

# What New in Costpoint 7.1.1 People Domain

## 7.1.1 People Enhancements

- Multi-Currency Labor
- Multi-Currency Leave
- Talent Management Integration
- PayChex Integration
- Affordable Care Act Support

# Costpoint 7.1.1

## Multi-Currency Labor

# Overview

- Prerequisites
  - Must be licensed for Multicurrency
- Settings
  - Turn on/off feature
  - Define accrued salary accounts by transaction currency
- Employee
  - Associate currency and rate group to employee
  - Capture rate/salary based on employee currency
  - Ability to maintain via screen or preprocessor
- Pay Types
  - Ability to provide premium amounts in by transaction currency
- Timesheets
  - Timesheets are costed based on employee currency and rate group
- Processing/Reporting
  - Option to include functional and transactional currency info on reports
  - Posts Multicurrency transaction to GL Detail and timesheet history tables

# Settings

- Allows you to enable/disable feature

**Configure Labor Settings** New Delete 1 of 1 Existing

**Employee Options** **Timesheet Options**

☐ Enable Union Functionality

☐ Union Fringe Ceilings by Local

☐ Enable Wage Determination

☐ Enable Batch

☒ Use Standard Rates

Standard Variance ACCOUNT

☒ Use Reference Date in Correcting and Labor-Only timesheets

☒ Allow edit of timesheet line GLC

☒ Allow edit of timesheet Workers' Compensation Code

☒ Require Labor Location

☒ Enable Pay Type restrictions

☒ Enable Multi-Currency Functionality

**Effective Bill Date Options**

Default Effective Bill Date \*

☒ Use Reference Date in Correcting timesheets

**Validation of Labor-Only Timesheets**

☐ Error if Net Hours not equal to zero

☒ Warning if Net Hours not equal to zero

**Salary Proration**

Prorate Calculation Method ☐ Days per Cycle

☒ Do not prorate

☐ Prorate Hired/Terminated Employees only

**Manufacturing Order Timesheet Lines**

Organization Default Method \*

ACCOUNT Validation Method \*

ACCOUNT Default Method \*

**Shop Floor Time**

Correcting Timesheet Date Method

**Functional Currency Timesheet Posting**

Accrued Salaries ACCOUNT \*

[Corporate Labor Settings](#) [Overtime Settings](#) [Additional Accrued Salaries ACCOUNTS by Currency](#)

# Settings

- Define accrued salary accounts by transaction currency

**Configure Labor Settings** [New] [Delete] [1 of 1 Existing]

**Employee Options** | **Timesheet Options**

☐ Validate Social Security Number

Number of Work Hours in the Year \*

Minimum Hourly Rate \*

Number of Months in Review Cycle \*

Work Schedule Default

**Employee Class Validation Method**

☒ Error  
☐ Warning  
☐ No validation

**Timesheet Line Defaults**

Timesheet Cycle

Pay Type

☒ Require Default Workers' Compensation Code

Workers' Compensation

**Additional Accrued Salaries ACCOUNTS by Currency** [New] [Copy] [Delete] [Query]

Transaction Currency *	Transaction Currency Name	Accrued Salaries ACCOUNT *	Accrued Salaries ACCOUNT Name
AOA	Angola Kwanza	02041-AOA	ACCR SALARIED PAY - AOA
ATS	Austrian Schilling	02041-007	ACCRUED SALARIES - ATS
AUD	Australian Dollar	02041-003	ACCR SALARIED PAY - AUD
CAD	Canadian Dollar	02041-002	ACCR SALARIED PAY - CAD
CHF	Swiss Franc	02041-005	ACCRUED SALARIES - CHF
CNY	China Renminbi	02041-006	ACCRUED SALARIES - CNY

Ok

[Corporate Labor Settings](#) [Overtime Settings](#) [Additional Accrued Salaries ACCOUNTS by Currency](#)

# Employees

- Associate currency and rate group to employee
- Hourly/Salary/Annual amounts based on currency
- Maintain via screen or employee preprocessor

The screenshot displays the 'Manage Employee Salary Information' web application. The breadcrumb trail at the top reads: 'Browse Applications > People > Employee > Basic Employee Information > Manage Employee Salary Information'. The main form is titled 'Identification' and includes a search bar for 'Employee'. Below this, the 'Salary Details' section is active, showing tabs for 'Salary Info', 'HR Information', and 'Comments'. The 'Salary Info' tab contains various input fields for salary information, including 'Effective Date', 'End Date', 'Work Hours In Year' (set to 2080), 'Hourly Amount', 'Payroll Salary Amount', 'Annual Amount', 'Percent Of Increase', 'Estimated Annual Hours', 'Standard Hourly Rate', 'Employee Class', 'Employee Type' (set to '-None-'), 'Rate Type' (set to '-None-'), 'FLSA Classification' (set to 'Non-Exempt'), 'Labor Group', 'Labor Location', 'Work Schedule', 'GLC' (set to '\*'), 'PLC', 'Overtime State' (set to '\*'), and 'Time Collection'. At the bottom of the form, the 'Rate Group' and 'Currency' (set to 'USD') fields are highlighted with a red rectangle.

# Pay Types

- Ability to provide premium amounts in by transaction currency

**Identification** New Copy Delete 138 of 181 Existing Table Query

Pay Type Code \* **MU4** Description \* Multicurrency 04 Factor \* 1.4000

**Details**

**Additional Calculations Based on an Amount**

☐ Add pay type amount to timesheet line

☐ Multiply hours times pay type amount

☒ Multiply hours times pay type amount times factor

Amount \* -5.5555

**Employee Eligibility**

☒ Exempt

☒ Non-Exempt

☒ Salaried

**Overtime Premium Recasting**

☐ Eligible for overtime premium recasting

**Identification > Transaction Currency Overrides** New Copy Delete Query

Transaction Currency *	Transaction Currency Name	Override Factor	Additional Calculation Method *	Override Amount
CNY	China Renminbi	1.4000	Multiply hours times pay type amount	100.0000
FRF	French Franc	1.4000	Multiply hours times pay type amount	100.0000
SGD	Singapore Dollar	1.4000	Multiply hours times pay type amount	100.0000

Ok

☐ Severance

☐ Federal-non-taxable sick pay wages

☐ Recalculate this Pay Type

☒ Not applicable (do not include or recalculate)

[Transaction Currency Override](#)



# Timesheet

- Costs timesheets based on employee currency and rate group
- Ability to cost timesheets via screen, preprocessor, or T&E interface

The screenshot displays the 'Manage Timesheets' window in the Deltek software. The 'Identification' section at the top includes fields for Date, Employee, Type (set to Regular), and Sequence (set to 1). Below this, the 'Timesheet Header' tab is active, showing 'Entry Information'. The main area is divided into four sections: 'Hours & Accounting Period', 'Employee Information', 'Timesheet Line Totals', and 'Timesheet Status'. The 'Exchange Rates' dialog box is open, showing 'Transaction Currency' as 'U. S. Dollar' and 'Rate Group' as an empty field. The 'Transaction Currency to Functional Currency Exchange Rate Info' section shows 'Rate Date' as '01/09/2014', 'Rate' as '0.0000000', and 'Trans to Func' as '0.0000000'. The 'Find Rates' button is highlighted. The 'Timesheet Status' section includes checkboxes for 'Leave Computed', 'Payroll Computed', 'Reversal Timesheet', 'Labor Posted', and 'Payroll Posted'. The 'Reference Timesheet Information' section shows 'Reference Date' and 'Reference Sequence' fields. The 'Standard Variance' and 'Prorate' buttons are also visible. The 'Exchange Rates' button in the bottom right corner of the dialog is highlighted. The bottom of the screen shows a table with columns: Line Type, Line Number, Line Date, Project, Account, Organization, Pay Type, Hours, Trans Amount, Labor Cost/Func Amount, and GLC.

Line Type	Line Number	Line Date	Project	Account	Organization	Pay Type	Hours	Trans Amount	Labor Cost/Func Amount	GLC

# Processing\Reporting

- Option to include functional and transactional currency info on reports
- Posts Multicurrency transaction to GL Detail and timesheet history tables

# Costpoint 7.1.1

## Multi-Currency Leave

# Overview

- Prerequisites
  - Must be licensed for Multicurrency
- Settings
  - Control how currency and exchange rate is determined for accruals
  - Allow configuration of monthly block grant with different leave cycle
  - Define Leave Type accrued salary accounts by transaction currency
- Initialization
  - Ability to set beginning balances based on transaction currency
- Processing\Reporting
  - Compute leave based on employee currency
  - Multicurrency posting to GL detail and leave history tables
  - Display transactional amounts on reports
- International
  - Provide ability to provide T&E with leave balance and accruals in days
  - Ability to do monthly block grant when leave cycle not monthly

# Settings

- Configure whether the currency and exchange rate shall be based on the first or last day of the leave period.
- Needed if employee currency changes during leave period

**Leave Options**

**Default Leave Cycle**

Default Leave Cycle

☐ Export Paid-Out Leave to Deltek Time and Expense

**Months of Service Calculation**

☒ Leave Period Start Date

☐ Leave Period End Date

**Leave Payout: Final Accrual Validation Type**

☐ Require Final Leave Period Accrual

☒ Warn if Final Leave Period Accrual Not Computed

☐ No Validation

**Posting Methods**

**Deferred Leave Posting Method**

☒ Accrued

☐ Available

**Leave Posting Method**

☒ Accrual to Balance Sheet Level of Home Org and Expense to Home Organization

☐ Accrual and Expense to Home Organization

☐ Accrual and Expense to Balance Sheet Level of Home Organization

**Leave Statement Line Number Description**

	Short Desc		Short Desc		Short Desc		Short Desc
Line 1	<input type="text" value="Vac"/> <input type="text" value="Vacation"/>	Line 3	<input type="text" value="Pers"/> <input type="text" value="Personal"/>	Line 5	<input type="text" value="Jury"/> <input type="text" value="Jury Duty"/>	Line 7	<input type="text" value="FMLA"/> <input type="text" value="FMLA"/>
Line 2	<input type="text" value="Sick"/> <input type="text" value="Sick"/>	Line 4	<input type="text" value="Hol"/> <input type="text" value="Holiday"/>	Line 6	<input type="text" value="Mil"/> <input type="text" value="Military"/>	Line 8	<input type="text" value="REGR"/> <input type="text" value="regression"/>

**Monthly Block-Grant Option**

Accrual Date Basis ☒ First day of month

☐ Last day of month

**Reconcile Leave Balances**

Reconciliation Method ☒ Employee

☐ Account

**Multi-Currency**

Date Basis ☒ First day of leave period

☐ Last day of leave period

# Settings

- Define leave accrual accounts by transaction currency
- Accrual accounts must be unique across currencies
- Expense Accounts can be duplicated

The screenshot shows the 'Manage Leave Types' application window. The 'Identification' section shows 'Leave Type Code' as 'AVAC' and 'Description' as 'Vacation'. The 'Details' section includes 'Short Description' as 'Vacation', 'Track Leave' set to 'Hours', 'Statement Sort' as '3', 'FMLA Leave Type' as an empty field, and 'Transaction Currency' as 'USD' (highlighted with a red box). The 'Leave Balance Ceiling' section shows 'Ceiling Method' as 'Year' and 'Year Option' as 'Anniversary'. The 'Handling of Excess Leave' section has a checkbox for 'Transfer balance in excess of year ceiling'. The 'Leave Payout' section has a checkbox for 'Pay balance upon termination'. The 'Expense Account' is 'VAC0E', 'Expense Project' is empty, 'Accrual Account' is 'VAC0A', and 'Accrual Project' is empty. The 'Leave Balance Floor' section shows 'Leave Balance Floor' as '0.00' and 'Floor Edit' set to 'No validation'. The 'Additional Transaction Currencies' table is empty.

Transaction Currency *	Transaction Currency Name	Expense Account *	Expense Project	Accrual Account
------------------------	---------------------------	-------------------	-----------------	-----------------

# Initialization

- Ability to enter transaction amounts for accrued leave, deferred leave, and lost leave for an employee's Leave Year beginning balances.

