checkbox"/>	EIN	ACA Office Name
<input type="checkbox"/>	16-4946112	Sample Government
<input checked="" type="checkbox"/>	62-1234567	Office Name

< Back Next > Cancel

- **ACA Employer** – After making selections click **Next** to continue.

Home > Create ACA Coverage > ACA Employer

Section 4980H Transition Relief: (None) ▾

Minimum coverage offered

Aggregated group member

ACA Employer Employee Counts Grid ▾

EIN	ACA Office Name	January Full-Time Employees	January Total Employees
▶ 62-1234567	Office Name		

- **Section 4980H Transition Relief** is not available for 2023.
- **Minimum Coverage Offered** – Check this box if the employer offered minimum essential coverage to at least 95% of its full-time employees and their dependents. This will update the employer’s ACA Tax Year for the month(s) selected.
- **Aggregated Group Member** – Check this box if the employer is a member of an Aggregated Group. This will update the employer’s ACA Tax Year for the month(s) selected.
- **ACA Employer Employee Counts** – This step will also update the employer’s ACA Tax Year Full-Time and Total Employee counts for the month(s) selected.

ACA Employee – After making selections click **Next** to continue

If ‘Copy ACA employee data from’ field is checked this will copy all data from the prior month (of your begin month) into the month(s) selected

ACA Employee - Create ACA Coverage

Home > Create ACA Coverage > ACA Employer > ACA Employee

Copy ACA employee data from December

Coverage Offered: (None) ▾ Update coverage offered

Employee Share: Update employee share

Safe Harbor: (None) ▾ Update safe harbor

If 'Copy ACA employee data from' field is **not** checked you can choose to

- Update coverage offered by selecting a code applicable to your office.
- Update employee share by entering an amount, if applicable.
- Update safe harbor by selecting a code, if applicable.

This will update **ALL** employees who have the ACA Tax year.

The screenshot shows a web application interface for creating ACA coverage. At the top, there is a blue header bar with the text "ACA Employee - Create ACA Coverage". Below the header is a breadcrumb trail: "Home > Create ACA Coverage > ACA Employer > ACA Employee". The main form area contains several fields and checkboxes:

- A checkbox labeled "Copy ACA employee data from December" is currently unchecked.
- The "Coverage Offered:" field is a dropdown menu with "(None)" selected. To its right is a checked checkbox labeled "Update coverage offered".
- The "Employee Share:" field is an empty text input box. To its right is a checked checkbox labeled "Update employee share".
- The "Safe Harbor:" field is a dropdown menu with "(None)" selected. To its right is a checked checkbox labeled "Update safe harbor".

At the bottom right of the form, there are three buttons: "< Back", "Next >", and "Cancel".

Once the information has been entered the last step is a summary screen. The 'Finish' option will not be enabled until you select 'Check Here to Enable Finish'. It is recommended you review this screen before selecting 'Finish'.

Summary - Create ACA Coverage

Home > Create ACA Coverage > ACA Employer > ACA Employee > Summary

PY Division: Sample Government 1
 Create To Tax Year: -----
 Create To Begin Month: January
 Create To End Month: December
 Update ACA Employer Coverage: Yes
 Update ACA Employee Coverage: Yes
 Overwrite Existing Coverage: No

ACA Employer Coverage
 Section 4980H Transition Relief: No
 Minimum Coverage Offered: No
 Aggregated Group Member: No

EIN	Month	Full-Time Employees	Total Employees
23-2763616	January	449	530
	February	450	534
	March	424	506
	April	0	0
	May	0	0
	June	0	0
	July	0	0
	August	0	0
	September	0	0
	October	0	0
	November	0	0
	December	0	0

ACA Employee Coverage
 Copy ACA employee data from December of Yes

Check here to enable the 'Finish' button and continue creating the ACA coverage.

Next a **Confirmation** screen will display to show the ACA coverage created successfully and if there were any employees who were not updated. This list can be printed from the 'Grid'.

