

1094/1095 Process

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1094/1095 Process


1094/1095 process details the necessary steps in order to sign up for 1094/1095 services in TempWorks® for the year. This involves signing up, generating, printing and mailing the 1095-C documents, and uploading the 1094-C documents to the IRS.

The 1094/1095 process requires the following 4 steps:

1. [Sign-Up](#)
2. [Survey](#)
3. [Create 1095s](#)
4. [Approve](#)

Note To schedule your 1095-C Processing call or 1095-C Q/A call, please navigate [here](#). **Make sure you complete Step 1: Sign-Up below to complete your registration for this service.** You need to sign up every year for each FEIN you would like us to file.

You must be a Bridge Admin in order to complete the Sign Up step and register your company.

Review the TempWorks Year End calendar, including start and end dates of all year end services, [here](#) .

Select the  to view in full screen. Closed captioning is available by selecting the CC button on the video player.

Step 1: Sign-Up

You will need to complete the following steps in order to complete your registration for this service.

1. In Enterprise, make sure you are at the highest hierarchy level in your system and navigate to pay/bill
2. Select Other > 1094-C/1095-C
3. Once the 1094/1095 form is opened, you will see a list of years to select from. If you do not see the current year, select the plus icon in the upper right-hand corner to add it:

The screenshot shows the Enterprise software interface. The top navigation bar includes a search bar and the text "SHANNA.HARTZELL: System". Below the navigation bar, there are tabs for "tasks", "appointments", "social", and "email". The main content area is titled "1094-C / 1095-C Selection" and contains a table with the following columns: EmployerID, EINC, Year, BranchID, Name, EIN, ALE, and IsPrimarySurvey. The table lists various entries with their respective values. A red box highlights the plus icon in the top right corner of the table area.

EmployerID	EINC	Year	BranchID	Name	EIN	ALE	IsPrimarySurvey
253	0	2019		High Tech Staffing	021212210	<input type="checkbox"/>	<input checked="" type="checkbox"/>
248	603	2018		delete me	123456789	<input type="checkbox"/>	<input checked="" type="checkbox"/>
244	598	2018		Valhalla2	123456754	<input type="checkbox"/>	<input checked="" type="checkbox"/>
246	585	2018		asdf	123456788	<input type="checkbox"/>	<input checked="" type="checkbox"/>
249	0	2018		High Tech Staffing	021212210	<input type="checkbox"/>	<input type="checkbox"/>
245	0	2018		High Tech Staffing	021212210	<input type="checkbox"/>	<input checked="" type="checkbox"/>
247	613	2017		TerBertCo	123456788	<input type="checkbox"/>	<input checked="" type="checkbox"/>
171	585	2017		CliffJumper	123456788	<input type="checkbox"/>	<input type="checkbox"/>
235	0	2017		High Tech Staffing	021212210	<input type="checkbox"/>	<input type="checkbox"/>
166	0	2017		asdf	021212210	<input checked="" type="checkbox"/>	<input type="checkbox"/>
154	613	2016		TerBertCo	123456788	<input type="checkbox"/>	<input checked="" type="checkbox"/>
165	610	2016		terrycorp	121212121	<input type="checkbox"/>	<input checked="" type="checkbox"/>
130	544	2016		Eval Staffing	123456789	<input type="checkbox"/>	<input checked="" type="checkbox"/>
155	541	2016		NursesNow Inc n...	021212212	<input type="checkbox"/>	<input checked="" type="checkbox"/>
163	0	2016		High Tech Staffing...	021212210	<input type="checkbox"/>	<input checked="" type="checkbox"/>
167	0	2016			021212210	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- o If you need to add a new row, this new form will pop up so you can insert the relevant 1094 data. After you select an Employer from the drop down, the company information will auto fill from the Employer record. These fields can be modified before saving and can be modified during the 1094/1095 process if necessary.

add new 1094-c/1095-c

Year: 2019

Employer: High Tech Staffing

Branch: All Branches Selected

Is Primary: Yes

ALE Group: *** Create new ALE Group ***

company information

Name: High Tech Staffing

Phone: 555-555-5555

Street: 701 Main St.

Street 2: Suite 205

City: Duluth

State: MN

Zip: 70139

ZipExt:

contact information

Contact Name: Test Contact

Contact Phone: 555-555-5555

Email: Test@tempworks.com

Cancel Save

- If the current year is there, or if you've completed adding it, you can double click the row to bring you into the 1094-C/1095-C worksheet and begin the steps to generate and process them:

Sign-Up

Please enter your email to sign-up.

You're not signed up for 1094-C/1095-C filing and printing services with Tempworks. Please click this button to view the contract and sign.

Survey

What is the full legal name of your business entity?

Are you an Applicable Large Employer (ALE)?

Are you self-funded?

Which Branch(es) is this survey for?

What is your plan start date?

What logic should TempWorks use to determine the employee's original employment status?

Which method did you use to determine full-time status?

What is your waiting period for new hires to be eligible for Insurance?

