

ACA Process Flow

Is Your Business An Applicable Large Employer (ALE)?

An employer must first determine if they are an ALE (Applicable Large Employer)

Use the Employer Determination Tool on Payville USA's website

Or

Payville USA can process a custom report FTEE Analysis for determination

FTEE = Full Time Employee Equivalent – those employees working an average of 30 hours per week or 130 hours per calendar month.

If your company is part of a Control Group, all FEIN must be included in the determination



No

You are not required to comply with ACA requirements for year-end forms and filing

Yes

You are required to comply with ACA for year-end forms and filing

Visit http://payvilleusa.com/index.php?option=com_content&view=article&id=117&Itemid=185 to learn more

Discuss key information with the help of your Insurance Provider to complete Payville USA's required documents

Email all documents to ACAinfo@payvilleusa.com or fax to 630-368-9300

Complete Payville USA's ACA Solutions Agreement

Complete Payville USA's Health Care Plan Information document

Payville USA will see that your information is setup properly within your payroll account



Our ACA Solution Package Includes

- ACA Informational Webinars provided by certified human resource professionals
- An HR Support Program online resource
- HR Support Program On Demand (HROD): a 24/7 email and phone service, supported by certified HR Specialists
- An assigned Client Implementation Coordinator to ensure all the necessary information is collected
- A comprehensive suite of ACA Reports
- Full preparation and filing of required 1094/1095 C forms with the IRS