

## Affordable Care Act Management Suite Setup Guide



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## **ACA Overview**

Alliance Payroll Services is ready to help your business manage employee data for Affordable Care Act compliance. The ACA Management Suite will automatically manage employee measurement periods, update employee ACA status and deliver email notifications that will keep your team informed.

## What is the Affordable Care Act?

Businesses employing at least a certain number of employees (generally 50 full-time employees or a combination of full-time and part-time employees that is equivalent to 50 full-time employees) will be subject to the Employer Shared Responsibility provisions under section 4980H of the Internal Revenue Code (added to the Code by the Affordable Care Act). As defined by the statute, a full-time employee is an individual employed on average at least 30 hours of service per week. An employer that meets the 50 full-time employee threshold is referred to as an applicable large employer.

Under the Employer Shared Responsibility provisions, if these employers do not offer affordable health coverage that provides a minimum level of coverage to their full-time employees (and their dependents), the employer may be subject to an Employer Shared Responsibility payment if at least one of its full-time employees receives a premium tax credit for purchasing individual coverage on one of the new Affordable Insurance Exchanges, also called a Health Insurance Marketplace (Marketplace).

## Determining if your company is an Applicable Large Employer

An Applicable Large Employer is any business with at least 50 or more full-time equivalent employees. For your 2015 plan year employers with fewer than 100 FTEs in 2014 may be eligible for transitional relief. Under transitional relief no Employer Shared Responsibility payment will apply for any calendar month during 2015.

**In order to be eligible for the relief, an employer must certify that it meets certain conditions.** Additional resources applicable to transitional relief:

- IRS Transitional Relief Q&A
- Federal Register Shared Responsibility for Employers Regarding Health Coverage

If your business is considered an Applicable Large Employer, you need to setup your ACA Management suite in AllPay.



## Setting up your ACA Management Suite

Your AllPay Measurement Suite can be setup and activated in four steps:

- 1. ACA Hours of Service Setup
- 2. Aggregate Common Ownership Setup
- 3. Measurement Period and Cost Setting Setup
- 4. Review and Activation of your ACA settings

During the setup of your ACA Management Suite you will need the following information:

- Measurement period Start Date
- **o** Ongoing employee measurement period length in months
- New Hire measurement period length in months
- Stability Period length in months
- Start date of your first Stability Period



## **Step One: ACA Hours of Service**

Under the ACA you need to measure an employee to determine if they average at least 30 hours of service per week during your company's defined measurement period. Generally, an hour of service means each hour for which an employee is paid, or entitled to payment, for the performance of duties for the employer; and each hour for which an employee is paid, or entitled to payment, for a period of time during which no duties are performed due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence.

#### Setting up your Hours of Service in AllPay

- 1. Login to AllPay
- 2. Select the 'Company' module on the home screen
- 3. Click the 'ACA' button located above the page tabs

				🏠 Home 🛛 📩 Settin	gs 📫 7 Workflows 📙 Recent Job	s 🚀 Logout DemoCM	DemoTS - Sandbox One 🔍
(	ACA	Application Configuration	Benefits Co	ompany Setup Security	Utilities		
ee So	heduling A	CA Hours Setup ACA Measure	ment Period Setup	ACA Notification of Exchange	ACA Ownership Aggregation Setup	ACA W2 Reporting	

X

4. Select the 'ACA Hours Setup' page

ACA	Аррисация Сог	nfiguration	Benefits	Co	mpany Setup	Security	Utilities
yee Scheduling	ACA Hours Setup	ACA Measurer	ment Period Se	tup	ACA Notification	of Exchange	ACA Owners