Confirmation - Create ACA Coverage

Home > Create ACA Coverage

ACA coverage created successfully.

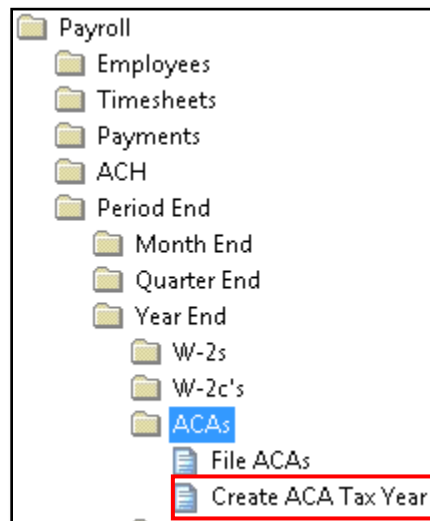
Messages Grid

Employee	Employee ID	Message
Steven D Queen	1274	Create from offer and coverage is missing for Steven D Queen and month December 2016. No ACA offer and coverage created.
Steven D Queen	1274	Create from covered individual is missing for Steven D Queen and month December 2016. No ACA covered individual created.

Period End – Year End

Create ACA Tax Year (Payroll, Period End, Year End, ACAs, Create Tax Year)

This process allows you to create a new ACA year for the employer and employees. This can be done to prepare for the upcoming year or to create for the current reporting year.



- **Create From Tax Year** – Select the year you want to create from and select the Employer Identification Number(s) you are creating for. The 'Create From Tax Year' must already exist on the employer and employee for them to be updated with the new year.

Home > Create ACA Tax Year

PY Division:

Create From Tax Year:

Overwrite existing tax year

Employer Identification Numbers Grid ▾		
<input type="checkbox"/>	EIN	ACA Office Name
<input type="checkbox"/>	99-9999998	Office Name 2
<input checked="" type="checkbox"/>	99-9999999	Office Name

- After clicking 'Next' a summary screen is displayed. Enter a check mark to enable the 'Finish' button.

Home > Create ACA Tax Year > Summary

PY Division: Your Payroll Division

Create From Tax Year:

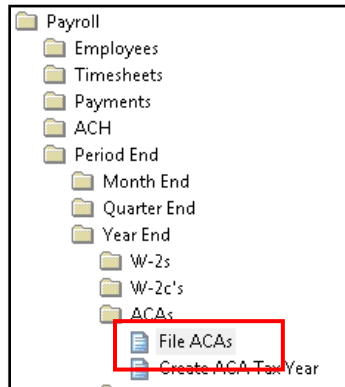
Overwrite Existing Tax Year: No

EINs: 99-9999999

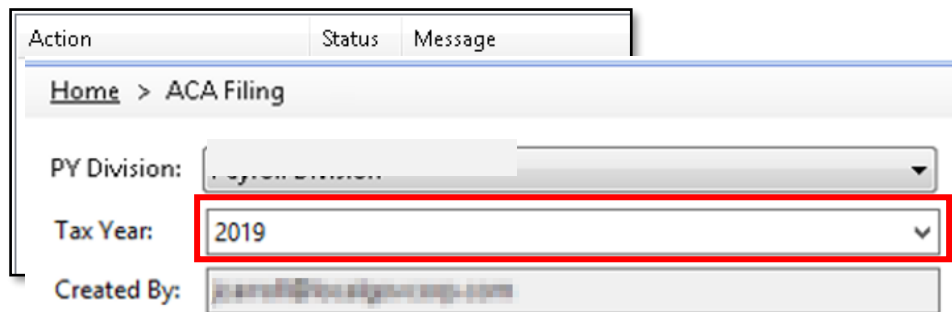
Check here to enable the 'Finish' button and continue creating the ACA tax year.

