PLANSOURCE®

ACA State Reporting

How to Use the ACA State Transmissions Tool

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Introduction

Despite the repeal of the Affordable Care Act (ACA) Individual Mandate on January 1, 2019, many states have started implementing their own ACA state individual mandates. This requires residents to purchase and maintain qualifying health coverage or face a state tax penalty.

While the employer obligation has not been fully defined, they will still have reporting responsibility for employees in states with their own individual health insurance mandates. Employers will now have an ACA state reporting obligation on top of their existing federal reporting obligation.

To help employers, PlanSource added an ACA State Reporting tool to the HR Experience. This course discusses the functions of the new ACA State Reporting tool.

ACA State Transmissions Tool

If your organization has ACA Form Management enabled and is signed up with PlanSource to transmit your federal transmissions, you will also have access to the new ACA State Transmission portal.

Note: State reporting will populate after federal transmission is completed. State Reporting is based on addresses in PlanSource during the reporting year.

The ACA Statistics card on the HR Experience dashboard provides high-level ACA information at a glance, including how many FEINs are in the state transmission for the client. Clicking the *FEIN State Transmissions* link will bring you directly to the ACA State Transmission tool.
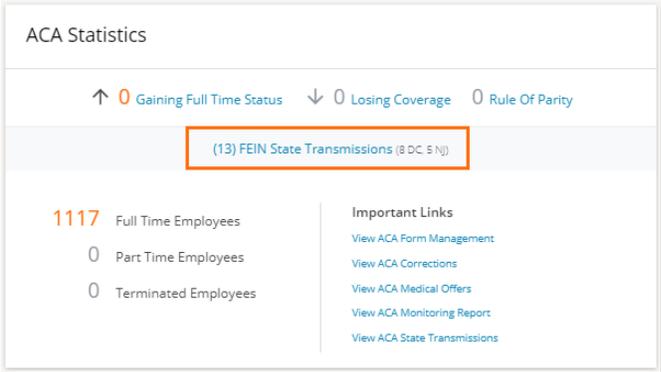
You can also access the ACA State Transmission tool through the left-hand menu.

1. Click the menu icon from the upper left-hand corner of the HR Experience.
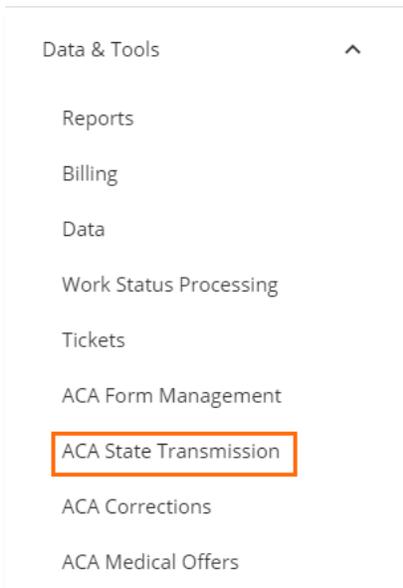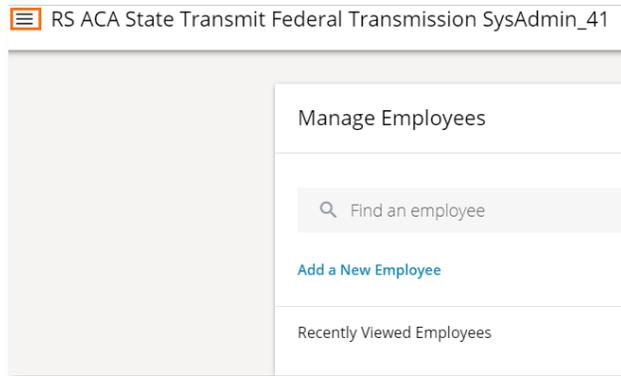
2.Click *ACA State Transmission* under the *Data & Tools* section of the menu.