5. Select the check boxes associated with the earnings codes you need to track Hours of Service

Affordable Care Act Eligible	Earnings
The earnings checked here are used on the number of hours worked by each emp	ne ACA report to determine loyee. <u>Check All</u> That Appl
Save	
Eligible Earnings	<u>.</u>
Earning	Include?
1 - Salary	×.
12DD - Medical Premium Cost	
2 - Reg. Hrs.	×.
3 - Overtime	×
Bonus - Bonus	
Car - Car Allowance	
CC - Credit Card Tips	U
Comm Commission	2
Draw - Draw	
EOY - Employee of the Year	
ERBUfe - ER Basic Life & AD&D	
ErDen - Er Paid Dental	
ERLife - ER Life	
ErMed - Employer Medical Contribution	8
GTL - Group Term Life	U
Hol - Holiday	×
KE - 401K Accum	
NU - Min Wage Makeup	×
oth - Other	×
PA - PTO Adjustment	
R401 - 401(k) Employer Match	
RegNours - Regular MOurs	×
SPILE SHITCHT	
SICK - SICK	×
1 - Cash Tips In	
vac - vacation	
XSP - Third Party Sick Pay	0
XSPLT - Non Taxable LT Third Party Sick Pay	

6. Click the 'Save' button

You've now set the earnings codes that will be included in the measurement of your Hours of Service.



## Step Two: Aggregate Common Ownership

(If you only have one AllPay company code skip this step and proceed to <u>Step Three: Measurement</u> <u>and Cost settings setup</u>)

If your company has more than one AllPay company code and is subject to the *common ownership and control "aggregation"* rules, you will need to track employees across all of your AllPay accounts. Any hours attached to employee records with the same Social Security Number (SSN) in the related company codes will be aggregated for accurate measurement by AllPay.

#### ACA Ownership Aggregation Setup -

1. Select 'ACA Ownership Aggregation Setup' page



- 2. Use the 'Add New' button to add one company to your list
- 3. Use the 'Add Multiple' button when adding more than one company to your list
- 4. Click the 'Save' button when finished

Affordable	Care Act	Ownership	Aggrega	ation		
Save	Add New	Add Multiple	Cancel			
Per Page 10	Search			a.,		
	Company	Code A				
DemoCM - Chris Murphy Demo					0	
DemoDP - Sandbox Two					0	
DemoDS - LaDonna Demo					0	
DemoR5 - Demo Refreshment Services					0	
ACA Aggregate Company	_					
Company Code	DemoCM ·	Chris Murphy D	emo	•		
Save	Add New	Add Multiple	Cancel			
Add company codes here to When employee hours are	hat have con calculated, a	mmon ownership ny hours attache	as defined d to emplo	by the Affordabl yee records with	e Care Act. the same	

AllPay is now configured to aggregate employee hours of service across your company group.



## Step Three: Measurement Period and Cost Setup

The Employer Shared Responsibility Provisions under the Affordable Care Act allow for different measurement periods for certain approved classes of employees. If your business is planning on using different measurement settings for approved classes of employees you will need to complete this step for each defined employees class (e.g. hourly or salary). In AllPay you will define each class and Employee Group using employee filters. Contact your insurance broker for additional clarification on the use of approved classes of employees.

To setup measurement periods and cost details for an Employee Group, select the 'Add New' button and complete each section of the setup form.





## Part One - General Settings

Measurement Period and Cost Detail	
Start Date	End Date
01/01/2013	12/31/2100
Employee Group / Filter	Pay Frequency
All (All Employees)	B - Biweekly 🔻
Safe Harbor Method	Default Employee ACA Status
Federal Poverty Level 🔻	Variable Hour - Ineligible 🔻
First Pay-Period End Date	Days to Allow for Payroll Processing
10/20/2013	4
New Hire Eligible Benefit Enrollment	New Hire Start Date (optional)