File ACAs (Payroll, Period End, Year End, ACAs, File ACAs)

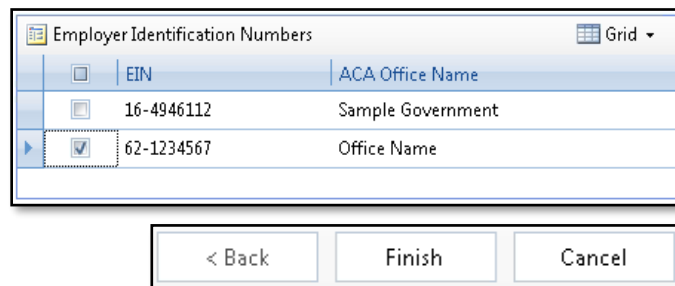
This process allows you to print the ACA forms and create the files needed for reporting.



- **PY Division** – Select the Payroll Division to process.
- **Tax Year** – Select the year to process (2023).



- **Select ACA Employers** – Select the EIN(s) to process and click 'FINISH' then 'Close'.



- **ACA Reports** – This step will print a report with any errors and/or warnings. If you have errors, they must be corrected before continuing to the next step. If you have errors on individual employees, see the section on 'Maintain Individual

Employee’. If you have no errors, it will print the ACA Employee Edit Report, ACA Employee Detail Report and the ACA Employee Summary Report. See the section ‘ACA Reports’ for report examples. Once you have finished printing, viewing, or saving the reports, click the X on the Report Preview Screen to close it and return to the ACA Filing Menu.

- **ALE Member Number**-This number is required and will need to be entered under the Employer Tax Year 2023 on the Employer Identification Number. You find the ALE Member Number on the ACA Employee Report by taking the Total Employees Minus any Employees with an OMIT status. If this number is not entered, you will receive the following error.

Date/Time: **Sample Government**
ACA Employee Edit Report

Employer: 62-1234567 Sample Government
Tax Year: _____

Exception Type: Error

Error ALE Member Number is missing and must be entered before continuing.

Home > Employer Identification Numbers > Employer Identification Number > ACA Employer Tax Year

General Aggregated Group

Tax Year: Number Of Forms:

Self insured Submitted this transmittal: 75

Insurance Provider: (None) **Filed for this ALE member:**

Authoritative transmittal

Qualifying offer method

Qualifying offer method transition relief

98% offer method

- **ACA Forms** – This step will print the ACA forms.
 - If you are printing the forms the Form Action will show ‘Print ACA Forms’ click Execute to print the forms.

Print Forms							Grid ▼
	EIN	Employer Name	Employee Form	Extra Covered Individual Fo...	Employer Form	Form Action	
<input checked="" type="checkbox"/>	62-1234567	Office Name	1095-C Landscape	1095-C Portrait	1094-C	Print ACA Forms	Execute

- If LGC is marked to print the forms the Form Action will show ‘Export ACA Forms’. Clicking Execute will create PDF documents that will be pulled over for printing.

Print Forms							Grid
	EIN	Employer Name	Employee Form	Extra Covered Individual Form	Employer Form	Form Action	
<input checked="" type="checkbox"/>	62-1234567	Office Name	1095-C Mailer	1095-C Portrait		Export ACA Forms	Execute


- Create ACA Electronic File** – This step will create the electronic files for reporting. Click on the ellipsis to browse to a location to save the files. Then click 'Next'. A summary will display then click 'Finish'

File Path and Filename - Create ACA Electronic Files

Home > File ACAs > Create ACA Electronic Files

PY Division: Sample Government 2

Tax Year:

File Path: C:\LGC 

1094-B Filename: 1094B-2021.TXT

1094-C Filename: 1094C-2021.TXT

ALE Group Filename: ALEGRP-2021.TXT

1095-B Filename: 1095B-2021.TXT


1095-C Filename: 1095C-2021.TXT

1095-B Cov Ind Filename: 1095BCOVIND-2021.TXT

1095-C Cov Ind Filename: 1095CCOVIND-2021.TXT

Ready

< Back Next > Cancel



Home > File ACAs > Create ACA Electronic Files > Summary

PY Division: Sample Government

Tax Year:

File Path: C:\Calendar Year End

1094-B Filename: 1094B- .TXT

1094-C Filename: 1094C- .TXT


ALE Group Filename: ALEGRP- .TXT

1095-B Filename: 1095B- .TXT

1095-B Cov Ind Filename: 1095BCOVIND- .TXT

1095-C Filename: 1095C- .TXT

1095-C Cov Ind Filename: 1095CCOVIND- .TXT



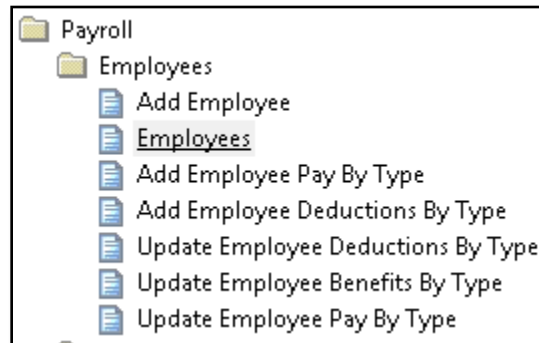
< Back Finish Cancel

- Filing Completed** – This step will allow you to 'Save & Close' and complete the process.

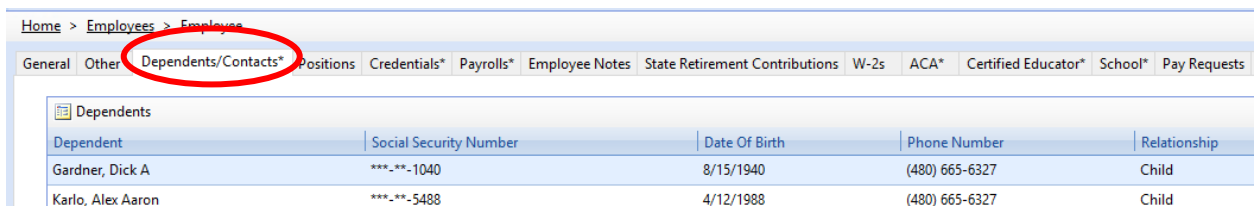
Maintain Individual Employee - ACA

Employees (Payroll, Employees, Employees)

This will allow you to maintain ACA information on an individual employee.

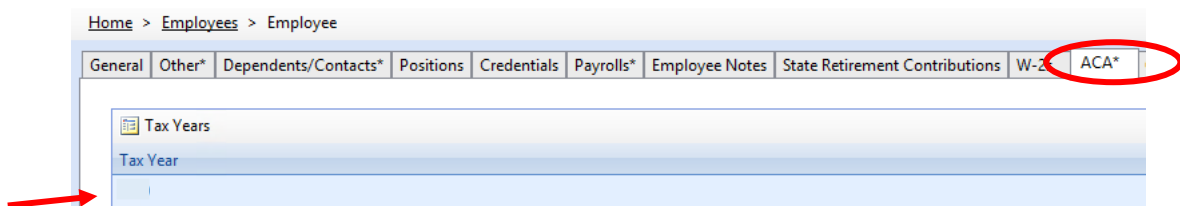


- Select the employee to maintain.
- **'Dependents/Contacts'** – if an employee has insurance coverage on any dependents they will need to be entered on the 'Dependents' tab if the employer is self-insured. Information here will carry to the ACA 'covered individuals' tab. Dependents will automatically be added if using the import process listed further in the document.



Dependent	Social Security Number	Date Of Birth	Phone Number	Relationship
Gardner, Dick A	***-**-1040	8/15/1940	(480) 665-6327	Child
Karlo, Alex Aaron	***-**-5488	4/12/1988	(480) 665-6327	Child

- Go to **'ACA'** tab and select the year.



