

# How to Run ACA Penalty Report

An **ACA Penalty Report** is run prior to approving forms and transmitting data to the IRS. This report identifies items that may be considered as failures to meet ACA requirements.

1. Select **Reports** on side toolbar of the Main Page

Data & Tools ^

Reports

Billing

Data

2. Select **Available Reports** on the left toolbar and then **ACA Monitoring Report**

ACA Monitoring Report

An easily customizable report

3. Uncheck **Gaining FT Status** and **Losing FT Status and Coverage**. Leave **1095-C Penalties**. Ensure you are on the correct Reporting Year

## Reporting Tabs




Gaining FT Status

Losing FT Status and Coverage

1095-C Penalties

Reporting Year:

2016

4. Select your specific criteria

## View or Export ACA Monitoring Report

Show Test Subscriber

### Subscriber Fields

ACA\_DAYS  
ACA\_FEIN  
ACA\_HOURS  
ACA\_Hours\_Category\_Type  
ACA\_MarketLink\_Client\_ID  
ACA\_Payrate  
ACA\_Payrol\_Ends\_On  
ACA\_Payrol\_Starts\_On  
ACA\_SEASONAL  
ACA\_UNION  
ACA\_W2\_Box1  
ACA\_W2\_Box1 2015  
Address 1

### Selected Subscriber Fields

First Name  
Last Name  
SSN  
Hire Date  
Termination Date

5. Run the report and select OK to the Pop up

Run Now

Run In Background

Schedule Report

Report Queue

Excel

Run Now

Subscriber Id, Last Name, First Name and SSN are used to identify the individual  
FEIN Name and FEIN identify the Company  
NO\_OFFER, NOT\_MV, BAD\_TIER, UNAFFORDABLE identify possible penalties to the Employer