

SERVICE PROPOSAL

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AS EXPERTS IN EMPLOYEE BENEFITS AND EVERYTHING AFFORDABLE CARE ACT RELATED, WE ARE UNIQUELY PREPARED TO ASSIST EMPLOYERS IN THE COMPLETING OF ALL OF THEIR IRC 6055 & IRC 6056 OBLIGATIONS. WE PARTNER WITH EMPLOYERS THAT RECOGNIZE ACA COMPLIANCE IS CRITICAL TO THEIR SUCCESS AS A BUSINESS.

THE NEED TO REPORT

Under ACA, regularly known as Obamacare, Applicable Large Employers (ALEs) must report annually to the IRS the type and cost of medical plans offered to their full time employee population. As it turns out, this reporting is extremely complex and requires an extensive knowledge of employee benefits in order to be done well.

OUR APPROACH TO REPORTING

STAFF ACA IS AN AFFORDABLE CARE ACT (ACA) REPORTING COMPANY WITH SPECIFIC EXPERTISE IN INDUSTRIES WHO'S WORKFORCE IS SOMEWHAT NON-TRADITIONAL:

Staffing Industry | Restaurant Industry | Hotel Industry

Employers in these and other similar industries have had an extremely difficult time complying with the ACA requirements regarding reporting and the measurement of employee hours to ensure coverage is offered appropriately. Our ACA reporting solution was built out of an in-depth knowledge and understanding of employee benefits. This is the major difference between our solution and the majority of our competitors who approached this reporting from a technology or payroll background. We were able to identify the issues common with these employers and develop simple and affordable solutions to assist them in a way that is highly-specific to their business. Most importantly, we understand that our #1 focus and goal is to be a service company delivering a great client experience.

ACA REPORTING COMPANY OVERVIEW VIDEO



FULL SERVICE | ACA TRACKING VARIABLE HOUR SERVICE

Still in high demand is our full service variable hour employee tracking solution. Clients who engage our Full Service Variable Hour Tracking as an add on to ACA reporting follow a simple process that is easy to implement.

[LEARN MORE](#)

112


INSURANCE
CARRIERS

186

DIFFERENT PAYROLL
VENDORS

98

% CLIENT
SATISFACTION



**WE UNDERSTAND
THAT OUR #1 FOCUS
AND GOAL IS TO BE A
SERVICE COMPANY
DELIVERING A GREAT
CLIENT EXPERIENCE.**

- ACA REPORTING TEAM

SERVING WELL

We mentioned previously that our ACA reporting solution was built from a superior understanding of employee benefits. This has been an essential part of our foundation and continues to be developed in every member of our organization. We have established a commitment through daily training and development to become the very best in our industry. We focus on the details, we study the IRS regulations, we have a work culture that promotes a healthy work-life balance. What has emerged is a customer service call center well equipped to answer questions and explain procedures; account managers prepared to consult clients in best practices; and executives leading webinars to share knowledge. Do these all add up to deliver a great client experience, we think so, and so do those with whom we continue to serve.

IMPLEMENTATION TIMELINE

DO YOU NEED TO REPORT?

DETERMINE ALE STATUS

ALE's must report the type and cost of medical plans offered to their full time employee population in order to be compliant with Internal Revenue Code 6055 and 6056 regulations. An ALE must report if they had 50+ full time employees, including full-time equivalent employees, on average during the prior calendar year. An ALE that meets this criteria is subject to the employer shared responsibility provisions.

AGGREGATED EMPLOYER?

PART OF A CONTROL GROUP

For aggregated employers with common ownership between various companies, these are generally combined and treated as a single employer when determining ALE status.

Once a company is determined to be required to complete ACA reporting to the IRS, each separate company EIN must complete their own reporting requirements.

CHOOSE A REPORTING PACKAGE

ACA REPORTING PACKAGES

From the [Reporting Packages Section](#) of our website, choose from the various reporting package options. Actual pricing based upon the number of forms you will need to be filed as a company. For the 2018 reporting season, it remains critical for employers to begin early as the IRS offers no assurance of deadline extensions. The marketplace continues to be in a state of fluctuation and many top ACA reporting vendors have historically stopped taking new clients by mid Fall.

DISCOVERY INTERVIEW

TRUE FULL SERVICE ACA REPORTING

True Full Service ACA Reporting is exactly what it sounds like, and offers the most hands off experience possible for an employer. As a True Full Service client, you are assigned a senior level account manager to guide you through the entire process and offer consulting along the way in regard to ACA penalties, affordability and the tracking of variable hour employees.

The process begins when your account manager conducts a 45-minute discovery interview call. This allows your account manager to learn all about your company, the type of medical plans offered, what rates were charged to your employees, and gives them an opportunity to make safeharbor affordability recommendations.



BAA & CLIENT AGREEMENT

SIGNING BUSINESS ASSOCIATE AGREEMENT

Since completion of ACA reporting requires our company to come into contact with Protected Health Information (PHI), in order to ensure HIPAA and HITECH compliance on the part of our clients, it is necessary that we jointly enter into a business associate agreement.

[VIEW A SAMPLE CONTRACT HERE](#)

TEST DATA SUBMISSION

SUBMIT TEST PAYROLL & MEDICAL CARRIER DATA

When the time comes to complete your reporting in January 2019, we will likely only have 30 days to complete this task. For this reason, it is critical to understand ahead of time the type of data and the format of payroll and insurance carrier data which will be received in January.