★ 1 Browse Applications People > Employee > Employee Leave Information > **Manage Leave Beginning Balances**

➔ **Identification** New Copy ▼ Delete 1 of 1 New Table Query ▼

Employee \*

**Leave Details**

Leave Type  
Leave Type \*  ☐ Leave Payout Leave  
Leave Year \*

**Beginning Balances**

Hours	<input type="text"/>	Deferred Hours	<input type="text"/>	Lost Hours	<input type="text"/>
Transaction Amount	<input type="text"/>	Deferred Transaction Amount	<input type="text"/>	Lost Transaction Amount	<input type="text"/>
Amount	<input type="text"/>	Deferred Amount	<input type="text"/>	Lost Amount	<input type="text"/>

**Balance Transfer Information**

New Leave Type  ☐ Leave Type Transferred  
New Leave Code   
Leave Period End Date

[Exchange Rates](#)

# Processing\Reporting – Accrual

- When leave is computed for the employee, the transaction amount will be based on the accrual rules set up for the Leave Type
- The Exchange Rate will be based on the employee's Currency & Rate Group as of the first or last day of the leave period being computed.
- After computing, leave accruals can be reviewed in the Manage Leave Edit Table screen or by running the Leave Accrual Report

The screenshot shows the 'Compute Leave Accruals' window. At the top, there is a breadcrumb trail: 'People > Leave > Leave Processing > Compute Leave Accruals'. Below this is a toolbar with buttons for 'New', 'Copy', 'Delete', and navigation arrows. A status bar indicates '1 of 1 New'. The main area is divided into three sections: 'Identification' with fields for 'Parameter ID' and 'Description'; 'Selection Ranges' with fields for 'Leave Cycle' (set to 'One'), 'Range', 'Start', 'Leave Period End Date', and 'Standard Leave Hours'; and 'Options' with a checked checkbox for 'All Employees'. A 'Compute Leave Accrual' button is located at the bottom right.

Identification	
Parameter ID *	
Description *	

Selection Ranges	
Leave Cycle *	One
Range	
Start	
Leave Period End Date	
Standard Leave Hours	

Options	
<input checked="" type="checkbox"/>	All Employees

Compute Leave Accrual



# Processing\Reporting – Posting

- Accrued leave will be posted to the General Ledger, Employee Balances, and Employee Leave History tables
- Any edits or corrections to posted leave will need to be done through manual entry of the adjustments into the Leave Edit table
- Used leave is entered on timesheets and will therefore be posted in the Post Timesheets application

★ 4 Browse Applications People > Leave > Leave Processing > Compute Leave Accruals

➔ Identification New Copy Delete 1 of 1 New Table Query X

Parameter ID \* Description \*

Selection Ranges

	Range	Start		
Leave Cycle *	One		Leave Period End Date	Standard Leave Hours

Options

☒ All Employees

Compute Leave Accrual

# Processing\Reporting – Gain\Loss

- Unrealized and Realized Gains and Losses
  - This existing application can be used to calculate the unrealized gain/loss on the value of the Leave Accrual liability account
  - Users will need to do their own entries each month to revalue the beginning fiscal year balance for Accrued Leave (and any other balance sheet accounts revalued by that G/L process)
  - The Month-End Revaluation Entry is a reversing JE, so will be reversed in following period, and therefore have no lasting effect. A new revaluation will be done in the following month.
  - Upon posting used leave, the realized gain or loss will be determined based on the average exchange rate for the employee's leave balance. The average exchange rate is the average rate applied to the beginning balance and the accrued leave or the deferred leave.

# Processing\Reporting - Transfers

- The necessity to transfer leave balances can arise from any one or more of the following:
  - Employee's Home Organization changes, causing the need for transfer of his leave liability
  - Employee's Currency changes, causing the need to transfer the liability to a new Account/Organization
  - Employee's Leave Type changes, causing the need to transfer the liability to a new Account/Organization. An employee's Leave Type may change if the client opts to limit Costpoint setup to one Transaction Currency per Leave Type. If the employee's Currency changes, the Leave Type must also change.
  - Used leave is posted via a correcting timesheet, where the timesheet's Currency is not the same as the employee's current Currency. The new Account/Organization liability will need to be adjusted

# Internationalization – Block Grant

- Allow the client to specify whether the accrual shall be calculated on the first day of every month or the last day of every month (Only applies if not month leave cycle)

Leave Options

Default Leave Cycle

Default Leave Cycle

☐ Export Paid-Out Leave to Deltek Time and Expense

Months of Service Calculation

☒ Leave Period Start Date

☐ Leave Period End Date

Leave Payout: Final Accrual Validation Type

☐ Require Final Leave Period Accrual

☒ Warn if Final Leave Period Accrual Not Computed

☐ No Validation

Posting Methods

Deferred Leave Posting Method

☒ Accrued

☐ Available

Leave Posting Method

☒ Accrual to Balance Sheet Level of Home Org and Expense to Home Organization

☐ Accrual and Expense to Home Organization

☐ Accrual and Expense to Balance Sheet Level of Home Organization

Leave Statement Line Number Description

Short Desc	Short Desc	Short Desc	Short Desc
Line 1 <input type="text" value="Vac"/> <input type="text" value="Vacation"/>	Line 3 <input type="text" value="Pers"/> <input type="text" value="Personal"/>	Line 5 <input type="text" value="Jury"/> <input type="text" value="Jury Duty"/>	Line 7 <input type="text" value="FMLA"/> <input type="text" value="FMLA"/>
Line 2 <input type="text" value="Sick"/> <input type="text" value="Sick"/>	Line 4 <input type="text" value="Hol"/> <input type="text" value="Holiday"/>	Line 6 <input type="text" value="Mil"/> <input type="text" value="Military"/>	Line 8 <input type="text" value="REGR"/> <input type="text" value="regression"/>

Monthly Block-Grant Option

Accrual Date Basis ☒ First day of month

☐ Last day of month

Reconcile Leave Balances

Reconciliation Method ☒ Employee

☐ Account

Multi-Currency

Date Basis ☒ First day of leave period

☐ Last day of leave period

# Internationalization – Work Days

- Add the ability to specify the number of leave hours which constitute one day of leave

★ [2] Browse Applications | People > Leave > Leave Controls > **Manage Leave Codes**

Identification New Copy ▼ Delete 1 of 1 New Table Query ▾

Leave Code \*  Description \*

Options

Leave Type \*

Payout Leave Code

☐ Include Negative Balances in Leave Year Carryover

☐ Report Leave to Employee in Days

Hours in Leave Day

Basis for Leave Deferral

☒ Hire Date

☐ Leave Hire Date

Days to Defer Leave Usage

Leave Based on Hours Worked

Leave Modifier

☐ Based Hours Worked on Eligible Labor Locations

[Eligible Labor Locations](#) [Leave Table Details](#)

Leave Table Details New Copy ▼ Delete Form

<input checked="" type="checkbox"/>	Months of Service *	Compute Method *	Unit of Hours	Annual (C) Block Grant Date	One-Time (D) Block Grant Date	Accrual Rate *	Leave Period Ceiling *	Year Ceiling *

Ok

# Costpoint 7.1.1

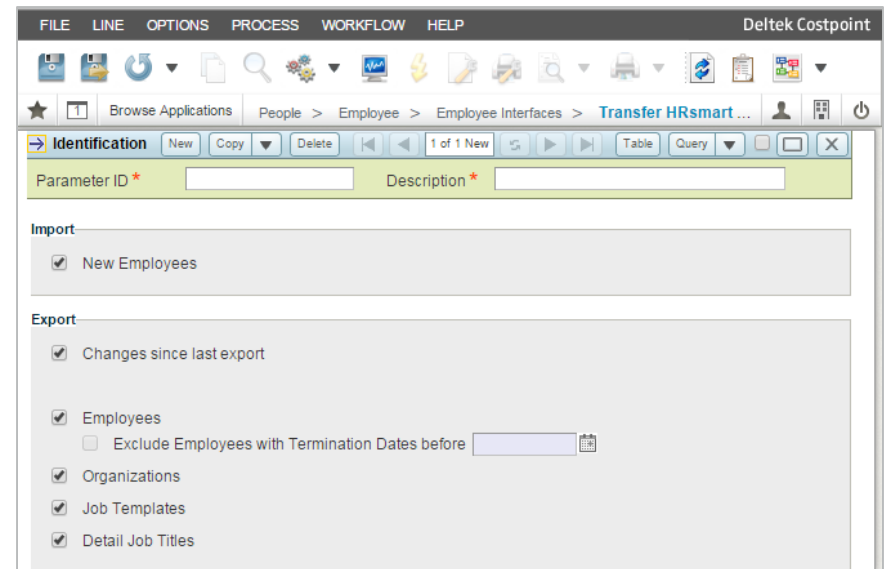
**Deltek** Know more.  
Do more.™

**Talent Management  
Integration**

The background of the slide features a series of overlapping, semi-transparent geometric shapes in various shades of blue. These shapes, which include triangles and polygons, are arranged to create a sense of depth and movement, resembling a stylized mountain range or a series of steps. The overall aesthetic is clean and modern, with a professional feel.

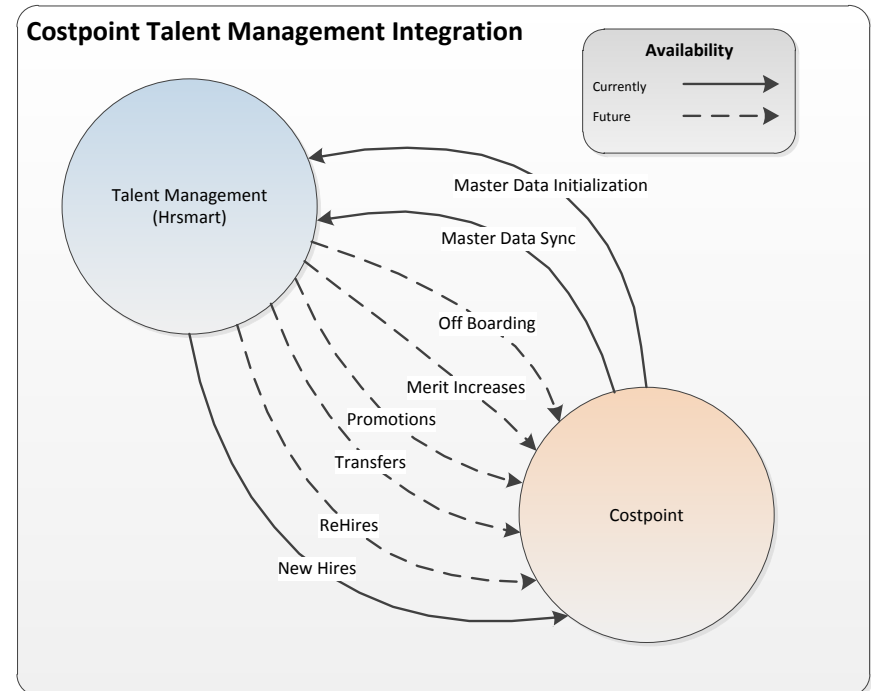
# Overview

- Current Integration – Talent Acquisition
  - Bi Directional
  - Automate New Hire process
- Prerequisites
  - Deltek Costpoint 7.0.1 or 7.1.1
  - Deltek Talent Acquisition
  - Supports Costpoint on premise and SaaS (Foundations and Essentials)
  - Employee Self Service (ESS) is optional



# Integration Use Cases

- Costpoint to HRsmart
  - Master Data Initialization
  - Master Data Synchronization
- HRsmart to Costpoint
  - New Hires (Currently Available)
  - Rehires (Future)
  - Transfers (Future)
  - Promotions (Future)
  - Merit Increases (Future)
  - Off Boarding (Future)