Both methods will take you to the ACA State Transmission Portal where you will find three tabs:

a. **Ready:** The Ready tab shows all State Transmissions that are ready for approval or cancellation. You may download subscribers from each FEIN in this tab. Each subscriber identified as a resident of a mandated state will be included in the transmission.

You can also download or upload the Form List to mark the inclusion or exclusion of subscribers from the state reporting.

The Ready tab also lets you add other state transmissions based on the mandated year.

ACA State Transmissions

Ready | Started | Finished

	Year	↑ FEIN	State	Forms	Federal Transmission	Transmitted On	Action
☐	2019	FEIN 7	DC	2	Initial	02/03/2020	Download to Edit
☐	2019	FEIN 10	DC	3	Initial	02/07/2020	Download to Edit

b. **Started:** Although no action may be performed here, the Started tab allows you to monitor the progress of your state transmissions.

ACA State Transmissions

Ready | Started | Finished

Year	↑ FEIN	State	Forms	Federal Transmission	Status
2019	FEIN 1	NJ	4	Initial	Awaiting Manual Acknowledgement
2019	FEIN 2	DC	0	Initial	Awaiting Manual Transmit

c. **Finished:** The Finished tab contains all successfully completed or cancelled state transmissions.

You will have the option to restart transmissions in this tab, which will move them back to the Ready tab.

ACA State Transmissions

Ready | Started | Finished

Year	FEIN	State	Forms	Federal Transmission	↓ Transmitted On	Status	Action
2019	FEIN 18	DC	0	Initial	02/13/2020	Canceled	Restart
2019	FEIN 15	NJ	3	Initial	02/11/2020	Finished	Restart

Ready Tab

From the Ready tab you can download, upload, approve, cancel, and add forms.
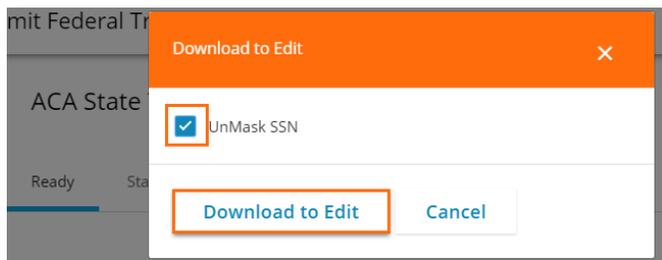
Downloading a Form List

To check which subscribers will be included in the state reporting, download a copy from the ready tab.
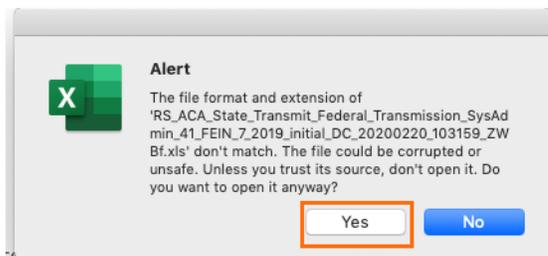
1. Click the *Download to Edit* link corresponding to the year and FEIN you want to download.

2. Check the *UnMask SSN* box and click *Download to Edit*.

3. The Form List will download to your computer. Open the file to see the Download Sheet. Click *Yes* on the alert you see when opening the Excel file.

The Download sheet is a list of all subscribers that were on the federal transmission for the state.

Only subscribers identified with TRUE will be included in the state transmission file submission. For privacy protection, subscribers who are identified with FALSE will be excluded from the transmission file. The SSN – Read Only column lists social security numbers using the masking rules assigned by the client.

    a. The social security numbers listed in this column follow the masking rules assigned by the client.
    b. The Location column indicates if a subscriber is included in the file. It defaults to the correct value based on subscriber history.
    c. The Instruction tab describes each column and values that are possible.

