Affordable Care Act (ACA) Process Checklist

Using Abila MIP Fund Accounting HR Management and Payroll modules

Functionality available in MIP Fund Accounting Fall Release (Version 2016.1):

HR Management Module

Menu Navigation	Process Completion
Maintain > Benefit Plans	Create a health plan related to ACA
Details > Employee Info > Dependents	Add applicable dependents for the health plan
Details > Employee Info > Benefit Plans	Add applicable dependents to the health plan
Details > Employee Info > Taxes	Select the issue Electronic ACA form if consent to receive electronic forms is received from the employee
Detail > Form 1095-C	Enter the applicable information for each employee
Activities > Mass Update > Form 1095-C	Add the applicable information
Query > Run Query > Form 1095-C	Select fields and filter, print, export and save layout

Payroll Module

Menu Navigation	Process Completion
Maintain > Payroll > Employee Information > Taxes	Select the issue Electronic ACA form if consent to receive electronic forms is received from the employee

Functionality available in MIP Fund Accounting December Release (Version 2016.1.1):

HR Management Module

Menu Navigation	Process Completion
Details > Employee Info > Benefit Plans	Add Affordable Care Act (ACA) information for Form 1095-B for Vendor ID and Policy Origin if applicable

Payroll Module

Menu Navigation	Process Completion
Activities > Payroll > Tax Forms and eFiling by Aatrix	Generate the applicable ACA forms
Reports > Payroll > History > Earnings	Run the report for each end of month to get the FTE Rate employee count to confirm the Full-Time Employee Count on Form 1094-C, Part III