Field	Purpose			
Start Date	Date to begin using measurement period and cost detail settings.			
End Date	Date to stop using these measurement period and cost detail settings.			
Employee	Use an 'Employee Filter' to define which employees are to be measured. When			
Group/Filter	defining an Employee Filter for an approved class of employee you should name the			
	filter to correspond to the Class of Employee. (How to use Employee Filters)			
Pay Frequency	Select the pay frequency used to pay this group of employees.			
Safe Harbor	Select the Affordability safe harbor method used by your company.			
Method				
Default ACA	Select the default ACA Status assigned to New Hires:			
Status	<ul> <li>Full Time - Eligible: The employee is full time and is eligible for medical benefits under the ACA regardless of how many hours are recorded for the employee in payroll. Use this status for new hires that have a reasonable expectation of working at least 30 hours per week on average.</li> <li>In Initial Measurement Period: The employee is a new hire or a rehire and there is not a reasonable expectation that the employee will work more than 30 hours per week on average. The system will determine and update the employee's variable hour eligibility once the initial measurement period has elapsed. The initial measurement period and eligible hours are defined on the ACA page in the Company » Company Setup area.</li> <li>Variable Hour - Eligible: The employee works a variable number of hours and is eligible for benefits for the last complete measurement period. Once the current measurement period ends the system will automatically calculate and change eligibility as necessary.</li> <li>Variable Hour - Ineligible: The employee works a variable number hours and is ineligible for benefits for the last complete measurement period. Once the current measurement period ends the system will automatically calculate and change eligibility as necessary.</li> <li>Variable Hour - Ineligible: The employee is an ineligible seasonal employee as defined by the ACA.</li> <li>Exempt from Individual Mandate - Ineligible: The employee is exempt from the individual mandate and is ineligible for benefits.</li> </ul>			
First Pay-Period	Date of the first pay period end date used in your measurement settings. NOT your			
End Date	1 <sup>st</sup> check date. ( <i>This field does NOT appear when Pay Frequency = Semi-Monthly</i> )			



First Pay-Period	If your pay frequency is Semi-Monthly, enter in the period end day of the month for	
End Day of the first pay period of the month. (This field only appears when Pay Frequence		
Month	Semi-Monthly)	
Second Pay-	If your pay frequency is Semi-Monthly, enter in the period end day of the month for	
Period End Day	the second pay period of the month (for the last day of the month enter 31). (This	
of Month	field only appears when Pay Frequency = Semi-Monthly)	
New Hire Eligible	If your company is using AllPay Benefit Administration, select the benefit enrollment	
Benefit	that you want to be automatically assigned to eligible employees at the end of their	
Enrollment	initial measurement period.	
New Hire Start	If specified, the system will not add a New Hire ACA period to employees hired	
Date (optional)	before this date. This may be especially useful during the first year of the ACA.	

#### Part Two - Measurement Period Definition

Define your Ongoing and New Hire measurement periods and the date you will used to begin measuring your ongoing employees. AllPay allows for 6-12 month measurement periods.

Measurement	Period
Ongoing Measurement Period # of Months	12 T months
Ongoing Measurement Period First Start Date	10/21/2013
New Hire Measurement Period # of Months	12 T months

Field	Purpose
Ongoing Measurement	Define the number of months used to measure your ongoing employees.
Period # of Months	
Ongoing Measurement	The date the system will first start to measure your ongoing employees.
Period First Start Date	
New Hire Measurement	Define the number of months used to measure your New Hires in their initial
Period # of Months	measurement period.



#### Part Three - Stability Period Definition

Define your Stability Period length, the start date of your first Ongoing Stability Period, and the minimum number of administrative days for New Hire.

Stability Pe	riod
New Hire & Ongoing Stability Period # of Month	s 12 🔻 months
Ongoing Stability Period First Start Date	01/01/2015
Initial Admin Period Minimum Days	60

Field	Purpose
New Hire & Ongoing	Define your stability period in number of months.
Stability Period	
(# of Months)	The Stability Period for employees determined to average at least 30 hours
	of service per week must be at least as 6 months and no shorter than the
	length of their Measurement Period.
<b>Ongoing Stability Period</b>	Date your first Ongoing Standard Stability period will start.
First Start Date	
New Hire Admin Period	The minimum number of days a new hire can be in an administrative period.
Minimum Days	
	The administrative period can be no longer than 90 days. The administrative period includes the period between a new employee's start date and the beginning of the initial measurement period, if the initial measurement period does not begin on the employee's start date.
	Due to regulations, if using a 12 month Initial New Hire Measurement Period, your admin period should not exceed 28 days. If your New Hire Measurement Period is 11 months, your admin period should not exceed 58 days.