ACA Employee Tax Year

- General Tab** – The Coverage Offered code, Employee Share amount and Safe Harbor code can be changed or added. The employee’s name can be edited on this screen without affecting their employee payroll record. This could be used if changes need to be made to make the name match the Social Security card (**required by the IRS**). If you change an employee’s name in Payroll and wish to have this same name reported in ACA then you must go to their ACA tab and update the name accordingly.

Month	Coverage Offered	Employee Share	Safe Harbor
January	1B - Minimum coverage to employee only	\$19.54	
February	1B - Minimum coverage to employee only	\$19.54	
March	1B - Minimum coverage to employee only	\$19.54	

Covered Individuals – The ‘Months Covered’ can be updated and the ACA status.

Name	SSN	DOB	Relationship	Months Covered	ACA Status
Name, Employee S III	***-**-...	1/1/1975	Employee	January, February, March, April	Active
Employee, Child	***-**-...	6/23/20...	Child	<input checked="" type="checkbox"/> Description	(Select one)
Employee, Spouse	***-**-...	1/20/19...	Spouse	<input checked="" type="checkbox"/> January	Active
				<input checked="" type="checkbox"/> February	Inactive
				<input checked="" type="checkbox"/> March	Non-employee
					Omit
					Terminated

ACA Status

- Active** – Employee and/or dependent is currently active and will be rolled to new year and will be updated during the ‘Create ACA Coverage’.
- Inactive** – Employee and/or dependent is currently inactive and will not be updated during the ‘Create ACA Coverage’. This status will allow the employee to roll into the new year, but the status will then change to ‘Omit’.
- Non-Employee** – Use to report Non-Employee’s for ACA reporting. This status will roll to the new year and update during the ‘Create ACA Coverage’.

- **Omit** – This status will not roll to the new year and will not update during the ‘Create ACA Coverage’
- **Terminated** – Employee is currently terminated and will not be updated during the ‘Create ACA Coverage’. If you are a form C - **You will manually have to make sure any terminated employees have all 12 months of coverage offered codes, safe harbor codes and premiums, if the premium is required. Per IRS – all employees require all 12 months of coverage offered codes regardless of if they were employed all 12 months or not.**

Once you have finished maintaining the employee’s ACA info, select **Save and Close** from the ribbon bar.

ACA Reports (Payroll, Reporting, Reports)

You can type ACA in the **Name** field and click Find to pull up the ACA Reports available.

Home > Reports

Name:

Active only
 Favorites only

Search Results

Name	Description	Form Name
ACA Employee Detail Report	ACA Employee Detail Report	ACAEmployeeDetailReport
ACA Employee Edit Report	ACA Employee Edit Report	ACAEmployeeEditReport
ACA Employee Summary Report	ACA Employee Summary Report	ACAEmployeeSummaryReport

ACA Employee Detail Report

This report will show (if applicable) the Coverage Code, Safe Harbor Code, Employee Share, and the Coverage Months for each month on each employee for the Tax Year selected.

PY Division:

ACA Employers:

Tax Year:

Sample ACA Employee Detail Report:

Employee: Aelius, Toni J		SSN: [REDACTED]		ID: 2208								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Coverage:	1A	1A	1A	1A	1A	1A	1A	1A	1A	1A	1A	1A
Safe Harbor:												
Emp Share:												
Insured Name	Soc Sec Num	DOB	Status	Relationship	Coverage Months							
Aelius, Toni J	[REDACTED]	07/11/1948	Active	Employee	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec							
Aelius, Dependent		01/01/2007	Active	Child	Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec							

ACA Employee Edit Report

This report will show any errors and/or warnings for employees.

**Warnings should be investigated to ensure the information is correct.

Errors **must be corrected before the Year End ACA Process can be completed. If you are unsure how to correct the error(s), contact LGC Software Help Desk for assistance.