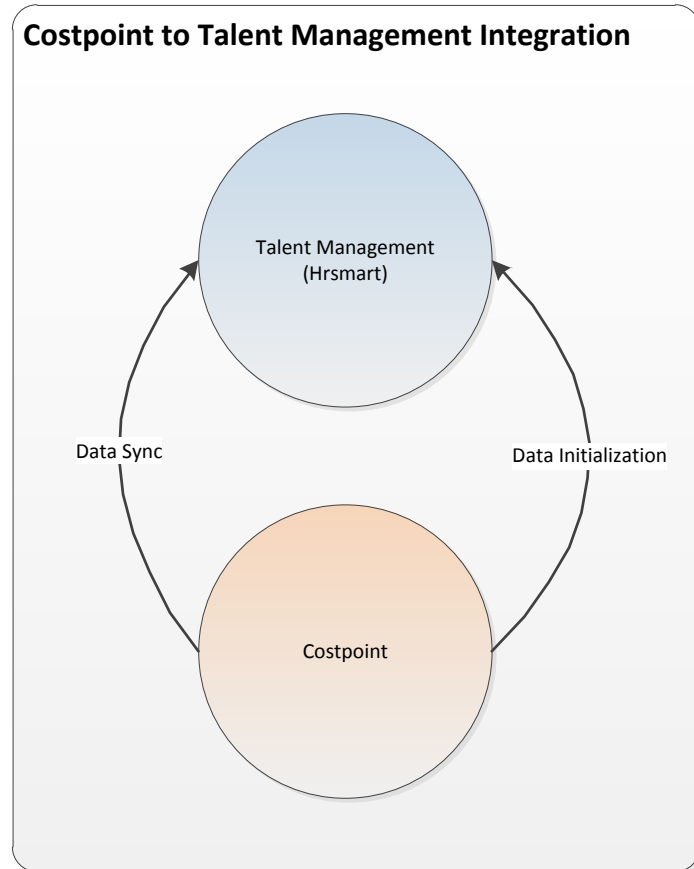


# Costpoint → Talent Management

Integration

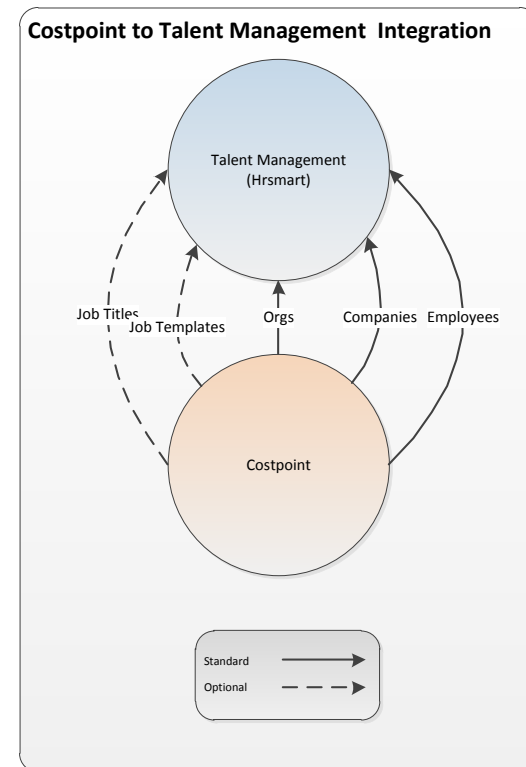
# Overview

- Integration Types
  - Data Initialization (Data Dump)
  - Data Synchronization (Changes Only)
- Integration Execution
  - Execute on Demand
  - Scheduled
- Integration Method
  - New Costpoint App that Utilizes Talent Management API



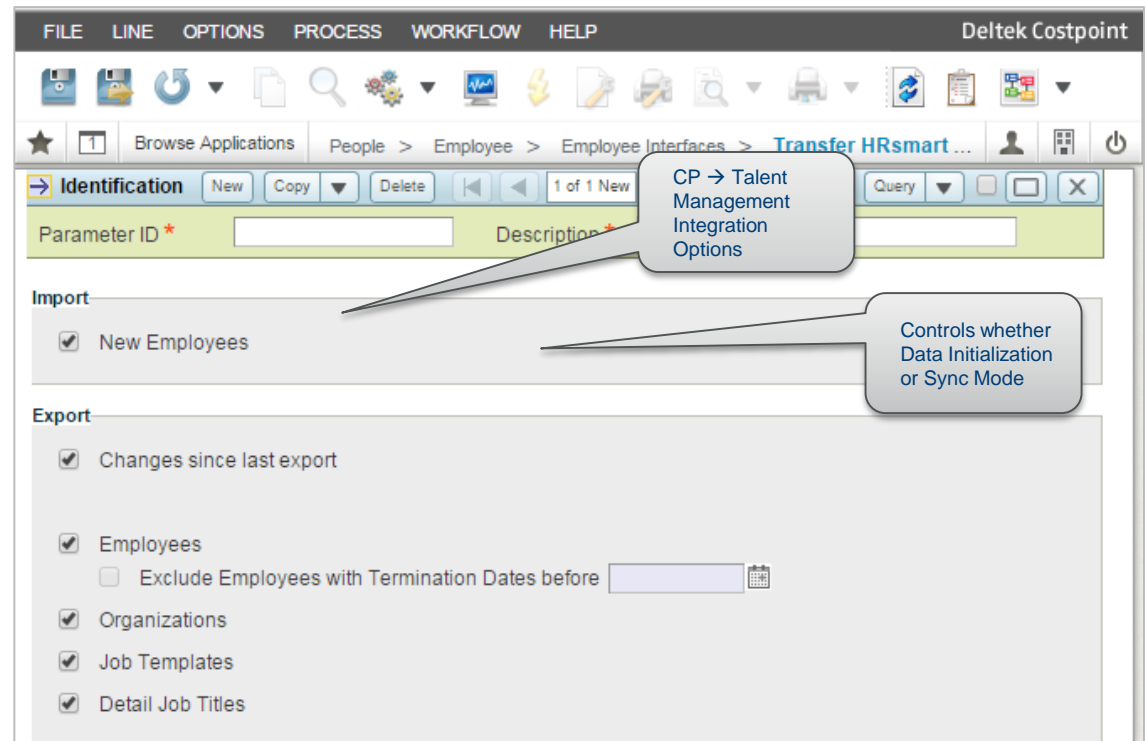
# Data Mapping

- Data Mapping (CP to Talent Management)
  - Employees → Users
  - Company/Orgs → Company/Division/Department
  - Detail Job Titles → Job Profiles
  - Job Template → Job Template
- Job Templates provides additional employee defaulting options
- Job Titles only available if client has Costpoint HR



# Talent Management Integration Application

- Transfer Talent Management Data (EMPHRSDAT) (New Application)
- Execute on Demand or Scheduled

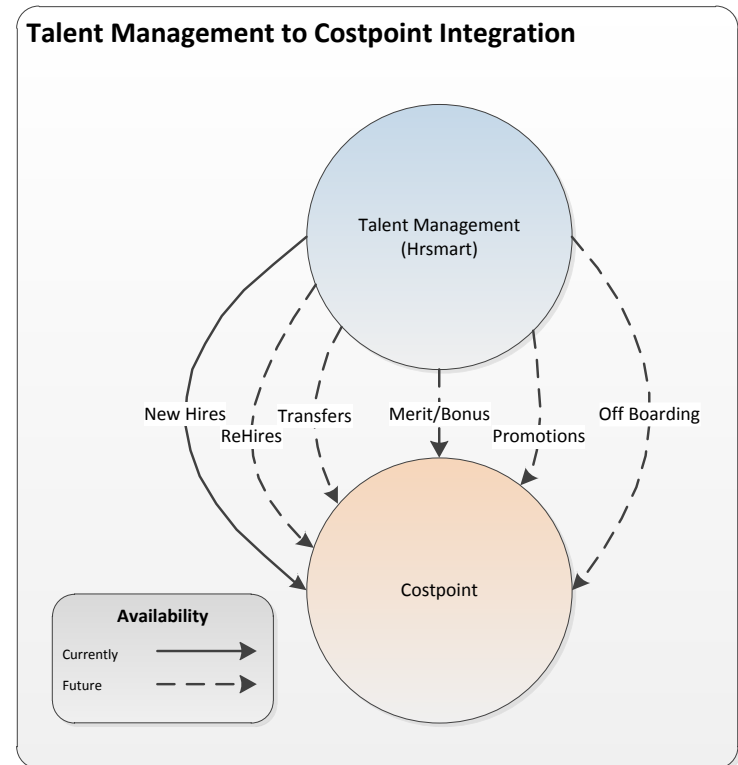


# Talent Management to Costpoint

## Integration

# Overview

- Automatically Creates New Hires in Costpoint
- Integration Execution
  - Execute on Demand
  - Scheduled
- Integration Method
  - New Costpoint App that Utilizes HRsmart API
- Future
  - Re-Hires
  - Transfers (Internal Candidates)
  - Merit Increase/Bonus
  - Promotions
  - Off Boarding



# Talent Management Integration Application

- Transfer Talent Management Data (EMPHRSDAT) (New Application)
- Execute on Demand or Scheduled

The screenshot shows the 'Talent Management Integration Options' window in the Deltek Costpoint application. The window has a menu bar (FILE, LINE, OPTIONS, PROCESS, WORKFLOW, HELP) and a toolbar with various icons. The breadcrumb navigation shows 'People > Employee > Employee Interfaces > Transfer HRsmart...'. The main area is divided into 'Import' and 'Export' sections. In the 'Import' section, the 'New Employees' checkbox is checked. In the 'Export' section, 'Changes since last export', 'Employees', 'Organizations', 'Job Templates', and 'Detail Job Titles' are all checked. There is an unchecked checkbox for 'Exclude Employees with Termination Dates before' followed by a date picker. A callout box points to the 'New Employees' checkbox with the text 'Talent Mgmt → Costpoint Integration Options'.

FILE LINE OPTIONS PROCESS WORKFLOW HELP Deltek Costpoint

Browse Applications People > Employee > Employee Interfaces > Transfer HRsmart...

Identification New Copy Delete 1 of 1 New Table Query

Parameter ID \* Description \*

Import

☒ New Employees

Export

☒ Changes since last export

☒ Employees

☐ Exclude Employees with Termination Dates before

☒ Organizations

☒ Job Templates

☒ Detail Job Titles

Talent Mgmt → Costpoint Integration Options

# Costpoint 7.1.1

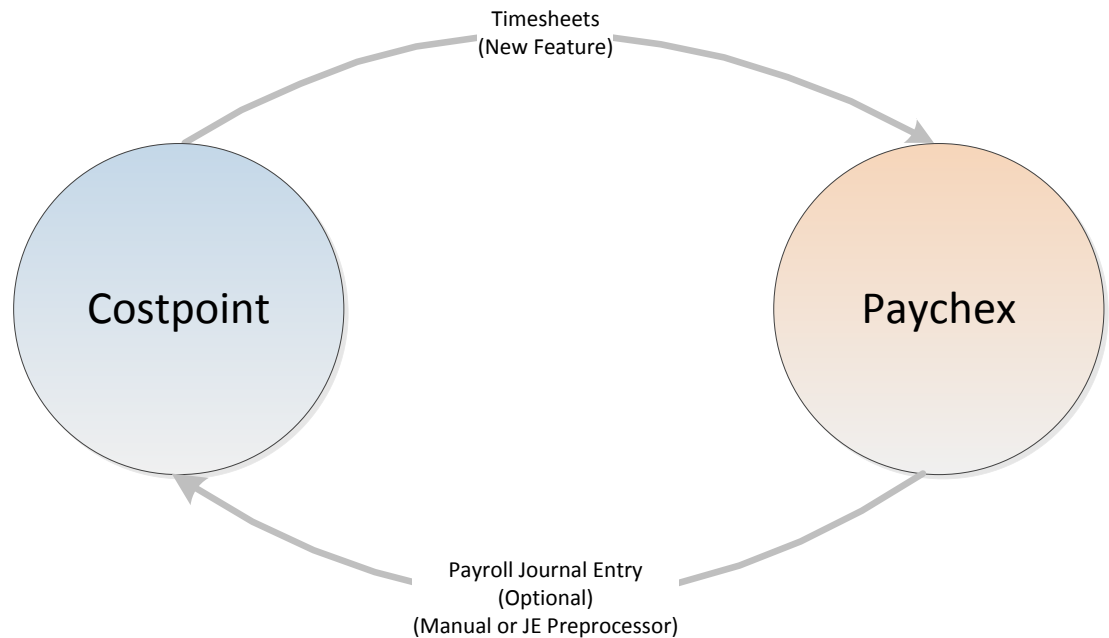
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## Paychex Integration