SUBMIT 'RAW' DATA

SUBMIT DATA... WE'LL TAKE IT FROM THERE

For our True Full Service ACA Reporting Clients, you will next need to submit us your raw payroll and raw medical plan enrollment data by the first week in January. Our data team will then take it from there and perform the data processing and formatting work necessary to complete your ACA reporting.

1094 & 1095 FORMS DELIVERED

CODE, COMPLETE & MANUALLY REVIEW YOUR FORMS

These forms will be sent to you securely via .PDF format. Prior to release, your forms will also be manually reviewed by a senior level account manager to ensure accuracy. You will also receive a full analysis and penalty projection assessment study of your reporting.

PRINT & MAIL

PRINT AND MAIL FORMS 1095-B OR 1095-C

If you would like, you can choose to have our print and mail department to issue your created forms to employees. For clients who have made this selection, you will be asked to affirm that your forms are ready for distribution. We will then print and mail these forms to your ACA responsible persons.

E-FILE THROUGH AIR SYSTEM

E-FILE TO THE IRS

We typically prefer to wait a minimum of 2 weeks after issuing forms to medical plan participants prior to completing your E-filing. This delay is purposeful and allows us to correct any errors necessary prior to e-filing. After this period of waiting, we will e-file all client forms to the IRS. Once completed, we will issue a notification to clients confirming that they have completed their requirements for the reporting season.

ACA REPORTING PACKAGES

SELF-SERVICE REPORTING

FORM 1094 & FORM 1095
CREATION

FORM 1095-C CODE
CALCULATION

CONVENIENT PDF FORM
DELIVERY

E-FILING FORMS TO IRS

HIPAA & HITECH COMPLIANCE

COMPATIBLE WITH ANY
PAYROLL SYSTEM

COMPATIBLE WITH ANY
MEDICAL PLAN

**STANDARD CUSTOMER
SUPPORT**

(WHITE GLOVE) ENHANCED REPORTING

FORM 1094 & FORM 1095
CREATION

FORM 1095-C CODE
CALCULATION

CONVENIENT PDF FORM
DELIVERY

E-FILING FORMS TO IRS

HIPAA & HITECH COMPLIANCE

COMPATIBLE WITH ANY
PAYROLL SYSTEM

COMPATIBLE WITH ANY
MEDICAL PLAN

**PREFERRED
CUSTOMER SUPPORT**

**DEDICATED SENIOR
ACCOUNT MANAGER**

**DISCOVERY
INTERVIEW SESSION**

**FORM QUALITY
CONTROL CHECKS**

TEST DATA & DATA PLANNING

PENALTY CONSULTING

AFFORDABILITY CONSULTING

TRUE FULL SERVICE REPORTING

FORM 1094 & FORM 1095
CREATION

FORM 1095-C CODE
CALCULATION

CONVENIENT PDF FORM
DELIVERY

E-FILING FORMS TO IRS

HIPAA & HITECH COMPLIANCE

COMPATIBLE WITH ANY
PAYROLL SYSTEM

COMPATIBLE WITH ANY
MEDICAL PLAN

**1ST PRIORITY
CUSTOMER SUPPORT**

**DEDICATED SENIOR
ACCOUNT MANAGER**

**DISCOVERY
INTERVIEW SESSION**

**FORM QUALITY
CONTROL CHECKS**

TEST DATA & DATA PLANNING

PENALTY CONSULTING

AFFORDABILITY CONSULTING

VARIABLE HOUR CONSULTING

RAW DATA ASSISTANCE

ACA REPORTING PRICING

SELECT YOUR REPORTING PACKAGE SIZE BASED UPON THE NUMBER OF 1095 FORMS YOU WILL NEED FILED. This number includes current full time employees, terminated full time employees and any projected new hires before the years end. Any full time employee that has worked one day in the calendar year must be included.

- Union Groups & Multiple EIN Aggregated Groups must choose an Enhanced Reporting or True Full Service Reporting Package. Self-Service level reporting packages are not available.
- Aggregated, Multiple EIN Company Pricing – Select the Enhanced Reporting or True Full Service Reporting Package on your largest EIN company. Then, all additional EIN companies receive an ACA reporting package at \$900 each.

[GO TO PRICING NOW](#)

FULL SERVICE VARIABLE HOUR TRACKING

ACA TRACKING REQUIREMENTS

The Affordable Care Act requires applicable large employers (ALEs) to offer appropriate and affordable health coverage to their full time employees who work 30 or more hours per week (130 hours per month). Employers are also required to measure the hours of part time and variable hour employees to determine if they should be offered coverage as full time employees. Many companies have expressed difficulty in properly administering this employee tracking with the methods available under the ACA.

FULL SERVICE SOLUTION

Clients who engage our Full Service Variable Hour Tracking as an add on to ACA reporting follow a simple process of sending us their payroll files with the following information:

Name | Social Security # | Payroll Period Dates | Hours Worked | New Hire Notifications

... And that is it! We take it from there and do the rest, calculate correct hire and termination dates according to ACA rules, and notify you as a client when you need to extend an offer of coverage to an employee. We then integrate this information from a reporting standpoint to ensure all of your ACA reporting is accurate.

[VIEW PRICING](#)



Sales or Support, Call 844-829-0738 | Email: Support@StaffACA.com