

ACA For First Time Users

Resources

- Springbrook Community Affordable Care Act Playbook - <https://enterprisehelp.springbrooksoftware.com/m/107867>
- IRS.gov 2022 Instructions for Forms 1094-C and 1095-C (currently in draft) - <https://www.irs.gov/pub/irs-dft/i109495c--dft.pdf>
- Affordable Care Act Information Returns (AIR) Program page - <https://www.irs.gov/e-file-providers/affordable-care-act-information-returns-air>
- Webinars (Recordings can be viewed on our [Seasonal Education page](#) after the webinar date)
 - Getting ready for Affordable Care Act reporting Dec 21, 2022 10:00 AM Pacific https://us02web.zoom.us/webinar/register/WN_8v57SEUKSXSwr_W9Yq7qCA
 - Springbrook Affordable Care Act Processing Jan 4, 2023 10:00 AM Pacific https://us02web.zoom.us/webinar/register/WN_231b35kMQUK7jSmUYIrzSA

Due Dates

- Filing of Forms 1094-B and 1094-C (transmittals with statements) with the IRS by February 28, 2023, or March 31, 2023, if filing electronically.
 - Extension can be requested by using Form 8809 with the IRS.
 - The threshold for mandatory electronic filing with the IRS is 250 returns.
- There is an automatic 30-day extension from January 31, 2023 to March 2, 2023 for furnishing Forms 1095-B and 1095-C (statements) to individuals.

Access

- We are targeting to begin release of the Springbrook Cloud hosted ACA processing solution for the next filing year the week of December 12th, 2022.

- For prior year Springbrook Enterprise self-hosted, KVS, and SoftRight Payroll clients you will receive a direct email to your target user from drea.terraccina@sprbrk.com when your cloud environment is ready.
- Please submit a request to our support team if you would like to use our solution and did not use it in prior years.

To use the Springbrook ACA Solution

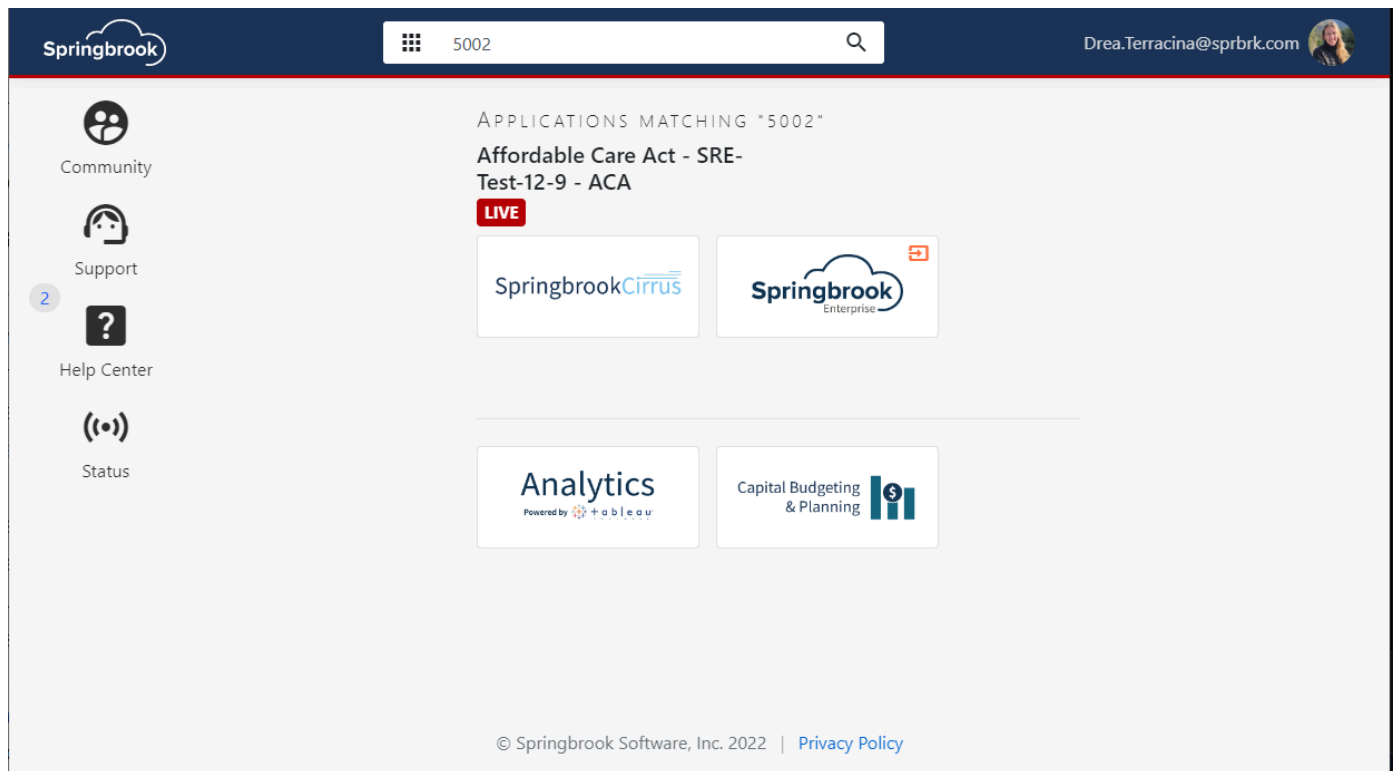
Log in at <https://portal.springbrooksoftware.com/>.

