

Affordable Care Act Reporting for Payroll Plus® in 2015

The material presented herein includes recent highlights regarding regulatory compliance updates set forth by legislation or by various government agencies. The information is provided as a courtesy to our clients, to assist in understanding the impact of certain regulatory requirements. Such information is by nature subject to revision and may not be the most current information available. Interested readers are encouraged to consult with appropriate legal and/or tax advisors.

Hours Tracking for Affordable Care Act

Affordable Care Act (ACA) requires that an employer with more than 50 full-time equivalent (FTE) employees track employee time for the purposes of determining health benefit eligibility. Employers must track hours worked for all employees, including hourly, commission and salary.

What tools are available to help clients?

- ACA Dashboard - Provides tools, reports, and useful links to better understand the impact of ACA
- FTE Calculator - Helps clients determine their number of full-time and equivalent employees (FTEs). Located in Payroll Plus.
- FTE Summary Report - Provides a calendar year summary of the full-time and full-time equivalent employees (FTEs) status for all employees who were in Payroll Plus in 2014. Helps the clients determine if they are a small or applicable large employer (ALE).
- FTE Detailed Report - Provides a month-by-month breakout of hours worked for all employees per calendar year
- Reports Tab - Export tools that quickly and easily pulls relevant payroll data and places it neatly into a spreadsheet

How CDK Payroll Plus will help with hours tracking

For clients with Payroll Plus, CDK will provide a Payroll report based on data that is available as part of the Payroll Plus application. Clients can use the reports to help prepare some of the information needed to complete ACA forms 1094-B, 1094-C, 1095-B, and 1095-C. However, CDK does not produce these forms.

The reports launch from the **Home Screen tab, under Human Resources > Health Care Tools > Affordable Health Care Act**, and will provide an inventory of employees and hours worked. Both the FTE Summary and FTE Detail reports can be exported to Excel for further analysis.

When does the client need to report?

Deadlines: For the 2015 calendar year, the forms must be reported to the IRS no later than February 29, 2016 (or March 31, 2016 if reported electronically). You must furnish a copy to your employees by January 31, 2016 or by the next business day if January 31 is a weekend or a holiday.

Affordable Care Act: Payroll Plus Solution

What we
ARE doing...



We can help you determine if you should report

Your business may not be large enough to qualify, so you probably won't need to file ACA forms unless you offer self-insured health coverage. You can use the FTE tool in Payroll Plus to figure out your number of full-time and full-time equivalent employees (FTEs) to help determine if you are required to report under the ACA.

When applicable, we can help you collect relevant information

With our next release scheduled in October/November, Payroll Plus will feature an export tool that quickly and easily pulls relevant payroll data and places it neatly into a spreadsheet that you can then use to help prepare some of the information needed to complete your ACA forms.

What we are
NOT doing...



CDK does not provide ALL of the information required for ACA forms

Since we do not offer a full benefits platform within our payroll system, we do not have access to some of the information required by the ACA forms. You should be able to easily collect the necessary information from your health insurance provider.

CDK is not creating or filing ACA forms for you

If you have questions about the Affordable Care Act guidelines, please consult your business or tax professional. Additional details can be found at [ADP Research Institute Eye on Washington](#), the [ACA Homepage](#), or the [IRS Forms Instruction booklet](#).

Not available in Canada.