**Part Four -** Define low cost/bronze health plan costs.

Set your costs for your Low Cost benefit plan. Enter in the annual premium cost for the Employee and Employer portion.

Lowest Cost En	nployee Only Coverage
Employee Portion (annual)	Employer Portion (annual) 3210.00
Show Period Projection	Begin Period Calculation
Save Add Ne	ew Copy To Cancel



## **Step Four: Review and Activation of your ACA settings**

Before activating your settings, review your setup by clicking the 'Show Period Projection' button.



A calendar will display all your period and administration data. If your settings create more than the allowed 90 administrative period days, you will see this here:

Measur	ement Period	Me	asurement Pay	Admin Period	Stability Period
10/21/2013	to 10/20/2014	10/21/20	013 to 10/19/2014 1	0/21/2014 to 12/31/2014 (72 days)	1/1/2015 to 12/31/2015
10/21/2014	to 10/20/2015	10/20/20	14 to 10/18/2015 10/21/2015 to 12/31/2015 (72 days)		1/1/2016 to 12/31/2016
Initial M	leasureme	ent Pe	riod Samples		
Hire Date	Measurement	Period	Measurement Pay Period Range	Admin Period	Stability Period
11/3/2013	11/3/2013 to 11/2	/2014	11/4/2013 to 11/2/2014	11/3/2014 to 1/31/2015 (90 days)	2/1/2015 to 1/31/2016
12/20/2013	12/20/2013 to 12/	19/2014	12/30/2013 to 12/28/20	14 12/20/2014 to 2/28/2015 (71 days)	3/1/2015 to 2/29/2016
12/28/2013	12/28/2013 to 12/	27/2014	12/30/2013 to 12/28/20	14 12/28/2014 to 2/28/2015 (63 days)	3/1/2015 to 2/29/2016
1/1/2014	1/1/2014 to 12/31	/2014	1/13/2014 to 1/11/2015	1/1/2015 to 3/31/2015 (90 days)	4/1/2015 to 3/31/2016
2/3/2014	2/3/2014 to 2/2/2	015	2/10/2014 to 2/8/2015	2/3/2015 to 4/30/2015 (87 days)	5/1/2015 to 4/30/2016
2/11/2014	2/11/2014 to 2/10	/2015	2/24/2014 to 2/22/2015	2/11/2015 to 4/30/2015 (79 days)	5/1/2015 to 4/30/2016
3/3/2014	3/3/2014 to 3/2/2	015	3/10/2014 to 3/8/2015	3/3/2015 to 5/31/2015 (90 days)	6/1/2015 to 5/31/2016
4/26/2014	4/26/2014 to 4/25	/2015	5/5/2014 to 5/3/2015	4/26/2015 to 6/30/2015 (66 days)	7/1/2015 to 6/30/2016
5/3/2014	5/3/2014 to 5/2/2	D15	5/5/2014 to 5/3/2015	5/3/2015 to 7/31/2015 (90 days)	8/1/2015 to 7/31/2016
6/11/2014	6/11/2014 to 6/10	/2015	6/16/2014 to 6/14/2015	6/11/2015 to 8/31/2015 (82 days)	9/1/2015 to 8/31/2016
6/19/2014	6/19/2014 to 6/18	/2015	6/30/2014 to 6/28/2015	6/19/2015 to 8/31/2015 (74 days)	9/1/2015 to 8/31/2016
8/24/2014	8/24/2014 to 8/23	/2015	8/25/2014 to 8/23/2015	8/24/2015 to 10/31/2015 (69 days)	11/1/2015 to 10/31/2016
9/1/2014	9/1/2014 to 8/31/	2015	9/8/2014 to 9/6/2015	9/1/2015 to 10/31/2015 (61 days)	11/1/2015 to 10/31/2016
10/8/2014	10/8/2014 to 10/7	/2015	10/20/2014 to 10/18/20	15 10/8/2015 to 12/31/2015 (85 days)	1/1/2016 to 12/31/2016
10/16/2014	10/16/2014 to 10/	15/2015	10/20/2014 to 10/18/20	15 10/16/2015 to 12/31/2015 (77 days)	1/1/2016 to 12/31/2016