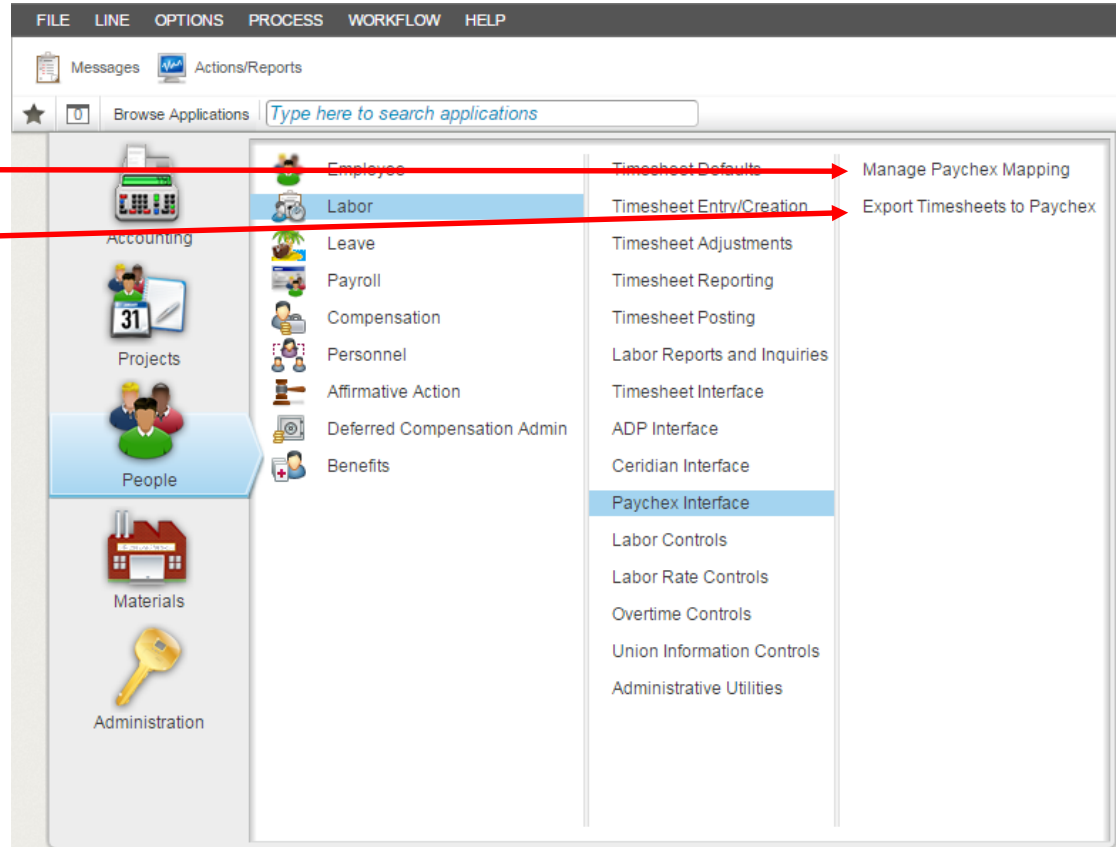
# Overview

- Scope
  - Feature provides ability to export labor activity (timesheet data) from Costpoint to Paychex for payroll processing
- Note
  - Very similar functionality as ADP timesheet interface
  - Paychex can assist clients with creation of journal entry that matches Costpoint JE preprocessor layout
  - Feature is not licensed

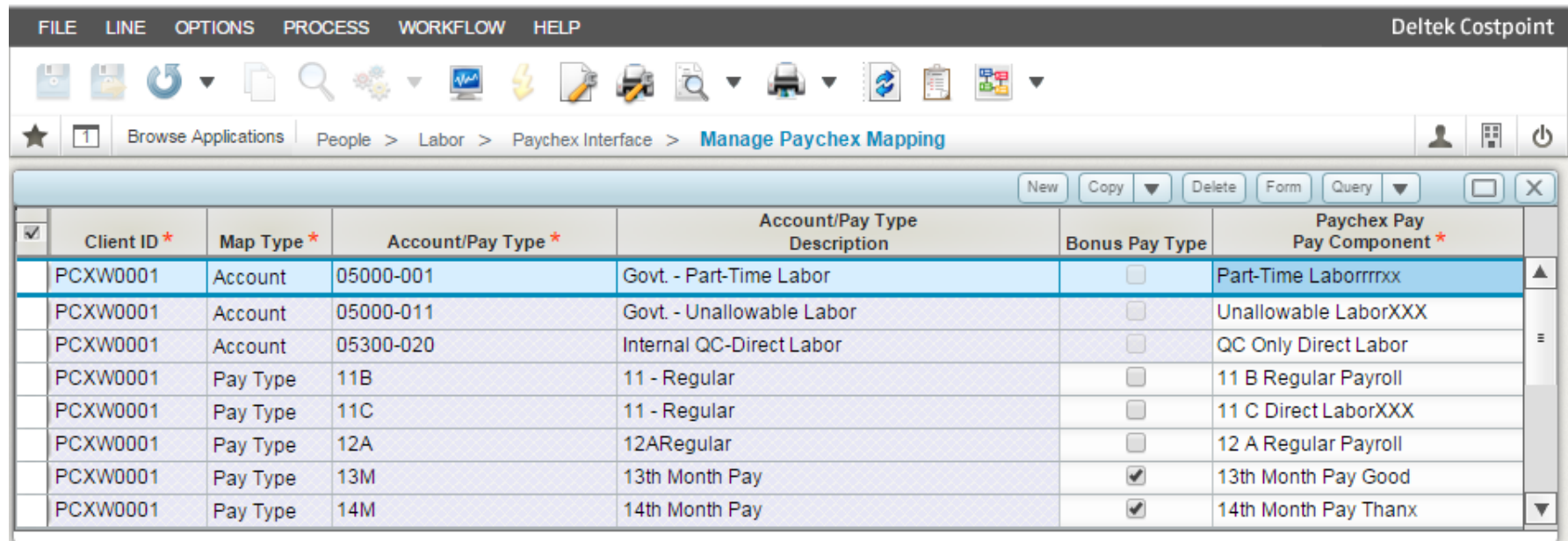


# Feature Walkthrough

- Feature consists of two applications:
  - Configuration
  - Export



# Feature Walkthrough - Configuration



Deltek Costpoint

FILE LINE OPTIONS PROCESS WORKFLOW HELP

★ 1 Browse Applications People > Labor > Paychex Interface > Manage Paychex Mapping

New Copy Delete Form Query

Client ID *	Map Type *	Account/Pay Type *	Account/Pay Type Description	Bonus Pay Type	Paychex Pay Pay Component *
PCXW0001	Account	05000-001	Govt. - Part-Time Labor	<input type="checkbox"/>	Part-Time Laborrrrxx
PCXW0001	Account	05000-011	Govt. - Unallowable Labor	<input type="checkbox"/>	Unallowable LaborXXX
PCXW0001	Account	05300-020	Internal QC-Direct Labor	<input type="checkbox"/>	QC Only Direct Labor
PCXW0001	Pay Type	11B	11 - Regular	<input type="checkbox"/>	11 B Regular Payroll
PCXW0001	Pay Type	11C	11 - Regular	<input type="checkbox"/>	11 C Direct LaborXXX
PCXW0001	Pay Type	12A	12ARegular	<input type="checkbox"/>	12 A Regular Payroll
PCXW0001	Pay Type	13M	13th Month Pay	<input checked="" type="checkbox"/>	13th Month Pay Good
PCXW0001	Pay Type	14M	14th Month Pay	<input checked="" type="checkbox"/>	14th Month Pay Thanx

- Provides ability to map Costpoint pay types or accounts to Paychex pay component (Earnings codes)
- Ability to support clients with multiple Paychex Client IDs

# Feature Walkthrough - Export

- Provides ability to generate ASCII files based on official Paychex layout
- Ability to filter by
  - Paychex Client ID
  - Timesheet Cycle
  - Timesheet Dates
  - Regular vs Bonus

The screenshot shows the 'Export Timesheets to Paychex' window in the Deltek Costpoint application. The window has a menu bar (FILE, LINE, OPTIONS, PROCESS, WORKFLOW, HELP) and a toolbar with icons for Save, Save & Continue, Refresh, Clone, Execute, Default Action, Actions/Reports, Page Setup, and Print Options. The breadcrumb trail is: People > Labor > Paychex Interface > Export Timesheets to Paychex. The window is divided into several sections:

- Identification:** Contains fields for 'Parameter ID' and 'Description'.
- Selection Ranges:** Contains a table with columns 'Options', 'Start', and 'End'.

	Options	Start	End
Timesheet Cycle	One		
Timesheet Dates	Range		
- Options:** Contains a 'Client ID' field and four checkboxes:
  - ☐ Set Payroll Computed/Posted Flag
  - ☐ Create Separate Check for Bonus Timesheets
  - ☐ Include Correcting Timesheets
  - ☐ Send Timesheet W/H State as Override State
- Generate:** Contains fields for 'File Name' and 'File Location'.

# Implementation Considerations

- With the mapping being based on account or pay type to Paychex pay component it will need to be determined how you will accomplish the mapping.
- The mapping allows for both account and pay type mapping. For example you may want to map leave charges based on account and other charges based on pay type.
- Like ADP interface, the Paychex interface will pick up the employee ID from one of two sources. If a Payroll Service ID is tied to the employee, interface will use it. If there is not one, it will use the CP employee ID. See integration mapping for further information

# Integration Mapping

Paychex Field	Column	Description	Costpoint Source
Client ID*	1	Alphanumeric Must match the Client ID of the client that the user is logged into while performing the import.	Specified Client ID in the screen
Worker ID*	2	Alphanumeric - used as identifiable info for pay entry	[LDMEINFO]Payroll Service ID (if not blank)  Otherwise, the first 10 characters of employee ID ([LDMEINFO]Employee)
Org	3	Based on 10 level maximum, 6 characters maximum per level Pipe delimited Ex. 246856 2543 26487 2485 (can have up to 60 digits only based on number of org units)	Empty
Job Number	4	Valid Values: all active job numbers set up on the client	Empty
Pay Component*	5	Must be the custom name of an active pay component as it is set up on the client - case sensitive.	Determine the [AOMPYCHX] Pay Component based from the [AOMPYCHX] Account / Pay Type Mapping of the <b>Client ID</b> .  Account take precedence over pay type, meaning the pay component of the account will be used if there is a match for both account and pay type.
Rate	6	Range = 0.0001 <= 9999.9999 Overrides any loaded rate or rate # for the earning, if one exists. An earning can include only one of the following: Rate, Rate#, or Amount.	Empty

# Integration Mapping (Continued)

Paychex Field	Column	Description	Costpoint Source
Rate #	7	Denotes which loaded pay rate # to use for the earning. Valid Values - 1, 2, 3, 4, 5, 6 Overrides any default rate # or rate for the earning, if one exists. 6 = 0.00 Track Memo Hours	Empty
Hours	8	Range = -999.99 through 999.99 An Earning can include either Hours or Units, not both.	[LDMTIME]Hours  NULL: If hours is 0.00 and [LDMTIME]Pay Type is Cost Only [LDMPAYTP]Pay Type = Cost-only
Units	9	Range = -999,999 through 999,999	Empty
Line Date	10	mm/dd/yyyy Only valid for earnings type pay components.	Empty
Amount	11	Range = -9999999999.99 through 9999999999.99	[LDMTIME]Labor Cost Where <b>Hours</b> NULL  Otherwise NULL  Send amount only if timesheet line pay type is Cost-only.

