



# PeopleSoft v9.2

## PeopleSoft Affordable Care Act Year-End Processing Training Agenda

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## AGENDA

The three-day PeopleSoft Affordable Care Act Year-End Processing course introduces participants to the basics of how to complete the ACA year-end processing and reporting using PeopleSoft Benefits products.

Participants will learn about the navigation and configuration of setup tables, ACA processing and recording an employee's eligibility status, providing consent as an employee to receive an electronic Form 1095-C and running the ACA data Extract process and review the transmittal data created.

### Suggested Prerequisites:

- Basic Understanding of IRS rules regarding ACA
- Basic navigation and PeopleSoft concepts
- PeopleSoft Base Benefits
- Knowledge of HR control tables
- Understanding of HR employee data

## Training Topics

### Affordable Care Act Overview

- Affordable Care Act (ACA) Defined
- Brief history of PeopleSoft ACA releases and fixes
- PeopleSoft v9.2 Human Capital Management (HCM) modules with ACA functionality
- Understanding ACA Eligibility – Key terminology

### Setting Up ACA Core Tables

- Setting Up ACA Core Tables
- Establishing an ACA Common ID
- Defining ALE Groups and Members
- Creating ACA Companies

### Setting Up ACA Employee Eligibility Status

- Setting ACA Employee Eligibility Status
- Defining New Hire Defaulting Values
- Manually Updating the ACA Employee Eligibility Status
- Using the ACA Component Interface

### **Calculating Employee Hours**

- Using Time and Labor to Calculate Hours
- Setting Up ACA Time Reporting Codes
- Creating and Refreshing ACA Materialized Views
- Running the ACA Eligibility Load Query
- Generating Reports for Ongoing Analysis

### **Managing the Employee Consent Process**

- ACA Employee Consent Process
- Reviewing and Resetting the ACA Consent Page

### **Reviewing and Updating Other ACA Tables**

- PeopleSoft-Delivered ACA Tables
- Employee Eligibility Groups
- Employee Offer of Coverage
- ACA Safe Harbor Codes and ACA Safe Harbor Relief Groups
- ACA Data Extract Definition
- Updating Health Plan Table

### **Creating ACA Form Data for Forms 1094-C and 1095-C**

- Review Pages Used to Create Data Form Extraction
- Running ACA Data Extract Process

### **Managing the Other Source Data Merge**

- Merging Other ACA Data Sources
- Reviewing All Merged Data

### **Managing Files Transmittal and Form 1095-C Printing**

- Review Pages Used for File Transmittal and Form 1095-C Printing
- Reviewing/Updating File Transmittal Parameters
- Running the Create ACA XML Files Process

### **Correction/Replacement of Forms 1094-C and 1095-C**

- Review Pages Used to Set Up and Manage Correction/Replacement of Forms 1094-C and 1095-C
- Replacement and Correction Processing