	B	C	D	E
2	SSN - Read Only	First Name - Read Only	Last Name - Read Only	In DC?
3	111-22-0040	One	Seven	FALSE
4	111-22-0041	Two	Seven	TRUE
5	111-22-0042	Three	Seven	TRUE
6	111-22-0043	Four	Seven	FALSE
7	111-22-0044	Five	Seven	FALSE
8	111-22-0045	Six	Seven	FALSE
9	111-22-0046	Seven	Seven	FALSE
10	111-22-0047	Eight	Seven	FALSE
11	111-22-0048	Nine	Seven	FALSE

Update ACA Transmission Forms   Instructions

The data in this sheet only allows updates to the "In 'State'" column by changing from TRUE to FALSE and FALSE to TRUE. You cannot delete or insert subscriber entries into the existing database set using this form.

Note: When downloading large files, a ticket will be created allowing the user to download the file when the job finishes within the ticket.

Uploading a Form List

If you identify subscribers that either should have been TRUE or FALSE from what the system otherwise originally identified, you will need to upload the Form List back into the system.

1. Scroll to the bottom and click the *Upload Form List* button.

Approve ⌄   Apply to Selected

Bulk Actions: **0 Transmission(s) Selected**

Add State Transmission   Upload Form List

2. Click the *Choose File* button to locate the file on your computer and click *Upload Form List* to update the Form List information. The File to upload must be in the same format of the file you download from the step above, which is in XML format.
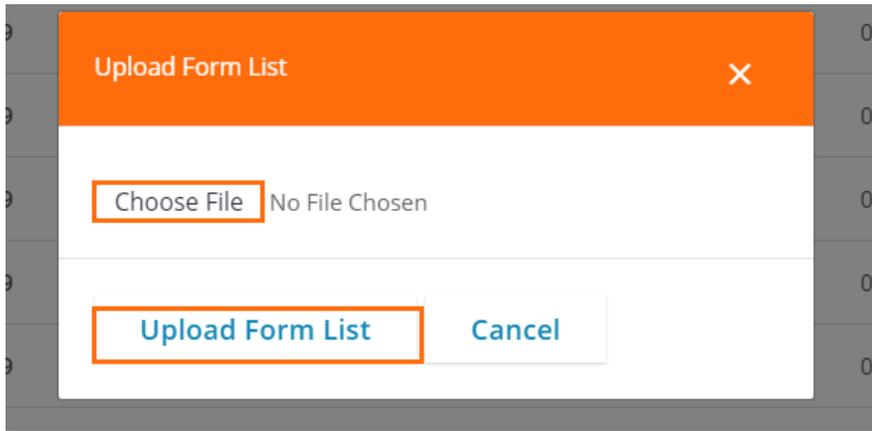
3. You will receive a notification regarding the status of your upload at the top of the page.
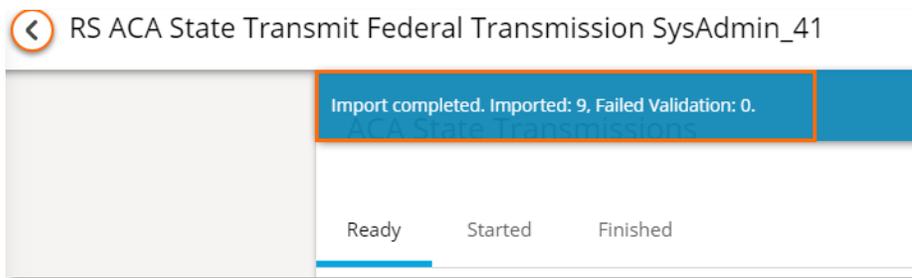
Note: To check if the updated subscribers have been properly updated, click the *Download to Edit* action link again. The TRUE or FALSE will be updated based on the new import. Remember, SSN, First Name or Last Name columns are Read Only, and any data change will be ignored on the import.

Approving State Forms

Similar to the process for Federal Transmission, you first need to approve the row for transmission. This means you approve each component of the report:

- Reporting Year
- FEIN
- State
- Total Forms

If you approve the data in the row, you will approve the transmission.

1. Check the checkbox corresponding the row you wish to approve.
2. Select *Approve* from the drop-down menu.
3. Confirm approval by clicking the *Apply to Selected* button.

You will receive a notification of the result in a popup dialog. The row you approved will then be moved to the Started tab where you can monitor transmission progress. Click *Close* to navigate away from the popup dialog.