What is the best type of insurance you offered to all FTE's?

Which Safe Harbor Rule did your company use?

What logic should TempWorks use to determine hours worked for salaried employees?

Are you using the 98% offer method?

Create 1095s

1. Initialize Employees

2. Import BenAdmin Files

3. Create/Recreate 1095s

Approve

Dear Customer:

By checking this box, you acknowledge that you have reviewed your answers to this EINC and all related survey's and the information contained in your TempWorks database (collectively, the 'Data'), and do not require any changes prior to TempWorks using the Data to populate Forms 1095-C and 1094-C.

Regardless of whether this box is checked, TempWorks will begin performing the 1095-C and 1094-C services on January 17th, 2020, based on the Data then-available to TempWorks.

Unless TempWorks has instructed you in writing that a different deadline applies, if you require any changes to Data, you must inform TempWorks no later than February 1st, 2020.

- Once you enter in your valid email, the current years contract will pop up. This will need to be reviewed and signed electronically in order to complete the sign up with the 1094/1095 process.

Step 2: Survey

The survey questions help the system know how to determine who needs a 1095-C and the proper codes that should be used. Most of this information comes directly from your insurance plan documents.

Survey

What is the full legal name of your business entity?

Are you an Applicable Large Employer (ALE)? No

Are you self-funded? No

Which Branch(es) is this survey for?

What is your plan start date?

What logic should TempWorks use to determine the employee's original employment status?

Which method did you use to determine full-time status?

What is your waiting period for new hires to be eligible for Insurance?

What is the best type of insurance you offered to all FTE's?

Which Safe Harbor Rule did your company use?

What logic should TempWorks use to determine hours worked for salaried employees?

Are you using the 98% offer method? No

Note For a full break out of all of the questions and possible answers, please view the [1095 Survey Detail](#) form.

Step 3: Create 1095s

This step consists of three sub steps.

Create 1095s

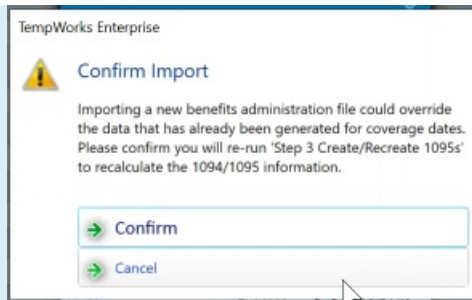
1. Initialize Employees

2. Import BenAdmin Files N/A

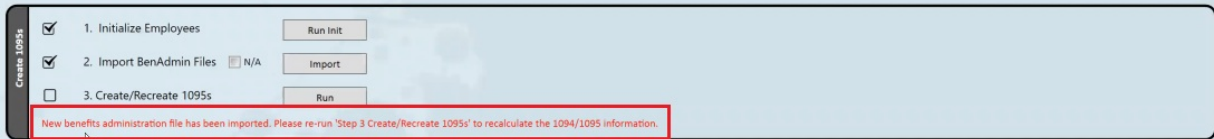
3. Create/Recreate 1095s

- Click Run Init to Initialize Employees
- Import BenAdmin Files
 - This involves providing TempWorks with the coverage data from the year. These files need to be imported within a specific format. For information regarding this step please review the following Knowledge Base article found [here](#).

Note In the event a BenAdmin file is being imported to replace existing information, you will receive the following validation prompt:



If the importing of the new BenAdmin file was successful, you will see the following validation message:



Note In the event Step 3 within the "Create 1095's" section has been completed without the importing of a BenAdmin file, you will receive the following validation message:

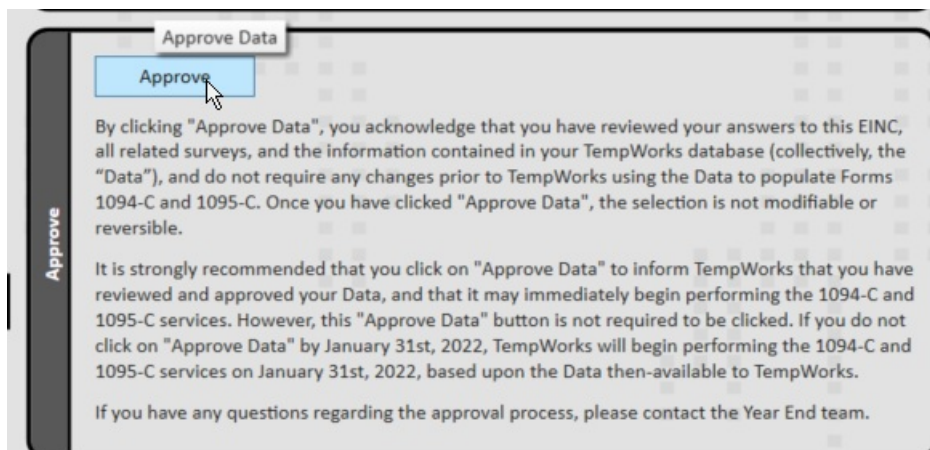


- Click Run to Create/Recreate 1095s

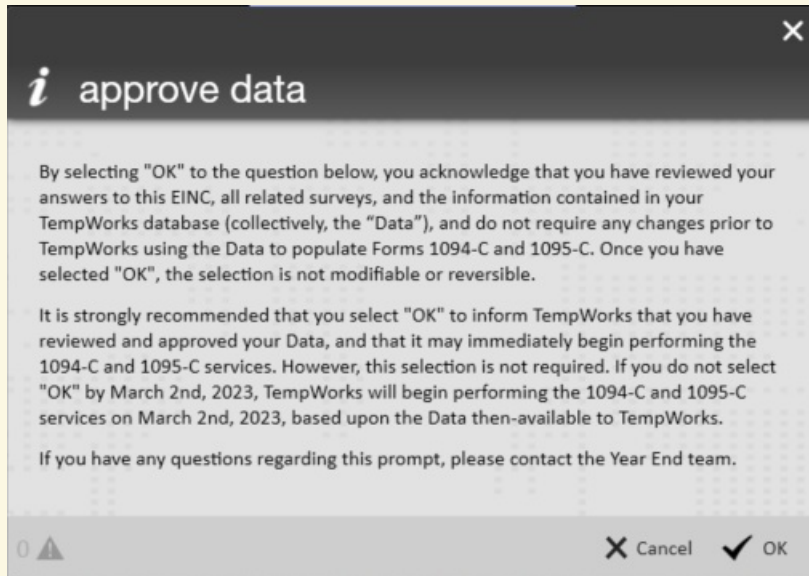
After Create/Recreate 1095s has been ran, you should review the 1095 Verification Report found on the right hand side of the worksheet. This report contains who the system determined needed a 1095 and exactly what will be printed on the 1095-C that will be printed and mailed to the employee within the IRS deadline.

Step 4: Approval

Once you have reviewed the report and have no further questions for the Year End team, select the "Approve" button which will open the "Approve Data" window:

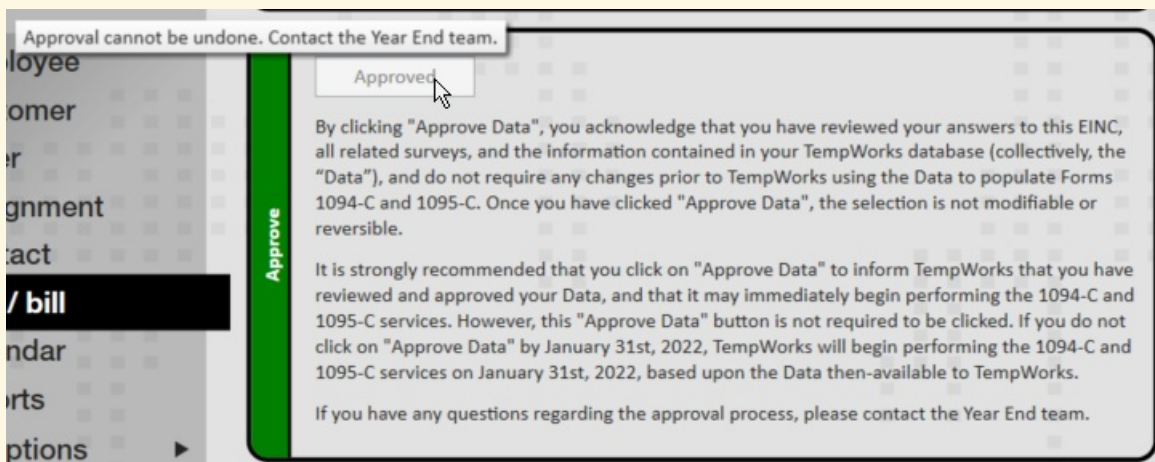


Note After selecting the "Approve" button, please read through the entire confirmation dialog:



Once you have read through the confirmation dialog, you can select "OK" and TempWorks will start the printing process.

Selecting "OK" will return you to the 1094-C/1095-C worksheet section of Enterprise, and you will not be able to de-select the "Approve" button:



If you need further assistance, please contact the TempWorks Year End team.

Note Regardless of whether this box is checked, TempWorks will begin performing the 1094-C and 1095-C services on the published deadline date displayed in the Approved area of TempWorks.

What Happens Next?

The next step is TempWorks will upload the 1094-C documents to the IRS within the deadline. Before they are uploaded, the TempWorks Year End team will email a copy of the 1094-C Verification Report for review. In the event you do not require TempWorks assistance uploading the 1094-C documents to the IRS, please reach out to your TempWorks Account Manager.

Note To review the IRS instructions please click [here](#).

Need to Reprint a 1095-C for an Employee?

1095-Cs and other tax documents can be reprinted from the employee record in Enterprise and Beyond.

- For Beyond Instructions, check out [Beyond - Reprinting or Viewing Tax Documents](#).
- For Enterprise Instructions, check out [Enterprise - Reprinting Tax Documents \(Wage Summaries\)](#).

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