If this is your first time logging in:

1. There are technical requirements for your workstation. Please see our [Hardware & Software Requirements](#) for more information.
2. The username for login is your email address.
3. You will establish a password using the 'Forgot Password' option presented in the login flow.
4. You will be required to use Multi Factor Authentication for login. Your options for the second factor include a FIDO Security Key, Authenticator App, Voice Call, and Text message.

Please refer to our [User Login Guide](#) for step by step instructions for logging in the first time.

Once you are successfully logged in you will see your environment and your options for application interface - Cirrus & Springbrook Enterprise. You can process ACA from either. Enhancements to improve the user experience for processing ACA have been implemented in Cirrus. We recommend you try it out.



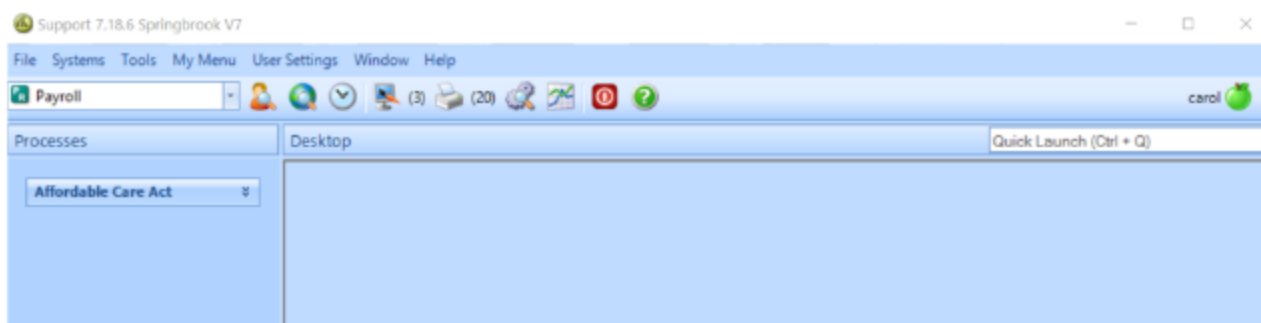
Springbrook Cirrus is a fully browser based application and can be launched in modern browsers like Safari, Chrome, Mozilla, and Edge.

Springbrook Enterprise uses click-once technology which is natively supported in the Edge browser. To use other browsers you will need to go to the marketplace for a click-once extension.

- If you encounter issues launching the Springbrook Enterprise application on your workstation please go through our [troubleshooting guide](#). If you are unable to resolve by following these steps please contact the Support team for assistance.