# Integration Mapping (Continued)

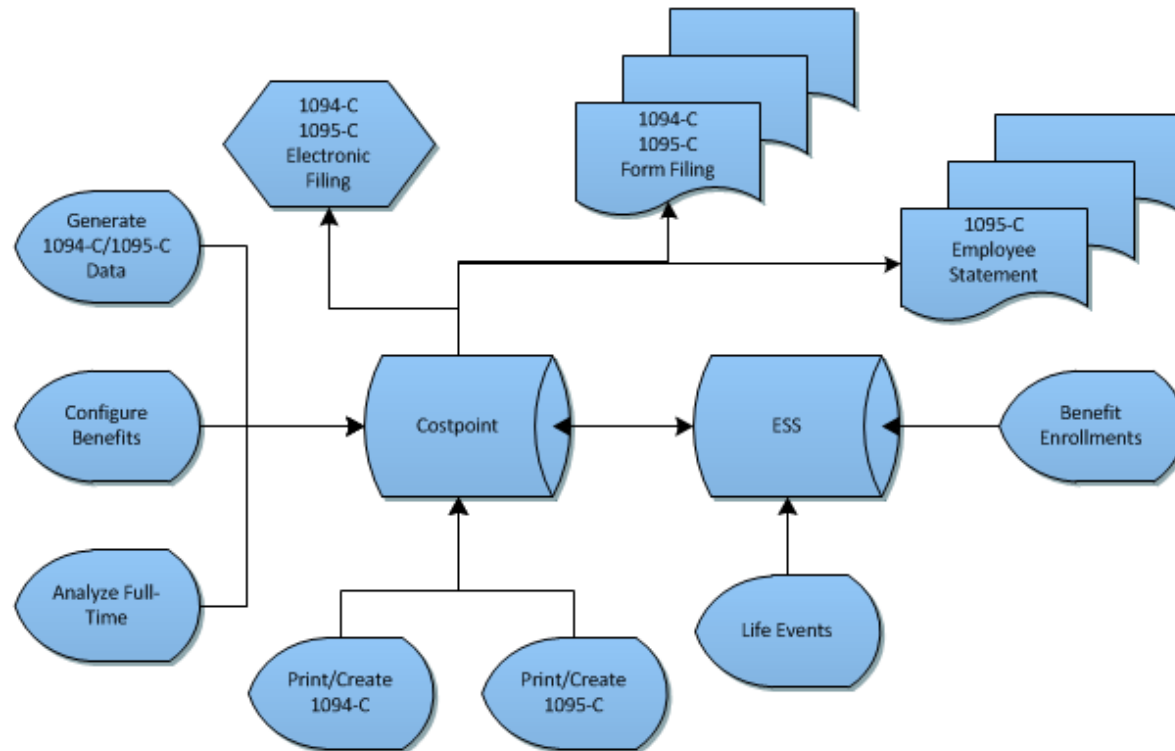
Paychex Field	Column	Description	Costpoint Source
Check	12	Valid Values: 1-99	<p>'2' if Create Separate Check for Bonus Timesheets is selected <u>and</u> at least one of the following is true:  Timesheet type is Bonus where this timesheet line belongs to  [LDMTIME]Type = Bonus</p> <p>The mapping of pay type in for this Pay Component is  flagged as bonus in [AOMPYCHX]  [AOMPYCHX]Bonus is selected</p> <p>Otherwise '1'</p>
Override State	13	Valid 2 Digit State Code Must be set up on the worker.	<p>[LDMTIME]W/H State  Where Send Timesheet W/H State as Override State option is selected</p> <p>Otherwise NULL</p>
Override Local	14	Local Regulation Abbreviation Names set up for the worker. Exclusions apply to some PA and OR locals.	Empty
Override Local Jurisdiction	15	Valid 2 Digit State Code Required when there is a value for the Override Local	Empty
Labor Override	16	Override value for Labor Assignment for the earning	Empty



# Costpoint 7.1.1

## Affordable Care Act Support

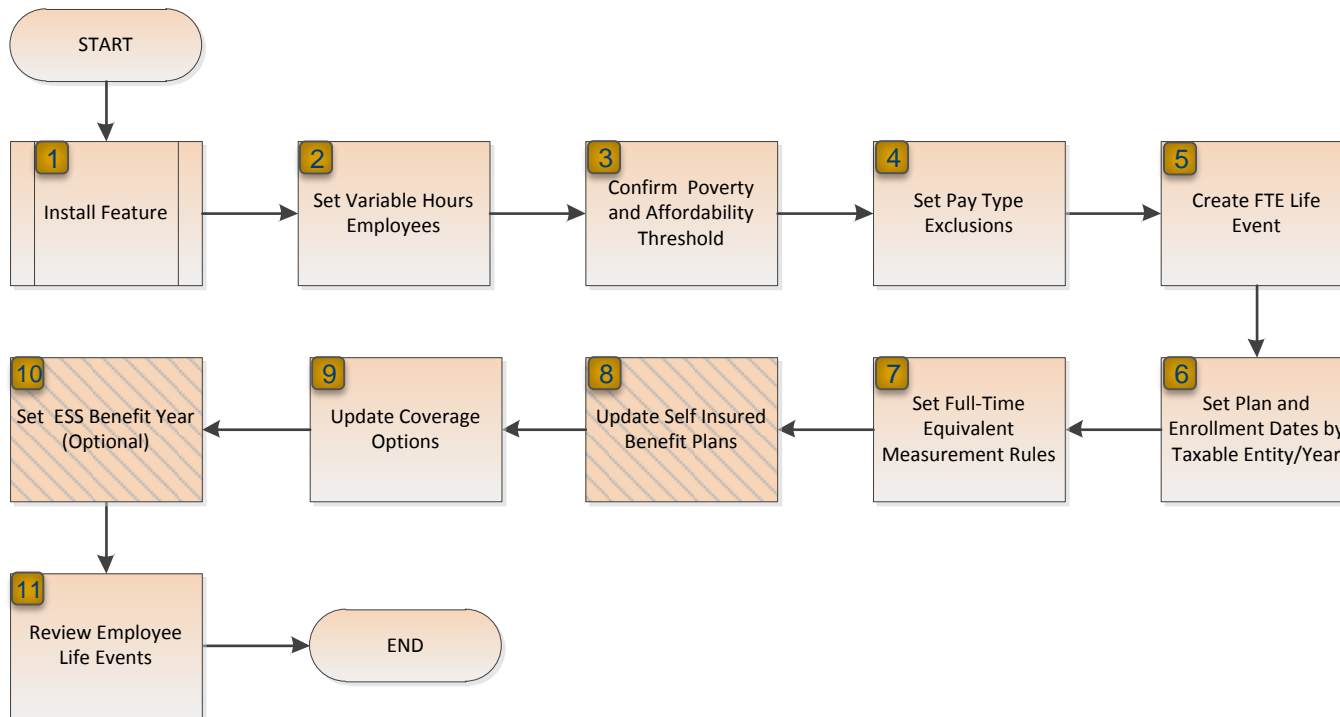
# Feature Overview



# Affordable Care Act

## Implementation

# ACA Implementation



# 1 – Install Feature

- Released in 4 Phases
  - Configuration Applications (Phase I) (Aug)
    - Costpoint 7.0.1 - System Jar 040
    - Costpoint 7.1.1 - System Jar 009
  - Processing Applications (Phase II) (Sept)
    - Costpoint 7.0.1 – Patch 7072
    - Costpoint 7.1.1 – Patch 7073
  - Reporting Applications (Phase III) (Mid - Nov)
    - Costpoint 7.0.1 – Patch 2800
    - Costpoint 7.1.1 – Patch 2801
  - ESS Bundle – Mid Dec
    - Costpoint 7.0.1 – Patch 2814
    - Costpoint 7.1.1 – Patch 2815
  - Test pattern 1094/1095 – Mid Dec
  - Hot Fixes – Mid Dec
- **Electronic Filing (Jan 2016)**
  - **Costpoint 7.0.1 – TBD**
  - **Costpoint 7.1.1 – TBD**

## 2 – Set Variable Hours Employees (Updated App)

- Variable Hours Employee can be set via any of the following:
  - Manage Employee Salary Information (LDMEHIS)
  - Import Employee Data (AOPUTLEL)
  - Can be used as filter for full time analysis (Optional)

*A new employee is a variable hour employee if, based on the facts and circumstances at the start date, it cannot be determined that the employee is reasonably expected to work on average at least 30 hours per week over the initial measurement period.*

The screenshot shows a web application interface for managing employee salary information. The title bar indicates the path: 'Browse Applications > People > Employee > Basic Employee Information > Manage Employee Salary Information'. The main form is titled 'Identification' and 'Salary Details'. It contains several sections of input fields:

- Identification:** Employee\* (searchable), Effective Date\*, End Date, Work Hours In Year (2080), Hourly Amount, Payroll Salary Amount, Annual Amount, Percent Of Increase.
- Salary Details:** Estimated Annual Hours, Standard Hourly Rate, Employee Class, Employee Type (with a dropdown menu showing '-None-', 'Seasonal Employee', and 'Variable Hours Employee' - the latter is highlighted with a red box), Rate Type (dropdown), FLSA Classification (radio buttons for Exempt and Non-Exempt).
- Other Fields:** Labor Group, Labor Location, Work Schedule, GLC\*, PLC, Overtime State\*, Time Collection.
- Bottom Section:** Home ORGANIZATION, HR ORGANIZATION, Detail Job Title, Corporate Officer checkbox, Security ORGANIZATION, Manager, Personnel Action 1, 2, 3, REF ONE, REF TWO, Rate Group, Currency (USD).

Update\* - Verify mailing address has correct country

# 3 – Confirm Poverty and Affordability Threshold (Updated App)

- Configured in Manage Federal Taxes (PRMFTI)
- Configured by Payroll Year
- 2015 values already initialized. Will be part of tax table updates going forward for later years
- Used in determining health care affordability

The screenshot displays the 'Manage Federal Taxes' application interface. The 'Identification' tab is active, showing the 'Payroll Year' as 2015. The 'Details' section is expanded, revealing various tax configuration fields. The 'Affordable Care Act' section is highlighted with a red box, showing the 'Federal Poverty Level' at 11,770.00 and the 'Safe Harbor Affordability Rate' at 0.095. Other sections include Social Security, Medicare, FUTA, Adjusting Amounts, Supplemental Wages, and 401(K).

Social Security	
Wage Limit *	118,500.00
Employer Rate *	6.20%
Employee Rate *	6.20%

Medicare	
Wage Limit *	9,999,999.00
Employer Rate *	1.45%
Employee Rate *	1.45%
Additional Tax Threshold *	200,000.00
Additional Tax Rate *	0.90%

FUTA	
Wage Limit *	7,000.00
Employer Rate *	0.60%
Credit Rate *	5.40%

Adjusting Amounts	
Exemption Amount *	4,000.00
Nonresident Alien Additional Amount *	2,300.00

Supplemental Wages	
Supplemental Tax Rate (\$1,000,000 and Under) *	25.00%
Supplemental Tax Rate (Over \$1,000,000) *	39.60%

401(K)	
Wage Limit *	265,000.00
Deferral Limit *	18,000.00

Affordable Care Act	
Federal Poverty Level *	11,770.00
Safe Harbor Affordability Rate *	0.095

# 4 – Set Pay Type Exclusions (Updated App)

- Configured in Manage Pay Types (LDMPAYTP)
- Added checkbox to exclude hours for specific pay types
- Used in logic to determine full time hours worked
- Only required if there was certain hours not included in full time analysis

The screenshot displays the 'Manage Pay Types' application window. The breadcrumb trail at the top reads: 'Browse Applications | People > Labor > Labor Rate Controls > Manage Pay Types'. The window title is 'Identification'. Below the title bar, there are fields for 'Pay Type Code \*', 'Description \*', and 'Factor \*'. The main content area is titled 'Details' and contains several sections:

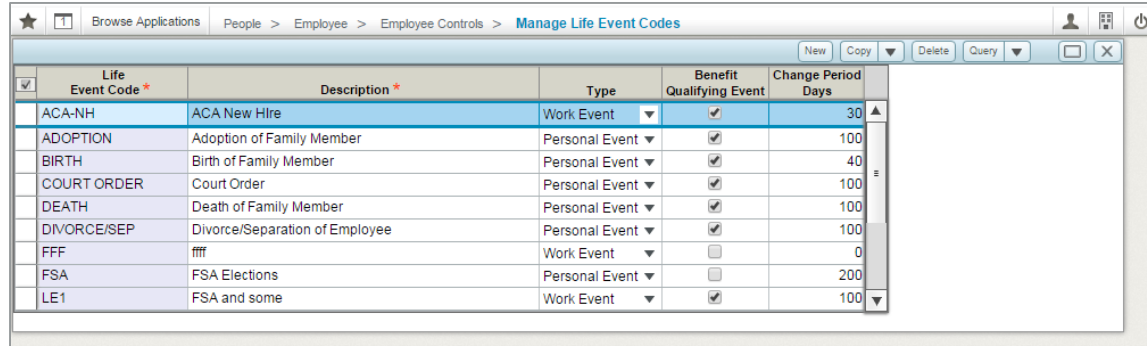
- Additional Calculations Based on an Amount:** Includes three radio button options: 'Add pay type amount to timesheet line', 'Multiply hours times pay type amount' (which is selected), and 'Multiply hours times pay type amount times factor'. Below these is an 'Amount \*' field with the value '0.0000'.
- Pay Type Categories:** A list of checkboxes including 'Overtime', 'Cost-only', 'Benefit reimbursement', 'Reimbursement - Exclude from gross earnings', 'Leave without pay (LWOP)', 'Leave Without Pay (LWOP)-Negative', 'Severance', 'Federal-non-taxable sick pay wages', and 'Exclude from ACA Full-Time Equivalent Analysis' (which is highlighted with a red rectangle).
- Employee Eligibility:** Includes checkboxes for 'Exempt', 'Non-Exempt', and 'Salaried'.
- Overtime Premium Recasting:** Includes a checkbox for 'Eligible for overtime premium recasting' and a 'Recast Pay Type' dropdown menu.
- Allocate Compensated Overtime:** Includes two checked checkboxes: 'Calculate overtime premium on this Pay Type' and 'Allocate overtime premium to this Pay Type'.
- Weighted Averages:** Includes three radio button options: 'Include this Pay Type in determining the weighted average' (which is selected), 'Recalculate this Pay Type', and 'Not applicable (do not include or recalculate)'.

At the bottom right of the window, there is a link for 'Transaction Currency Overrides'.



# 5 – Create FTE Life Event (Existing App)

- Create new life event that will be used to indicate eligibility of full time benefits for a part time, seasonal, or variable hours employee who is determined to be a FTE (full-time equivalent)
- Benefit Qualifying Event check box must be selected
- Change Period Days should match the enrollment period (the period in which the employee can elect or



The screenshot shows a web application window titled 'Manage Life Event Codes'. The breadcrumb navigation is 'People > Employee > Employee Controls > Manage Life Event Codes'. The table contains the following data:

Life Event Code *	Description *	Type	Benefit Qualifying Event	Change Period Days
ACA-NH	ACA New Hire	Work Event	<input checked="" type="checkbox"/>	30
ADOPTION	Adoption of Family Member	Personal Event	<input checked="" type="checkbox"/>	100
BIRTH	Birth of Family Member	Personal Event	<input checked="" type="checkbox"/>	40
COURT ORDER	Court Order	Personal Event	<input checked="" type="checkbox"/>	100
DEATH	Death of Family Member	Personal Event	<input checked="" type="checkbox"/>	100
DIVORCE/SEP	Divorce/Separation of Employee	Personal Event	<input checked="" type="checkbox"/>	100
FFF	fff	Work Event	<input type="checkbox"/>	0
FSA	FSA Elections	Personal Event	<input type="checkbox"/>	200
LE1	FSA and some	Work Event	<input checked="" type="checkbox"/>	100

# 6 – Set Plan and Enrollment Dates by Taxable Entity/Year (New App)

- New application to set Start/End dates for Open Enrollment and Coverage - Manage Benefit Years by Taxable Entity (HBMBENYR)
- Provides option to indicate transition relief
- Need to setup 2014 (Ongoing Employees), 2015 and 2016
- Note: Subtask for Full-Time Equivalent Measurement Rules

The screenshot displays the 'Manage Benefit Years by Taxable Entity' application window. The window title bar includes 'Browse Applications', 'People > Benefits > Affordable Care Act > Manage Benefit Years by Taxable Entity'. The 'Identification' section contains fields for 'Benefit Year' (2016) and 'Taxable Entity' (W2KATH). The 'Details' section includes 'Open Enrollment Start Date' (11/01/2015), 'Open Enrollment End Date' (11/30/2015), 'Plan Year Start Date' (01/01/2016), and 'Plan Year End Date' (12/31/2016). A checkbox for 'Certified for Transition Relief' is present. A red box highlights the 'Full-Time Equivalent Measurement Rules' link at the bottom right.

# 7 – Set Full-Time Equivalent Measurement Rules (New App)

- Subtask to Manage Benefit Years by Taxable Entity (HBMBENYR)
- Provides Measurement Rules for Ongoing and Initial employees based on Benefit Year and Taxable Entity with options to further apply rules by Rate Type, State and Labor Group
- Defines the following Periods:
  - Coverage Period
  - Enrollment Period
  - Administrative Period
  - Measurement Period

**Dates Used for Determination of Full-Time Equivalent Emplo...**

Rate Type Range Type \* All Rate Type  
State Range Type \* All State  
Labor Group Range Type \* All Labor Group

**Ongoing Employees**

Coverage Period Start Date \* 01/01/2015  
Coverage Period End Date \* 12/31/2015  
Enrollment Period Start Date \* 12/01/2014  
Enrollment Period End Date \* 12/31/2014  
Enrollment Method \* Open Enrollment  
Life Event  
Administrative Period Start Date \* 11/01/2014  
Administrative Period End Date \* 11/30/2014  
Measurement Period Start Date \* 08/01/2014  
Measurement Period End Date \* 10/31/2014

**New Employees**

**Initial Measurement Period**  
Measurement Period Start Method ☒ Hire Date  
☐ First Day of Month Following Hire Date  
Measurement Period (Months) \* 3

**Initial Administrative Period**  
Administrative Period (Days) \* 30

**Initial Open Enrollment and Coverage Period**  
Life Event \* ACA-NH  
Enrollment Period (Days) 30  
Coverage Period Start Method ☒ Day After Enrollment Period  
☐ First Day of Month Following Enrollment Period  
Coverage Period (Months) \* 12

Ok

# 8 – Update Self Insured Benefit Plans – Change (Updated App)

- Manage Benefit Plans (HBMBPSET) screen: Provided the ability to indicate whether a plan is an Employer-Sponsored Self-Insured plan.
- Note: Subtask for Coverage Options (Next Slide)

The screenshot displays the 'Manage Benefit Plans' interface. At the top, there's a breadcrumb trail: 'Browse Applications > People > Benefits > Benefit Entry and Creation > Manage Benefit Plans'. Below this is a 'Benefit Plan' header with fields for 'Benefit Plan Code' and 'Description'. The main form is divided into three tabs: 'Benefit Plan Details', 'Eligibility Rules', and 'Enrollment/Coverage Rules'. The 'Benefit Plan Details' tab is active, showing fields for 'Provider', 'System Benefit Type' (a dropdown menu), 'User Benefit Type', and 'Plan Information URI'. To the right of these fields are 'Plan Status' (radio buttons for 'Active' and 'Inactive') and 'ESS Visibility' (checkboxes for 'Exclude from Current Elections' and 'Exclude from Benefit Options'). At the bottom of the form, there are four tabs: 'Coverage Detail', 'Coverage Options' (which is highlighted with a red box), 'Valid Postal Codes', and 'Valid States'. The 'Employer-Sponsored Self-Insured Health Plan' checkbox is also highlighted with a red box.

# 9 – Update Coverage Options (Updated App)

- Provided ability to specify whether a Benefit Plan/Coverage Option provides minimum essential coverage (as reported in the 1095-C)
- Provided ability to specify whether a Benefit Plan/Coverage Option provides minimum value (as reported in the 1095-C)
- Verify the “Dependents Eligibility and Required” check box and the “Dependent Type” option
- Provided the ability to set an override employee premium amount. Can be used when Health and Welfare fringes apply.

The screenshot displays the 'Coverage Options' application window. The top section, 'Coverage Options', includes dropdowns for 'Coverage Calculation Method' and 'Premium Calculation Method' (both set to 'Amount'), and buttons for 'Coverage Table' and 'Premium Table' (both set to 'None'). A 'Cash Out Option' section contains a 'Pay Type' dropdown. Below this is the 'Coverage Option Details' section, which includes fields for 'Start Date', 'End Date', 'Coverage Option', and 'Deduction'. To the right of these fields are three checkboxes: 'Provides Minimum Essential Coverage', 'Provides Minimum Value', and 'Dependents Eligible and Required'. Below these checkboxes is a 'Dependent Type' dropdown set to 'None'. The 'Amounts/Tables' section contains a grid of input fields for 'Coverage Factor/Amount', 'Employee Amount', 'Employee Percent', 'Coverage Table', 'Company Amount', 'Company Percent', 'Rate Table', and 'Premium'. At the bottom, the '1095-C Reporting' section has an 'Apply Override' checkbox and an 'Override Employee Amount' field. Red boxes highlight the 'Dependents Eligible and Required' checkbox, the 'Dependent Type' dropdown, and the '1095-C Reporting' section.

# 10 – Set ESS Benefit Year (Updated App)

- Only required if using Employee Self-Service (ESS)
- Set in Manage ESS Company Settings (AOMESSCS)

The screenshot displays the 'Manage ESS Company Settings' application window. The 'ESS Settings' tab is active, showing various configuration options. The 'Benefits Settings' section is expanded, and the 'Benefit Year' field is highlighted with a red rectangle. Below this, there are fields for 'Open Enrollment Plan Year', 'Open Enrollment Period', 'Current Plan Year', and 'FSA Year'. The 'Address/Telephone Module Settings' and 'Other Module Settings' sections are also visible at the bottom.

**ESS Settings**

Taxable Entity \* [Search] Default Class of Service \* [None]

**Payroll Settings**

Months of Pay History [ ] Maximum Number of Direct Deposit Accounts [-None-] Minimum W-2 Year [ ] Maximum W-2 Year [ ] Allow Withholding State Changes [ ]

**Paystub Inclusion Options**

Regular Paystubs \* [Show All] Bonus Paystubs \* [Show All] Paystubs with Severance Pay Type \* [Show All]

**Benefits Settings**

**Benefit Year** [ ]

**Open Enrollment Plan Year**

Plan Year Start Date \* [ ] Plan Year End Date \* [ ]

**Open Enrollment Period**

Start Date (MM/DD) \* [ ] End Date (MM/DD) \* [ ]

**Current Plan Year**

Plan Year End Date [ ]

**FSA Year**

Current FSA Year [ ] New FSA Year [ ]

☐ Check date for final pay period of current FSA year falls within current FSA Year

**Address/Telephone Module Settings**

☐ Prompt Vendor Address Update Life Event for Postal Code/State Change [ ] [ ]

**Other Module Settings**

Months of Expense History [ ]

[Severance Pay Types](#) [Deferred Compensation Settings](#)

# 11 - Manage Employee Life Events (HBMEQEV) (Updated App)

- Review existing Employee Life Event records where the Life Event qualified the employee for new benefits or a change to their benefit coverage in the 2015 calendar year. Provide the Benefit Year and Coverage Dates for those records.

Note: This is a ONE time step

- A Benefit Year will be required for Life Events which are flagged as Benefit Qualifying Events
- An Override Coverage Start Date and End Date can be specified
- When an employee's hours-worked result in full-time benefits eligibility and an Employee Life Event record is generated from Costpoint's Analyze Full-Time Equivalent Eligibility application, the Full-Time Equivalent Employee checkbox will be set to 'Y' and the Benefit Year & override coverage dates will be automatically populated.