To activate your settings click the 'Begin Calculation' button.

Lowest Cost I	Employee Only Coverage
Employee Portion (annual) 1250.00	Employer Portion (annual) 3210.00
Show Period Projection	Begin Period Calculation
Save Add N	lew Copy To Cancel

Your Measurement and Cost settings are now active for this Employee Group. These settings will run automatically until the End Date defined in Part One of the form.



## **Setup FAQs**

## **ACA Event Notifications**

#### **Notification Types**

AllPay can automatically send Event Notification email alerts to AllPay user groups for the following:

- ACA Status Change
- ACA Period Hours Threshold

These event notifications will assist your team in managing employee Hours of Service and taking proper compliance actions when an employee's ACA Status changes.

**ACA Status Change** – Contains a list of employees who's ACA Status has been changed. Employee ACA Status will automatically update at the end of each employee measurement period. ACA Periods are automatically generated by the system once they have been defined in the ACA Measurement Periods area in Company Setup.

Event Notification		
Event Type User Group Employee Filter EMail Frequency EMail Server	a ACA Status Change TS Managers T Texas Team - Variable Hour - Texas Locations T Weekly on Monday Morning T	Occurs on a schedule for employees with hours inside a configurable range (eg between 25 and 35 hours) for any incomplete ACA Period. ACA Periods are automatically generated by the system once they have been defined in the ACA Measurement Periods area in Company Setup.
Message Template	: ACA Status Change from '{previousAcaStatus}' to '{acaStatus}' on {acaSta {EmpId})	tusDate} for {EmpName} (co: {EmpCo} id:
	Sample: • ACA Status Change from 'In Initial Measurement Period' to 'Variable Hour Demo id: 109343)	- Eligible' on 7/11/2014 for Joe Smith (co:
	Edit Message Template	

**ACA Period Hours Threshold** - Occurs on a schedule for employees with hours inside a configurable range (eg between 25 and 35 hours) for any incomplete ACA Period. ACA Periods are automatically generated by the system once they have been defined in the ACA Measurement Periods area in Company Setup.

Event Notification		
Event Type User Group	ACA Period Hours Threshold  TS Managers	Occurs on a schedule for employees with hours inside a configurable range (eq between 25 and 35
Employee Filter Notification Properties	Texas Team - Variable Hour - Texas Locations   Average Minimum Weekly Hours Threshold Average Maximum Weekly Hours 40	hours) for any incomplete ACA Period. ACA Periods are automatically generated by the system once they have been defined in the ACA Measurement Periods area in Company Setup.
EMail Frequency	Weekly on Monday Morning	
EMail Server	•	
Message Template:	{EmpName} is averaging {AverageHours} hours per weeek for the ACA Me through {lastPeriodCalcEnd}, in order to average under 30 this employee w {remainingWeeklyHours} per week. {EmployeeAggregateMessage} (co: {Eu	asurement Period {firstPeriodCalcBegin} ill need to work no more than mpCo} id: {EmpId})
	Sample: • Joe Smith is averaging 32.51 hours per week for the ACA Measurement to average under 30 this employee will need to work no more than 27.75 p PAID UNDER MULTIPLE EMPLOYEE RECORDS WITHIN THIS MEASUREMENT	Period 2/11/2014 through 2/10/2015, in order er week. ALERT: THIS EMPLOYEE HAS BEEN PERIOD. (co: Demo id: 109343)
	Edit Message Template	