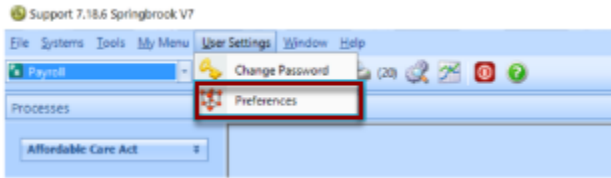
Once you launch the application you should see Payroll and the Affordable Care Act batch Process.

System view when you first log in

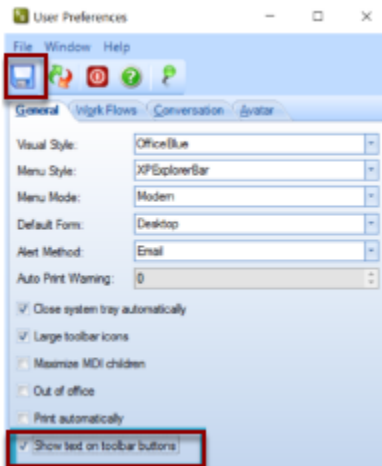


Change User Preferences

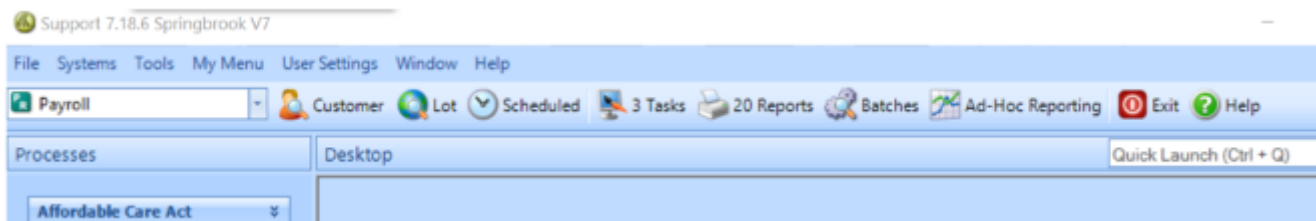
- This is not required but can help you with processing.
- At the top of the window click on User Settings then Preferences.



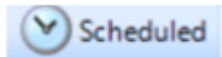
- The defaults will work but clicking on "Show text on toolbar" button will make it easier to know what the buttons do in various windows.
- Just click in the box "Show text on toolbar buttons".
- Save the changes.



- After saving there will be descriptions next to most button (icon) in the various windows.
- The Affordable Care Act Edit Employee window contains many buttons so it helps to have them defined.



Job Viewer – Scheduled



- All jobs (Import, Proof List, Export) will display in the job viewer. You will also see them in Tasks or Reports but everything (even reports run previously) can easily be found in Scheduled.
- Click on the Scheduled button at the top of the palate.
- Check the toggle on the right to “Show jobs that didn’t complete due to an error. This will help you when importing and will display any jobs that need to be reviewed.

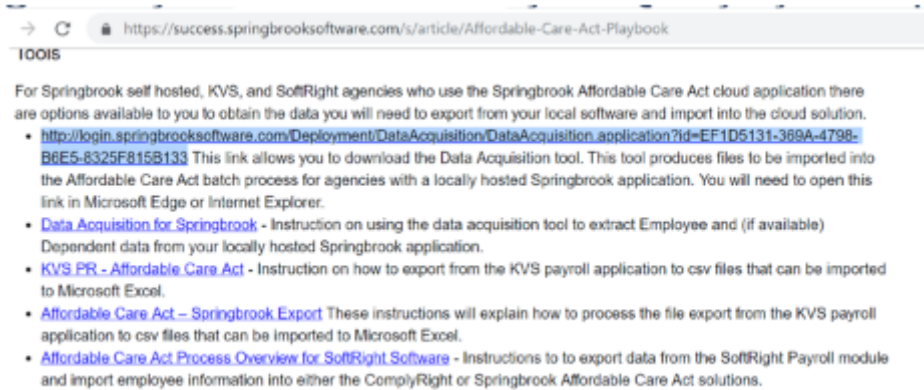
The screenshot shows the Job Viewer interface with the following search criteria and filters:

- User Name:** Carol
- Job Type:** (All Job Types)
- Batch Type:** (No Batch Type Filter)
- Scheduled From:** 11/17/2021
- Scheduled To:** 11/17/2021
- Filters:**
 - ☒ Show jobs that are scheduled.
 - ☒ Show jobs that are currently processing.
 - ☒ Show jobs that completed successfully.
 - ☒ Show jobs that didn't complete due to an error. (This checkbox is highlighted with a red box in the original image.)
 - ☐ Show jobs that were deleted.

- This box toggled will help you when importing files.
- This window auto-saves so no save button will appear but the change will be saved.
- Window will default to today's date but any jobs run can be reviewed by changing the dates.

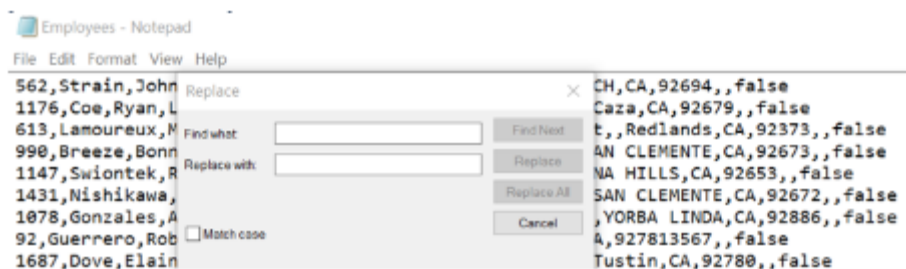
Extract Data

- Use the data extraction tool available in Community in the Affordable Care Act Playbook./
- Tools exist for Springbrook, KVS and SoftRight
- In Springbrook you can also use Payroll Query by Example.



Getting your data ready to Import

- Use the Data Extraction Utility for your software (Springbrook, KVS or SoftRight)
- If using Springbrook, review the document on Community to walk you through the process.
- Review data to remove disallowed characters.
- Open file in Notepad.
- Use the Replace option under Edit to search for disallowed characters.
- Type in what you want to replace with. If removing a period or similar character, leave the Replace With field BLANK. Don't add extra spaces.



Disallowed Characters

Characters the IRS does not allow in their electronic filing are not allowed in the Affordable Care Act process.

/ (common in address ½)

' apostrophe

. Period

(common in address – replace with No)

“ double quotes

< less than

> Greater than

& Ampersand

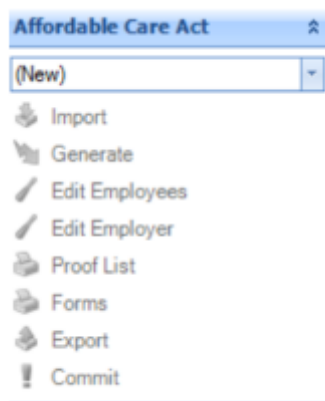
Disallowed characters will import but create a Review in the Job Viewer.

If you are filing on paper (have less than 250 forms) you may be able to file with the disallowed characters but electronic filings will be rejected.

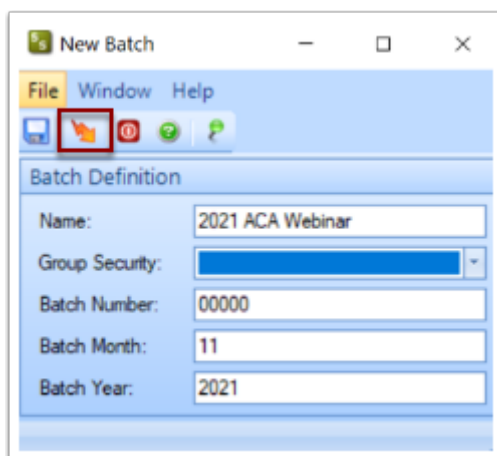
Springbrook recommends not using disallowed characters in any filings.