Sample ACA Employee Edit Report:

Home > Reports > ACA Employee Edit Report

PY Division:	Your Payroll Division	▼
ACA Employers:	(All)	▼
Tax Year:		▼
Thru Month:	December	▼
ACA Status:	(All)	▼
Payroll Status:	Active, Change in Contribution Group, Change in Position Stat	▼
Employment Type:	(All)	▼
Payroll Start Date Range:	Custom Range	▼
From Payroll Start Date:		
Thru Payroll Start Date:		

Below is a list of the available edits. You can select them all or choose the ones you want a report on.

<input checked="" type="checkbox"/> Description
<input checked="" type="checkbox"/> Both SSN and DOB Missing On Covered Individual
<input checked="" type="checkbox"/> Coverage Offered code 1I is invalid
<input checked="" type="checkbox"/> Covered Dependent Has Reached Age 26
<input checked="" type="checkbox"/> Missing ACA Tax Year
<input checked="" type="checkbox"/> Missing Coverage Offered
<input checked="" type="checkbox"/> Missing Covered Individual Record(s) For Employee
<input checked="" type="checkbox"/> Missing Employee's Share Minimum Coverage
<input checked="" type="checkbox"/> Missing Safe Harbor
<input checked="" type="checkbox"/> Qualifying Offer Method Transition Relief checkbox is not valid
<input checked="" type="checkbox"/> Safe Harbor Code 2I is invalid

- **Both SSN and DOB Missing on Covered Individual** – This is an error and would need to be corrected. A covered individual must have one or the other.
- **Coverage Offered code 1I is invalid** – This is an error and would need to be corrected. 1I is not a valid code for 2023.
- **Missing ACA Tax Year** – This is a warning and will list any employee with **no** ACA tax year. Employee will not be reported.
- **Missing Coverage Offered** – This is an error and would need to be corrected. If you are filing the 'C' forms a coverage offered code is required for each month even if the individual was not employed during that month.
- **Missing Covered Individual Record(s) For Employee** – This is an error and would need to be corrected for those employers flagged as self-insured.
- **Missing Employee's Share Minimum Coverage** – This is an error and would need to be corrected. This will only show if the coverage offered code used requires an amount to be reported.
- **Missing Safe Harbor** – This is a warning and will list any employees with no safe harbor code.
- **Qualifying Offer Method Transition Relief checkbox is not valid** – This is an error and would need to be corrected. If the Employer EIN has a checkmark beside Qualifying Offer Method Transition Relief this will need to be unchecked. It is not a valid option for 2023.
- **Safe Harbor Code 2I is invalid** – This is an error and would need to be corrected. This Safe Harbor Code 2I is invalid for 2023.

ACA Employee Summary Report

This report will list a summary of employees who have the selected ACA tax year. It will also show their ACA status.

PY Division:	Payroll Division
ACA Employers:	(All)
Tax Year:	(Select one)

Sample ACA Employee Summary Report:

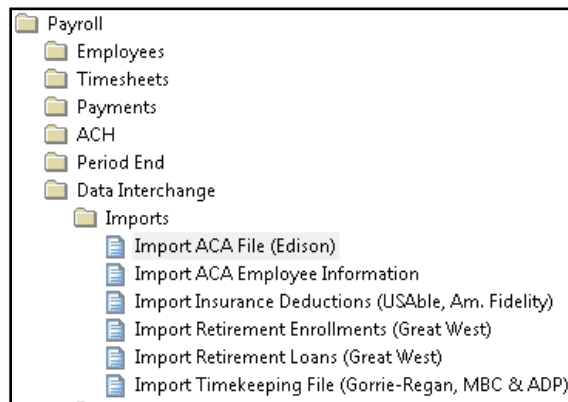
Employer: 62-1234567 Your Office Name

Tax Year:

Emp ID	SSN	Employee Name	Status
1804	***-**-1412	Name, Employees SLast	Active

Import Covered Individuals

Import ACA File (Edison) – (Payroll, Data Interchange, Imports, Import ACA File (Edison)) This imports the file downloaded from the State of Tennessee website if your insurance is through the State of Tennessee. The file should be downloaded from Edison as a csv or excel file.