Canceling State Forms

If a particular FEIN does not need to be reported, you may cancel it.

1. Check the box corresponding the transmission row you wish to cancel.
2. Select *Cancel* from the drop-down.
3. Click the *Apply to Selected* button to cancel the transmission of the form.

You will receive a notification of the result in a popup dialog. The row you canceled will then be moved to the Finished tab. If, at a later point, you decide to report the row you cancelled, you may click the Restart link associated to it.

Clicking *Restart* for a transmission in the Finished tab makes a copy of the state transmission and puts it back in the Ready tab.
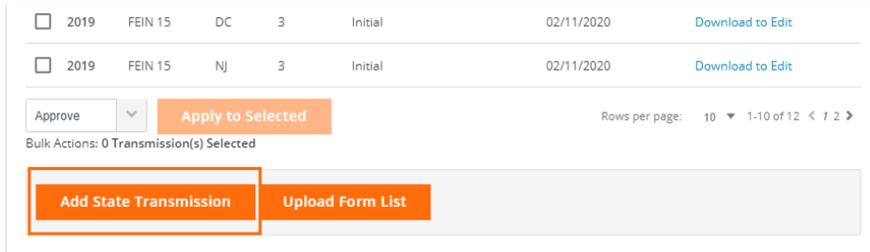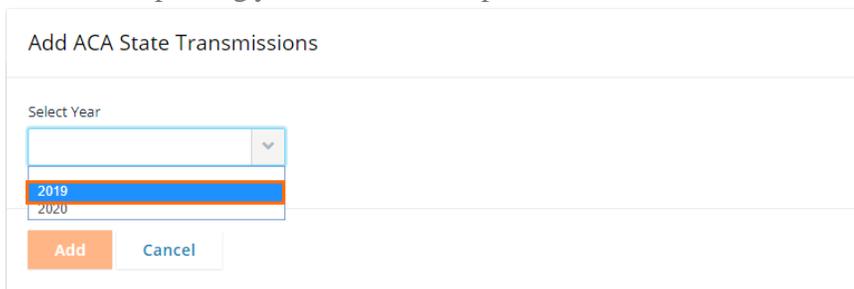
Click *Close* to navigate away from the popup dialog.

Adding a State Transmission

There may be times when a FEIN not originally detected by the system (due to subscribers that are not identified on the mandated state reporting) needs to be added to the reporting queue. When this happens, you can use the *Add State Transmission* button to add that FEIN to the Ready list.

1. To add a state transmission, start by clicking the *Add State Transmission* button. This displays a popup dialog that allows you to create a state transmission.

☐	2019	FEIN 15	DC	3	Initial	02/11/2020	Download to Edit
☐	2019	FEIN 15	NJ	3	Initial	02/11/2020	Download to Edit

Approve ⌄ **Apply to Selected**   Rows per page: 10 ⌄ 1-10 of 12 ‹ *1* 2 ›
Bulk Actions: 0 Transmission(s) Selected

Add State Transmission   **Upload Form List**

2. Select the reporting year from the drop-down.

Add ACA State Transmissions

Select Year

⌄

2019
2020

Add   Cancel

3. Select the FEIN you wish to add an ACA State Transmission for from the drop-down.
FEINs listed are restricted to FEINs the user can access based on security.