Batch Processing

- In Springbrook, many processes are done in batches. The Affordable Care Act process is a batch process.
- Click the down arrows to open the Affordable Care Act process.



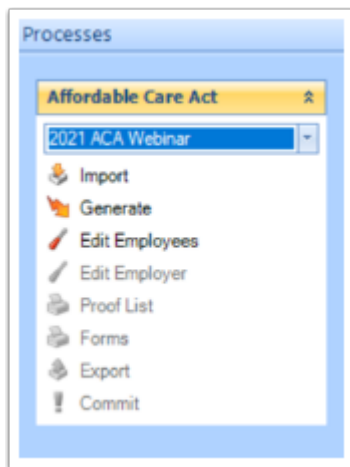
- Click on the (New) button twice to set up a new batch. If the New Batch window does NOT open use the enter key on your keyboard.
- A new window will open.
- Type in a name for your batch (not required but helpful).



- Click on the Generate button to create a batch. The window will close when you save.
- You are now ready to process the individual batch steps.
- You can have multiple batches open at the same time.

Batch Processing - Steps

- Each step in the batch works separately. The next step cannot be accessed until the step before it is completed.
- Import – Will allow external data to be imported into the batch.
- Generate – NEVER used for provisioned databases.
- Edit Employees – This is where most of your work will be done.
- Edit Employer – Contains employer information required in the export.



- Proof List – Required to run but may not be very useful to you.
- Forms – This step generates the forms and adds required information to the export step.
- Export – Creates the file to upload to the IRS AIR system..
- Commit – NEVER used for provisioned databases. All this does is delete the batch information.

Prepare to Import

- The import process brings in data from CSV spreadsheets and adds the information to the Edit Employees window.
 - Extract the data from your existing system (Springbrook, KVS or SoftRight).
 - The data must be in a CSV format and contain the defined number of columns/fields.
 - When reviewing exported data from your system consider using Notepad to remove/replace disallowed characters. This will not delete leading zeros from employee numbers, SSNs or zip codes like Excel does.

- Remember opening a CSV formatted file will delete leading zeros in any column.
- MOST IMPORTANT in zip codes and Social Security numbers!!!! These fields must contain accurate data.

Import Formats – Employee File

- File formats are at the top of the Import window.



- All columns must have data or space. Must have 12 columns.
- The last column (Self Insured) must be true if reporting dependents and false if you are not reporting dependents.

Index	Layout Info
1	File layout for the Springbrook
2	Employee Number
3	Last Name
4	First Name
5	Middle Name
6	SSN
7	Address 1
8	Address 2
9	City
10	State
11	Zip
12	Termination Date
13	Self Insured
14	

Import Formats – Dependent file

- Only used if your agency is considered self-insured and must report dependents.
- If importing Dependents make sure the “Self-Insured” field in the Employee file is marked true.
- Employee number must match the Employee file.
- Must have 18 columns/fields.
- Must have all the covered months marked either true or false. Yes/No will not import.

Ind...	Layout Info
16	Related Employee Number
17	Last Name
18	First Name
19	Middle Name
20	SSN
21	Date of Birth
22	Covered for January?
23	Covered for February?
24	Covered for March?
25	Covered for April?
26	Covered for May?
27	Covered for June?
28	Covered for July?
29	Covered for August?
30	Covered for September?
31	Covered for October?
32	Covered for November?
33	Covered for December?