The screenshot displays the 'Manage Employee Life Events' application window. The 'Identification' section contains fields for Employee, Life Event, and Date. The 'Details' section includes fields for Benefit Year, Change Period Days, Change Period End Date, Default Benefit Package, Override Coverage Start Date, Override Coverage End Date, and a checkbox for Full-Time Equivalent Employee. Red boxes highlight the Benefit Year, Override Coverage Start Date, and Override Coverage End Date fields.

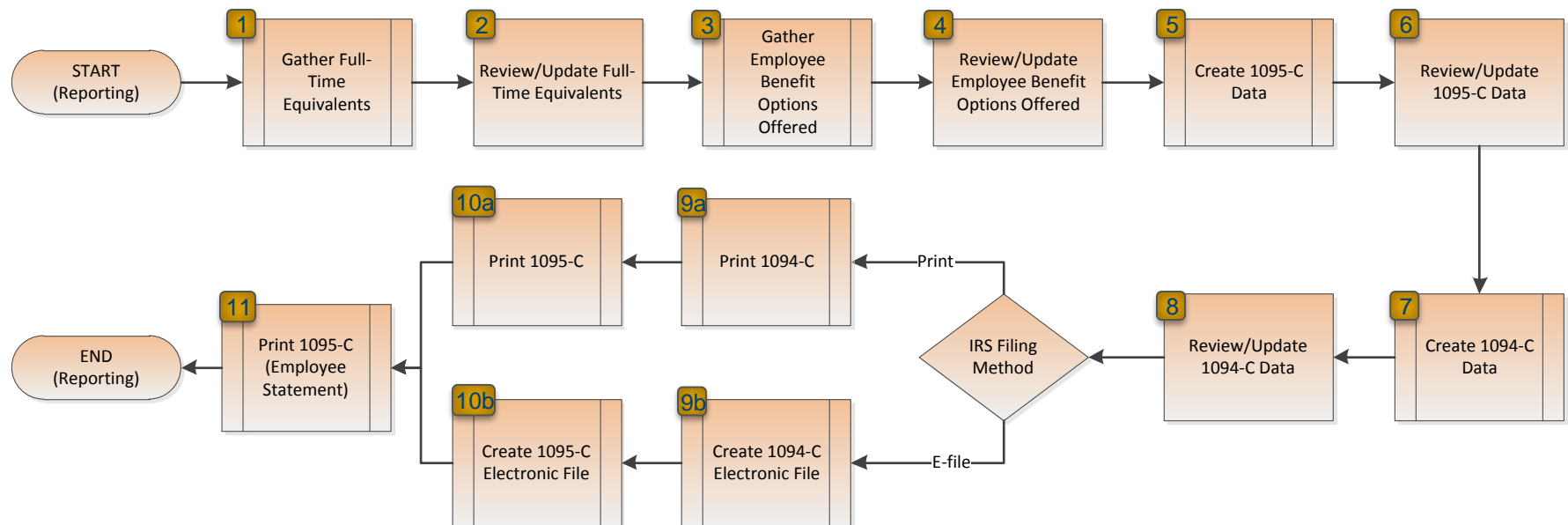
Existing screen with new fields added. Screen should already be used if non-ESS user and if ESS user, the data will be populated by ESS life events

# Affordable Care Act

## Reporting



# ACA Reporting



# 1 - Gather Full-Time Equivalent (New App)

- Screen – Analyze Full-Time Equivalent Eligibility (HBPSTE)
- **New** process application to determine employees who qualify for full-time benefits based on their hours worked.
- First run for all preceding months in the calendar year for which you will generate 1095-Cs (INITIALIZATION)
  - Run for entire 2014 and 2015
- Run at least monthly going forward
- Option to filter employees
- Option to automatically approve benefit offer eligibility for full-time equivalent employees
- Allow or prevent overwrite of existing records
- Can be run on schedule going forward

The screenshot shows the 'Analyze Full-Time Equivalent Eligibility' application window. The title bar includes navigation links: 'Browse Applications', 'People >', 'Benefits >', 'Affordable Care Act >', and the application name. The window contains several sections: 'Identification' with 'Parameter ID' and 'Description' fields; 'Selection Ranges' with dropdowns for 'Taxable Entity' and 'Employees' (both set to 'All'), date pickers for 'Start' and 'End', 'Date Method' radio buttons (selected: 'Prior Calendar Month'), and 'Dates' set to 'Range' with dates '08/01/2015' and '08/31/2015'; and 'Options' with a 'Benefit Year' field and checkboxes for 'Include Part-Time Employees', 'Include Variable Hours Employees', 'Include Seasonal Employees', 'Automatically approve eligible Employees for full-time status', and 'Overwrite Existing Full-Time Equivalent Eligibility and Employee Life Event Records'. At the bottom right, there are links for 'Taxable Entity Non-Contiguous Ranges' and 'Employee Non-Contiguous Ranges'.

## 2 - Review/Update Full-Time Equivalent (New App)

- Screen – Manage Full-Time Equivalent Eligibility (HBMFTE)
- Populated based on Analyze Full-Time Equivalent Eligibility processing
- Enter, review, or update Full-Time Equivalent Eligibility data

The screenshot shows the 'Manage Full-Time Equivalent Eligibility' application window. The window title is 'Manage Full-Time Equivalent Eligibility'. The main area is divided into three sections: 'Identification', 'Analysis and Coverage Details', and 'Employee Details'. The 'Identification' section has fields for 'Employee \*', 'Taxable Entity \*', 'Measurement Period Start Date \*', and 'Measurement Period End Date \*'. A red box highlights the 'Full-Time Equivalent' checkbox and the 'Coverage Offer Status' dropdown menu, which is currently set to 'Not Applicable'. The 'Analysis and Coverage Details' section has fields for 'Analysis Type \*', 'Benefit Year \*', 'Enrollment Period Start Date', 'Enrollment Period End Date', 'Measurement Period Total Hours \*', 'Average Hours Per Month \*', 'Coverage Offer Start Date', 'Coverage Offer End Date', 'Administrative Period Start Date \*', 'Administrative Period End Date \*', 'Life Event', 'Benefit Package', and 'Enrollment Method \*'. The 'Employee Details' section has fields for 'Hire Date \*', 'Employee Type \*', 'Rate Type \*', 'Variable Hours Employee', 'Seasonal Employee', 'State/Province', and 'Labor Group'. There is also a 'Notes' section at the bottom right.

# 3 - Gather Employee Benefit Options Offered (New App)

- New screen - Store Employee Benefit Options Offered (HBPOPTOF) - process application to gather benefit options offered.

Before implementation of ACA functionality, Costpoint did not store the benefit options *offered* to the employee (only the options elected). Because 1095-C reporting relies on knowing, not just the options elected, but also the options *offered*, this utility must be used to determine the options that were offered to the employee in the calendar year being reported.

## 2015 Reporting Initialization

Run this utility for any Benefit Year which includes 2015 in the plan year. For example, if your 2015 benefit year ran from 10/01/2014 to 09/30/2015 and your 2016 benefit year runs from 10/01/2015 to 09/30/2016, then you'd want to run this utility for both Benefit Year 2015 and Benefit Year 2016. (INITIALIZATION)

## Getting Ready for 2016 Reporting

If you've already gone through your open enrollment for coverage in 2016 or had benefit-qualifying employee life events, you will also want to run this utility for your 2016 benefit year. For example, if your 2016 benefit year runs from 01/01/16 to 12/31/16 and your employees went through open enrollment in 2015, you'll want to run this utility for your 2016 benefit year to pick up the options offered (INITIALIZATION)

- Non-ESS users: Run at least monthly going forward
- ESS users: Going forward, the Activate Pending ESS Benefit Elections (AOPESSUE) application will automatically gather benefit options offered to employees via Life Events and Open Enrollment

Note: To be sure you are not missing any 2016 options that were offered prior to implementing the Costpoint ACA ESS bundle, it is recommended that you run this utility for any Benefit Year which includes day(s) within the 2015 and 2016 calendar years.

# 3 - Gather Employee Benefit Options Offered (New App) (Continued)

- ESS users: The Update Benefit Option/Election Tables (AOPESSDB) application has been updated to offer full-time benefits to any approved full-time equivalent employees

The screenshot shows a web application window titled 'Update Benefit Option/Election Tables'. The breadcrumb navigation is 'Browse Applications > People > Employee > Employee Interfaces > Update Benefit Option/Election Tables'. The main section is 'Identification' with a table header containing 'Parameter ID' and 'Description'. Below this is the 'Selection Ranges' section, which includes two rows: 'Taxable Entity' and 'Employee'. Each row has a dropdown menu set to 'All', a 'Start' date field, and an 'End' date field. The 'Options' section at the bottom has three checkboxes: 'Current Elections', 'Benefit Options', and 'FSA Elections/Options'. The 'FSA Elections/Options' checkbox is selected, and it is followed by two sub-checkboxes, 'Medical Care' and 'Dependent Care', both of which are also selected.

# 4 – Review/Update Employee Benefit Options Offered (New App)

- Screen - Manage Employee Benefit Options Offered (HBMOPTOF)
- Enter, review or update Employee Benefit Options Offered in a **new** application
- Generated from Store Employee Benefit Options Offered or Activate Pending ESS Benefit Elections (for ESS users)

The screenshot displays the 'Manage Employee Benefit Options Offered' application interface. The top navigation bar includes 'Browse Applications', 'People >', 'Benefits >', 'Affordable Care Act >', and the current screen title 'Manage Employee Benefit Options Offered'. The interface is divided into three main sections:

- Identification:** Contains fields for 'Employee \*', 'Taxable Entity \*', and 'Benefit Year \*'. It also includes checkboxes for 'Full-Time Equivalent' and 'Employee Enrolled in Coverage on an Exchange'.
- Identification > Benefit Offer Details:** This section contains multiple fields for configuring benefit details, including 'Benefit Package \*', 'Benefit Plan \*', 'Coverage Option \*', 'Enrollment Method \*', 'Life Event', 'Employee Monthly Premium \*', 'Company Monthly Premium \*', 'Coverage Offer Start Date \*', 'Coverage Offer End Date \*', 'Total Monthly Premium', and 'Cash-Out Amount'. It also includes checkboxes for 'Dependent(s) Eligible and Required', 'Provides Minimum Essential Coverage', and 'Provides Minimum Value'.
- Dependents:** A table at the bottom for listing dependents with columns for 'Dependent Name \*', 'Gender', 'Relationship', and 'Date of Birth'. It includes 'New', 'Copy', 'Delete', and 'Query' buttons.

# 5 – Create 1095-C Data (New App)

- Screen - Create 1094-C and 1095-C Data (HBP109XC)
- **New** process application that builds 1095-C data
- This app also used to generate 1094-C data but need to run 1095-C first

The screenshot displays the 'Create 1094-C and 1095-C Data' application window. The title bar shows the navigation path: 'Browse Applications > People > Benefits > Affordable Care Act > Create 1094-C and 1095-C Data'. The interface is divided into several sections:

- Identification:** Includes fields for 'Parameter ID' and 'Description'.
- Reporting Type:** Features two radio buttons: '1095-C Data' (selected) and '1094-C Data'.
- Selection Ranges:** Contains fields for 'Calendar Year', 'Taxable Entity', and 'Employees', each with a 'RangeType' dropdown and 'Start'/'End' date pickers. Checkboxes for 'Authoritative Transmittal', 'Member of an Aggregated ALE Group', and 'Employee Non-Contiguous Range' are also present.
- Form 1094-C Options:** Includes 'ALE Member Total Employee Count Method' with radio button options (First Day of Each Month, Last Day of Each Month, 12th Day of Each Month, First Day of First Payroll Period Starting in Each Month, Last Day of First Payroll Period Starting During Each Month) and 'Certifications of Eligibility (Field 22)' with checkboxes for 'Qualifying Offer Method', 'Qualifying Offer Method Transition Relief', 'Section 4980H Transition Relief', and '98% Offer Method'.
- Designated Government Entity (DGE):** Includes fields for 'DGE Person to Contact' and 'DGE Contact Telephone Number'.
- Options:** Features a checkbox for 'Overwrite Existing Records' and fields for 'Contact Employee' and 'Contact Telephone Number'.