Add ACA State Transmissions

Select Year

2019 ⌄

Select FEIN

⌄

FEIN 1
FEIN 10
FEIN 11
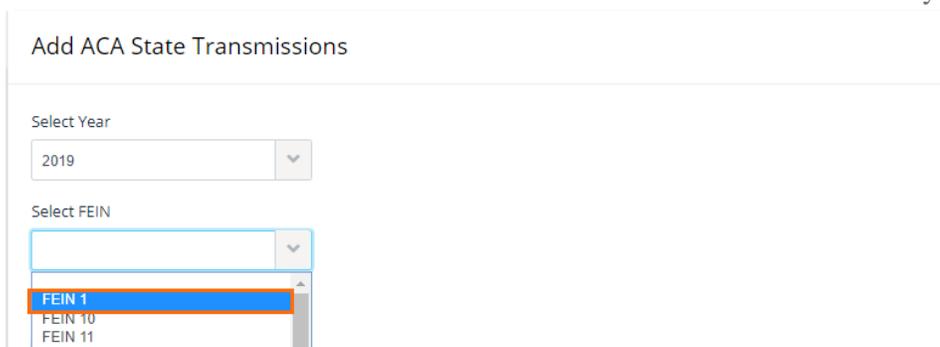
4. Select the radio button corresponding the entry you wish to add State Transmission for.
The federal transmissions listed are limited to those in a **finished** status for the selected year and FEIN. If there are no Federal transmissions, it warns you of this and does not allow you to pick a state.

5. Select the state from the drop-down. The state drop-down will show available mandated states for the reporting tax year.
    If a state transmission **currently exists** for the federal transmission and state, you will receive an error message telling you that a state transmission already exists.

6. Click *Add*, then close the pop-up.

Started Tab

The Started tab is where you can monitor your state transmissions. Only state transmissions related to the user's organization and FEIN access are shown in the Started tab.

Once you approve a state in the Ready tab, the system will process the transmission submission to the state and will list the FEINs in the Started tab. At this point, you need to wait until the transmission is acknowledged by the state.

ACA State Transmissions

	Ready	Started	Finished			

Year	↑ FEIN	State	Forms	Federal Transmission	Status
2019	FEIN 1	NJ	4	Initial	Awaiting Manual Acknowledgement
2019	FEIN 2	DC	0	Initial	Awaiting Manual Transmit

Note: If the state deadline is near and you still see the transmission listed on this page, reach out to your Aca account manager.

Finished Tab

From the Finished tab, you can view all completed or canceled state transmissions and restart transmissions.

The Finished tab only shows state transmissions related to the user's organization and their FEIN access. The Status column will indicate either **finished** or **canceled** for each transmission.

ACA State Transmissions

	Ready	Started	Finished				

Year	FEIN	State	Forms	Federal Transmission	↓ Transmitted On	Status	Action
2019	FEIN 18	DC	0	Initial	02/13/2020	Canceled	Restart
2019	FEIN 15	NJ	3	Initial	02/11/2020	Finished	Restart
2019	FEIN 13	NJ	3	Initial	02/07/2020	Canceled	Restart
2019	FEIN 14	NJ	3	Initial	02/07/2020	Finished	Restart

Clicking *Restart* for a transmission makes a copy of the state transmission and puts it back in the Ready tab. Make sure to return to the Ready tab and re-approve the transmission to ensure the system processes it.

ACA State Transmissions

Ready   Started   Finished

Year	FEIN	State	Forms	Federal Transmission	↓ Transmitted On	Status	Action
2019	FEIN 18	DC	0	Initial	02/13/2020	Canceled	Restart
2019	FEIN 15	NJ	3	Initial	02/11/2020	Finished	Restart
2019	FEIN 13	NJ	3	Initial	02/07/2020	Canceled	Restart
2019	FEIN 14	NJ	3	Initial	02/07/2020	Finished	Restart

Frequently Asked Questions

1. **Where can I find more information on the regulations, service, and pricing?**
   For more information on these topics, please visit the State Compliance page on the PlanSource website here.

2. **Who is automatically opted in vs having to opt themselves in?**
   With deadlines approaching fast for the 2019 tax reporting year, we're automatically opting in all employers with employees in New Jersey and Washington, D.C. to help you avoid penalties.

   Make sure to approve your forms in the State Transmission tool by **March 30, 2020**, otherwise we can't submit for you.

3. **How do I opt out?**
   You may opt out of the service using the form at the bottom of the State Compliance page here before March 30, 2020.

4. **When are the state deadlines for the 2019 tax reporting year?**
   The New Jersey deadline is **May 15, 2020**, and the Washington, D.C., deadline is **June 30, 2020**.