#### How to setup your ACA Event Notifications

- 1. Select the Company module
- 2. Select the 'Application Configuration' button, located above the page tabs.
- 3. Select the 'Event Notification' page
- 4. Select the 'Add New' button
  - a. Select the Event Type
  - b. Select the User Group A user group is a group of AllPay Users. This is NOT a list of employees. If you need to create an AllPay User Group do the following:
    - Select the 'Security' button located above the page tabs
    - Select the 'User Group, page
    - Select the 'Add New' button
    - Create the Group Name
    - Add users to the group by clicking the green circle with the plus sign and save (Repeat this step until your User Group is complete)

NOTE: Event Notifications sent to an AllPay user will only contain employee data which the user is authorized to view

- c. Select the employee filter this is the list of employees that the notification will monitor. If you need to create a new Employee Filter do the following:
  - Select the 'Employee Filter' page located to the left of the 'Event Notification' page
  - Select the 'Add New' button
  - Create the Filter Name and add the Filter Description (Keep the description clear so that other AllPay users can easily understand its use)
  - Click the 'Save' button
  - Use the 'Add New' button located in the 'Details' section to build your filter. (Repeat this step until complete)
  - Use the 'Test Filter' button to see a list of employees that are included in the filter
  - Save filter
- d. Complete any addition notification options like:
  - Average Minimum Weekly Hours
- e. Select the Email Frequency How often the notification will send results
- f. Select the preferred 'Email Server' AllPay can be configured to route email communication through your company email system. Your Email server options are configured using the 'Mail Server Setup' page located to the left of the 'Event Notification' page. These setting can be completed by your company's email administrator. When left blank emails will be sent from AllPay using the address of <u>reply@alliancepayroll.com</u>.
- g. Edit Message You can edit the content of the notification message by clicking on the 'Edit Message Template' button
- h. Click the 'Save' button to complete setup



## How do I determine my full-time equivalent total?

- 1. Login to AllPay
- 2. Go to the Reports Module
- 3. Select the Exports page



- 4. Click on the 'Add New' button
- 5. Select 'ACA Full Time Equivalent Calculation'

Add New Rep	ort				$\mathbf{X}$
Export ID	Export Title				
ADO 101K	ABG 401k File		1		
ACA FTE	ACA Full Time Equivalent Ca	lculation			
ACASafeHarbor	ACA Sufe Harbor				
AccrActivityExp	Accrual Activity Export	ACA Full Ti	me Equiv	alent Calculation	
AccrAuditExp	Time Off Audit			Search	
AccrBalanceExp	Accrual Balance Export			Gearch	
ADP 40 1kExp	ADP 401k Export		Export ID		
ADPESA	ADP FSA File		Title		
ADPTaxCreditLoca	tio: ADP Tax Credit Location File				
ADPTaxCreditPayn	oll ADP Tax Credit Payroll File	$\rightarrow$	Save	Cancel	

- 6. Click 'Save'
- 7. Select this report from your report list
- 8. Click the 'Properties' icon

	Save Add New Copy To	Cancel			
	Per Page 10 V Search V	0,			
Export ID	Title	Sub Title	7		
ACA FTE	ACA Full Time Equivalent Calculation			0	◀

9. Adjust your date range

Current Month Current Quarter Current Year	Current Date				
Current Quarter	Current Month				
Current Year	Current Quarte	r			
- content real	Current Year				

- 10. Click Save & Run
- 11. The report will display your FTE totals for each month and date range

]	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	Jun 2014
1 Number of salary employees	0	0	0	0	0	0	0	0	0
2 # of hourly employees working at least 120 hours	0	6	7	6	6	7	6	0	6
3 All other hourly hours	580.35	185.79	116.20	141.15	200.47	105.71	156.06	650.55	217.11
4 Line 3 divided by 120	4.84	1.55	0.97	1.18	1.67	0.88	1.30	5.42	1.81
5 Total hourly FTEs (line 2 + line 4)	4.84	7.55	7.97	7.18	7.67	7.88	7.30	5.42	7.81
6 Total FTEs (line 1 + line 5)	4.84	7.55	7.97	7.18	7.67	7.88	7.30	5.42	7.81
	All Months								
7 9 Month Total	63.62								
8 Average Monthly FTEs (line 7 Divided By 9)	7								



