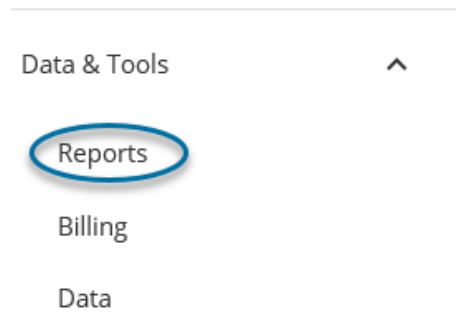


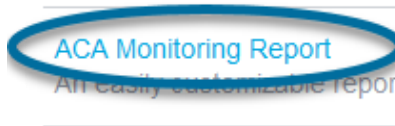
How to Run the ACA Penalty Report

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

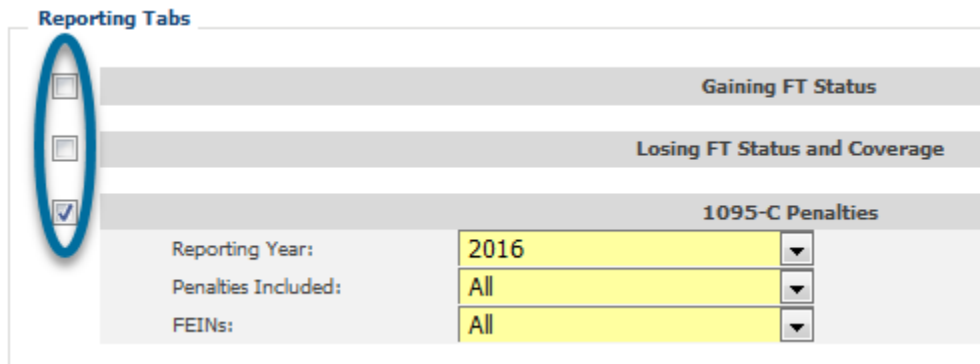
Select **Reports** on side toolbar of the Main Page



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

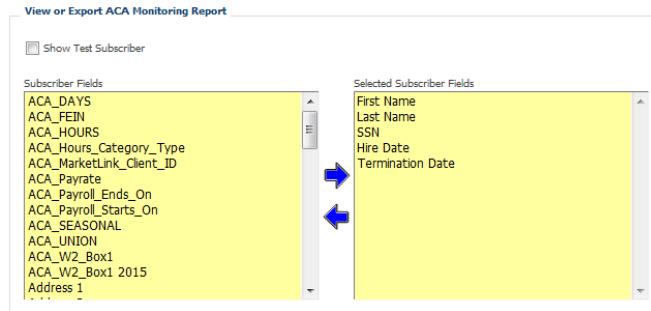


Uncheck **Gaining FT Status** and **Losing FT Status and Coverage**. Leave **1095-C Penalties** checked. Ensure you are on the correct Reporting Year



Select your specific criteria

Last Name, First Name and SSN are typically the default fields used to identify the individual. However, additional fields (such as Employee ID) can be added during this step.



Run the report and select OK to the Pop up