At the bottom right, there are links for 'Other Taxable Entities (Other ALE Members)' and 'Employee Non-Contiguous Ranges'.

# 6 - Update/Review 1095-C Data (New App)

- Screen - Manage 1095-C Data (HBM1095C)
- New application to review or edit 1095-C source data

The screenshot shows the 'Manage 1095-C Data' application window. The window title is 'Manage 1095-C Data'. The menu bar includes 'Browse Applications', 'People >', 'Benefits >', 'Affordable Care Act >', and 'Manage 1095-C Data'. The toolbar includes 'New', 'Copy', 'Delete', '1 of 1 New', 'Table', 'Query', and a search icon. The main form is divided into three sections: Part I - Employee, Part II - Employee Offer and Coverage, and Part III - Covered Individuals. Part I - Employee includes fields for Employee and Applicable Large Employer Member (Employer) information. Part II - Employee Offer and Coverage includes a table for coverage months. Part III - Covered Individuals includes fields for Individual Type, Dependent Name, Social Security Number (SSN), Date of Birth, and Months of Coverage.

**Part I - Employee**

Employee \*  Calendar Year \*  Taxable Entity \*  ☐ Void ☐ Corrected

**Part I - Employee**

1 Name of Employee   
2 Social Security Number (SSN)   
3 Street Address (including apt number)   
4 City or Town   
5 State/Province   
6 Country and ZIP or Foreign Postal Code

**Applicable Large Employer Member (Employer)**

7 Name of Employer   
8 Employer Identification Number (EIN)   
9 Street Address (including room or suite number)   
10 Contact Telephone Number   
11 City or Town   
12 State/Province   
13 Country and ZIP or Foreign Postal Code

**Part II - Employee Offer and Coverage**

14 Offer of Coverage  All 12 Months Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec  
15 Empl Share of Lowest Cost Monthly Prem   
16 Applicable Section 4980H Safe Harbor

**Part III - Covered Individuals**

Individual Type ☒ Employee ☐ Covered All 12 Months  
☐ Dependent

Dependent Name   
Social Security Number (SSN)   
Date of Birth (If SSN not available)

Months of Coverage ☐ January ☐ May ☐ September  
☐ February ☐ June ☐ October  
☐ March ☐ July ☐ November  
☐ April ☐ August ☐ December

Ok



# 7 – Create 1094-C Data (New App)

- Create 1094-C and 1095-C Data (HBP109XC)
- **New** process application that builds 1094-C data

★ Browse Applications People > Benefits > Affordable Care Act > Create 1094-C and 1095-C Data

**Identification** New Copy Delete 1 of 1 New Table Query

Parameter ID \* Description \*

**Reporting Type**

☒ 1095-C Data  
☐ 1094-C Data

**Selection Ranges**

	RangeType	Start	End
Calendar Year *	One		
Taxable Entity *	One		
Employees *	All		

☐ Authoritative Transmittal ☐ Member of an Aggregated ALE Group  
☐ Employee Non-Contiguous Range

**Form 1094-C Options**

ALE Member Total Employee Count Method (Fields 23b - 35b)

☒ First Day of Each Month  
☐ Last Day of Each Month  
☐ 12th Day of Each Month  
☐ First Day of First Payroll Period Starting in Each Month  
☐ Last Day of First Payroll Period Starting During Each Month (last day must fall within the same calendar month)

Certifications of Eligibility (Field 22)

☐ Qualifying Offer Method  
☐ Qualifying Offer Method Transition Relief  
☐ Section 4980H Transition Relief  
☐ 98% Offer Method

Designated Government Entity (DGE)

DGE Person to Contact

DGE Contact Telephone Number

**Options**

☐ Overwrite Existing Records

Contact Employee

Contact Telephone Number \*

[Other Taxable Entities \(Other ALE Members\)](#) [Employee Non-Contiguous Ranges](#)

# 8 - Update/Review 1094-C Data (New App)

- Manage 1094-C Data (HBM1094C)
- New application to review or edit 1094-C source data

The screenshot displays the 'Manage 1094-C Data' application window. The title bar shows the application name and standard window controls. The main interface is divided into several sections:

- Header Section:** Includes fields for 'Taxable Entity (ALE Member)', 'Calendar Year', a 'Corrected' checkbox, and a 'Sequence Number' field.
- Part I: Applicable Large Employer Member (ALE Member):** Contains 8 numbered fields for member information:
  - 1 Name of ALE Member (Taxable Entity Name)
  - 2 Employer Identification Number (EIN)
  - 3 Street Address (including room or suite number)
  - 4 City or Town
  - 5 State/Province
  - 6 Country and ZIP or Foreign Postal Code
  - 7 Person to Contact
  - 8 Contact Telephone Number
- Designated Government Entity:** Contains 8 numbered fields for designated government entity information:
  - 9 Designated Government Entity Name
  - 10 DGE Employer Identification Number (EIN)
  - 11 DGE Street Address (including room/suite number)
  - 12 DGE City or Town
  - 13 DGE State/Province
  - 14 DGE Country and ZIP or Foreign Postal Code
  - 15 DGE Person to Contact
  - 16 DGE Contact Telephone Number
- Applicable Large Employer Member (ALE Member):** Contains field 18: 'Total Number of Forms 1095-C Submitted with this Transmittal'.
- Part II - ALE Member Information:** Contains 6 numbered fields and checkboxes:
  - 19 Authoritative Transmittal for this ALE Member
  - 20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member
  - 21 ALE Member is a member of an Aggregated ALE Group
  - 22 Certifications of Eligibility (with sub-options: Qualifying Offer Method, Qualifying Offer Method Transition Relief, Section 4980H Transition Relief, 98% Offer Method)

# 8 - Update/Review 1094-C Data (New App) (Continued)

- Manage 1094-C Data (HBM1094C)
- New application to review or edit 1094-C source data

Part III - ALE Member Information Monthly					
	a) Minimum Essential Coverage Offer Indicator	b) Full-Time Employee Count for ALE Member	c) Total Employee Count for ALE Member	d) Aggregated Group Indicator	e) Section 4980H Transition Relief
23 All 12 Months	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
24 Jan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25 Feb	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 Mar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
27 Apr	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
28 May	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
29 Jun	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 Jul	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 Aug	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
32 Sep	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
33 Oct	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
34 Nov	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
35 Dec	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part IV - Other ALE Members of Aggregated ALE Group

# 9a - Print 1094-Cs (IRS Copy) (New App)

- Print 1094-Cs (HBR1094C)

The screenshot shows a web application window titled 'Print 1094-Cs'. The breadcrumb navigation at the top reads: 'Browse Applications > People > Benefits > Affordable Care Act > Print 1094-Cs'. The interface is divided into three main sections:

- Identification:** Contains two input fields, 'Parameter ID \*' and 'Description \*'.
- Selection Ranges:** Contains a table with columns 'Range Type', 'Start', and 'End'.

Range Type	Start	End
Calendar Year *	One	
Taxable Entity *	All	

Below the table is a checkbox labeled 'Taxable Entity Non-Contiguous Range'.
- Options:** Contains two radio buttons for '1094-C Type': 'Regular' (selected) and 'Correcting'. It also has two checkboxes: 'Print Test Pattern' and 'Truncate Payee Identification Numbers (Employer)'.

A link labeled 'Taxable Entity Non-Contiguous Ranges' is located at the bottom right of the form.

# 10a - Print 1095-Cs (IRS Copy) (New App)

- Print 1095-Cs (HBR1095C)
- Acceptable if under 250 FTE employees
- Note changes coming for selecting IRS or Employee Statements and option for test pattern.

The screenshot displays the 'Print 1095-Cs' application window. The title bar includes a star icon, a tab labeled 'Browse Applications', and a breadcrumb trail: 'People > Benefits > Affordable Care Act > Print 1095-Cs'. The window is divided into three main sections:

- Identification:** Contains fields for 'Parameter ID \*' and 'Description \*'.
- Selection Ranges:** A table with columns 'Range Type', 'Start', and 'End'. It includes dropdowns for 'Calendar Year \*' (set to 'One'), 'Taxable Entities \*' (set to 'All'), and 'Employees \*' (set to 'All'). To the right are checkboxes for 'Taxable Entity Non-Contiguous Range' and 'Employee Non-Contiguous Range'.
- Options:** Contains radio buttons for '1095-C Type' (Regular, Correcting, Void), 'Page' (Page 1, Page 2 (More than 6 dependents)), and 'Orientation' (Portrait (Employee/Employer Copy), Landscape (IRS Copy)). It also includes checkboxes for 'Print Test Pattern' and 'Truncate Payee Identification Numbers (Employer and Employees)'.

At the bottom right, there are two links: 'Taxable Entity Non-Contiguous Ranges' and 'Employee Non-Contiguous Ranges'.

# 9b - Create 1094-C Electronic File (New App)

- Create 1094-C and 1095-C Electronic File (HBP1094C)

- Required if over 250 FTE

The screenshot shows a software window titled "Identification" with a toolbar containing "New", "Copy", "Delete", and navigation buttons. The window is divided into several sections:

- Parameter ID \*** and **Description \*** text input fields.
- Selection Ranges** section with a table:

	Range Type	Start	End
Taxable Entities *	One		
Calendar Year *	One		
- Data File** section with:
  - File Type \*** dropdown set to "Production".
  - Filing Year Status \*** dropdown set to "Current Filing Year".
  - ☐ Replacement Record.
  - Original Receipt ID text input field.
- Transmitter Contact Information** section with:
  - First Name \*, Middle Name, Last Name \*, and Suffix text input fields.
  - Telephone Number \* text input field.
  - ☐ Foreign Entity checkbox.
- File Options** section with:
  - File Location \* text input field.
  - Transmitter Control Code( TCC) \* text input field.

# 10b - Create 1095-C Electronic File (New App)

- Create 1094-C and 1095-C Electronic File (HBP1094C)
- Required if over 250 FTE

The screenshot shows a software window titled "Identification" with a toolbar containing "New", "Copy", "Delete", and navigation buttons. The form is divided into several sections:

- Parameter ID \*** and **Description \*** fields.
- Selection Ranges** section with a "Range Type" dropdown set to "One", and "Start" and "End" input fields.
- Data File** section with "File Type \*" dropdown set to "Production", "Filing Year Status \*" dropdown set to "Current Filing Year", and an "Original Receipt ID" input field.
- Transmitter Contact Information** section with "First Name \*", "Middle Name", "Last Name \*", and "Suffix" input fields, and a "Telephone Number \*" input field.
- File Options** section with "File Location \*" and "Transmitter Control Code( TCC) \*" input fields.

There are also checkboxes for "Replacement Record" and "Foreign Entity".

# 11 – Print Employee 1095-C (New App)

- Print 1095-Cs (HBR1095C)
- Must be provided to all FTE employees
- Note changes coming for selecting IRS or Employee Statements and option for test pattern.

The screenshot shows the 'Print 1095-Cs' application window. The title bar includes a star icon, a document icon, and the text 'Browse Applications | People > Benefits > Affordable Care Act > Print 1095-Cs'. The window has a standard Windows-style title bar with minimize, maximize, and close buttons.

The main content area is titled 'Identification' and contains the following fields and options:

- Parameter ID \***: A text input field.
- Description \***: A text input field.
- Selection Ranges**: A section with a table-like structure for defining ranges.

	Range Type	Start	End	
Calendar Year *	One			
Taxable Entities *	All			<input type="checkbox"/> Taxable Entity Non-Contiguous Range
Employees *	All			<input type="checkbox"/> Employee Non-Contiguous Range

Below the 'Selection Ranges' section is the 'Options' section, which includes:

- 1095-C Type**: Radio buttons for Regular (selected), Correcting, and Void.
- Page**: Radio buttons for Page 1 (selected) and Page 2 (More than 6 dependents).
- Orientation**: Radio buttons for Portrait (Employee/Employer Copy) (selected) and Landscape (IRS Copy).
- ☐ Print Test Pattern
- ☐ Truncate Payee Identification Numbers (Employer and Employees)

At the bottom right of the window, there are two links: [Taxable Entity Non-Contiguous Ranges](#) and [Employee Non-Contiguous Ranges](#).