Import Formats – Coverage File

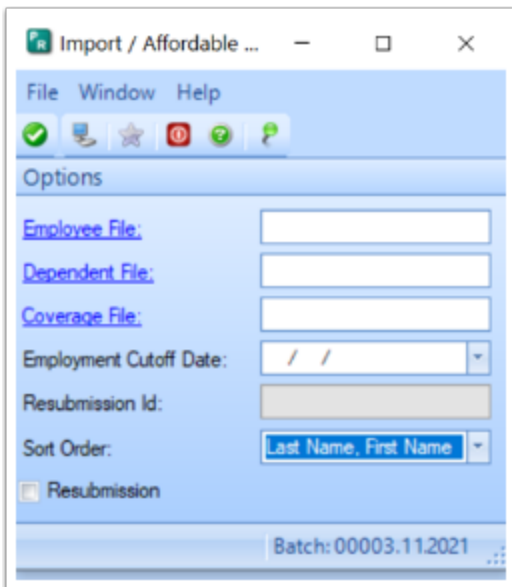
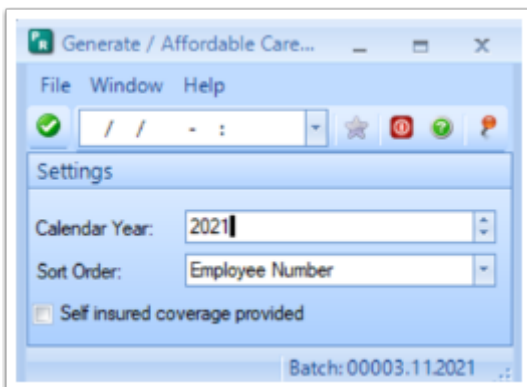
- Coverages can be added directly into the application so this is not commonly used.
- If you decide to import the Month must be spelled out.
- Coverage amount is the amount the employee pays (per IRS instructions).
- These records must be a separate line for each month.

35 File layout for the Springbrook coverage export format (comma delimited).
 36 Related Employee Number
 37 Month
 38 Coverage Amount
 39 Coverage Type Code
 40 Safe Harbor Code

A	B	C	D	E
1	February	0 1A	2H	
1	May	0 1A	2H	
1	November	0 1A	2H	
1	September	0 1A	2H	
1	August	0 1A	2H	
1	December	0 1A	2H	
1	March	0 1A	2H	
1	January	0 1A	2H	
1	June	0 1A	2H	
1	April	0 1A	2H	
1	October	0 1A	2H	
1	July	0 1A	2H	

Import or Generate

-  Generate is only available to cloud hosted Payroll customers. All others will use the Import process.
- Employment Cutoff Date used for Springbrook clients. It ignores records on the file with termination dates after that date. Can be left blank if you have included only the employees you want imported on the file.
- Select if you want forms printed in Employee Number, Last Name or SSN order.

FORMS


- Forms print in the order selected during the Import or Generate process.
- We have also added the third page to print for employees that have more than 6 dependents.

- **NOTE FOR CLOUD CLIENTS ON FORMS:** If you still have open Affordable Care Act batches from a prior year the forms will not print properly for those batches. Current batch information will print properly.


Edit Employer window

- Tabs for Aggregated Entity information will not display if Aggregated Entity is not selected on the General tab.
 - There are only a few clients that use this functionality.
 - This change was made to avoid confusion completing this complex window.
- Signature PIN's and dates are still not used for electronic filing for 2021.
- Authoritative is required for all filing (unless you are an Aggregated Entity and not the primary reporter). If you are filing on paper you can select only "Authoritative" and move forward. That will not work for electronic reporting.

Electronic Reporting

-  Cannot electronically file production until early January 2023.
 - No action needed to file electronically unless you did NOT file electronically for 2020.
 - If you did not previously file electronically you need to get a TCC number and test the TCC number.
 - Instructions are on the Playbook.
 - TCC test files can be imported now if needed.

Use the instructions on the Affordable Care Act website to apply for a TCC number if you don't have one.

-  Test files can be imported to a separate batch in Springbrook but must contain specific information. You cannot test your TCC number using your live file.
 - Refer to the testing instructions in the Affordable Care Act Playbook for information.
 - TCC numbers can be received, tested and approved prior to the end of the year.
 - It takes a couple weeks minimum to get a TCC, test it and have it moved from test to production status.