- **PY Division** – Select the Payroll Division you are importing for.
- **Tax Year** – Select the Tax Year you are importing.
- **File** – Click the ellipsis to browse to your file location. Then click 'Next'.

PY Division:

Tax Year:

File:

After clicking 'Next' you will see the 'Enrollments' screen. This will list all individuals on the import file. It will also display any errors. The 'View' can be changed to show 'All', 'Errors' or 'No Errors'. You will select which enrollments to import. You can also 'Print' or 'Export' the grid.

ACA EIN	Employee...	Employee Name	Dependent SSN	Dependent Name	Dependent D...	Error Message
		Chelsea Test				No Employee information.
		Chelsea Test	***-**-8989	Robert H Test	12/1/2015	No Employee information.
62-1234567	***-**-9978	Employee C Name				
62-1234567	***-**-9978	Employee C Name	***-**-3333	Spouse M Name	5/27/1983	
62-1234567	***-**-9978	Employee C Name	***-**-1214	Child One Name	6/11/2015	
62-1234567	***-**-9978	Employee C Name	***-**-1111	Child Two Name	10/19/2016	

After selecting the enrollments to import click 'Next'. A summary screen will be displayed. This grid can also be printed or exported. If everything is correct select 'Finish'.

PY Division: Your Payroll Division
 Tax Year:
 File: C:\Calendar Year End\Import Test.csv

ACA EIN	Employee SSN	Employee Name	Dependent SSN	Dependent Name	Dependent DOB
62-1234567	***-**-1412	Employee S Last Name			

Import ACA Employee Information – (Payroll, Data Interchange, Imports, Import ACA Employee Information)

- This is a generic import that could be ran to import the covered individuals and their months of coverage. A file definition would need to be setup before using. Please contact LGC Software Help Desk for assistance.

Contacting LGC Support



You may contact LGC Support by phone or by submitting a support request on our website:

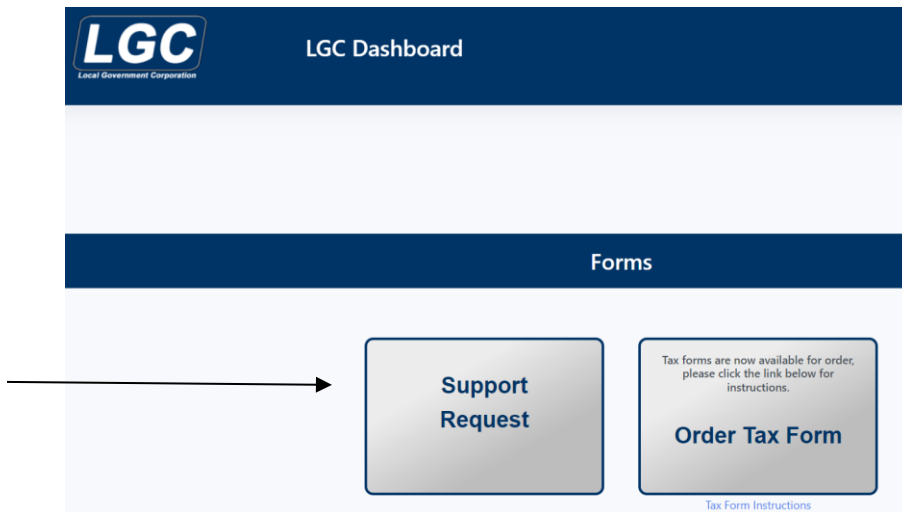
800-737-1826

7:00 a.m. - 5:00 p.m.
Central Standard Time

Online request from our LGC website for assistance:

<https://www.lgc-tn.com>

Login to our website and under the *LGC Dashboard* on the left side of the screen, select the “Support Request”.



The [LGC](https://www.lgc-tn.com) website contains additional information about our products, training, and support services. You may also submit online support requests from our website.