## How do I create a new Employee Group?

Employee Groups are defined with Employee Filters. If you need to create a new Employee Filter do the following:

- 1. Go to the Company module
- 2. Click the 'Application Configuration' button
- 3. Select the 'Employee Filter' page
- 4. Select the 'Add New' button
- 5. Create the Filter Name and add the Filter Description (Keep the description clear so that other AllPay users can easily understand its use)
- 6. Click the 'Save' button
- 7. Use the 'Add New' button located in the 'Details' section to build your filter. (Repeat this step until complete)
- 8. Use the 'Test Filter' button to see a list of employees that are included in the filter
- 9. Save filter
- 10. You will need to log out and then log back into AllPay before you will see the filter as an option in the Employee Group field

## How do I copy my ACA settings to additional AllPay accounts?

You will use the 'Copy To' function to copy ACA Hours of Service and Measurement Period settings. If your business falls into the Common Ownership rules you will need to go to each AllPay account to manage the Ownership Aggregation Setup.

# How do I copy my ACA Measurement Period and Cost settings to additional AllPay accounts?

- 1. Go to the 'ACA Measurement Period Setup' page
- 2. Select the record to be copied
- 3. Click the 'Copy To' button
- 4. Click the 'Select Companies' tab and check the companies you're copying to Copy Company Code Groups

Select Codes	Select Companies	Related Objects	
<ul> <li>Select All</li> <li>DemoBC</li> <li>DemoRS</li> </ul>	<ul> <li>DemoCM</li> <li>DemoTS</li> </ul>	DemoDP     RAC	DemoDS     DemoHorne
<ul> <li>Do not overwrite e</li> <li>Preview copy only</li> </ul>	existing codes in the des	stination company(s).	
Copy Cancel			

- 5. Click the 'Related Objects' tab and select any additional items to include in the copy
- 6. With the 'Preview copy only' box selected, click the 'Copy' button
- 7. Download and review the preview message from the Recent Job screen
- To copy these settings, uncheck the 'Preview copy only' box and click the 'Copy' button
- 9. The Measurement Period and Cost settings have now been copied over to your selected AllPay accounts



 You will need to go to each company and click the 'Begin Period Calculation' button to activate the settings (Be sure to check your ACA Hours Setup and Ownership Aggregation before activating)

## How do I copy my ACA Hours of Service settings to additional AllPay accounts?

(Your companies must use the same earnings codes)

- 1. Go to the Company module
- 2. Click the 'Company Setup' button
- 3. Select the 'Code Groups' page
- 4. Select 'ACA Earns' from the list

			Code Group	5	
		Save /	Add New Copy T	o Cancel	
Per Page 1	• 0	Search	•	🔍 Page 1 🔻 🕨 🌶	
Code Group 🔺			Desci	iption	
40 1K	401	(Group			9
ACA Earns	Hour	s for determ	nining Average Hours f	or ACA Purposes	0

- 5. Click the 'Copy To' button
- 6. Click the 'Select Companies' tab and check the companies you're copying to Copy Company Code Groups



- 7. Click the 'Related Objects' tab and select any additional items to include in the copy
- 8. With the 'Preview copy only' box selected, click the 'Copy' button
- 9. Download and review the preview message from the Recent Job screen
- To copy these settings uncheck the 'Preview copy only' box and click the 'Copy' button
- 11. The ACA Hours have now been copied over to your selected AllPay accounts

## What if I need assistance with my ACA Setup?

Please send an email to <u>ACA@alliancepayroll.com</u> and we will be glad to assign you an ACA coach.

