

# 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](#).

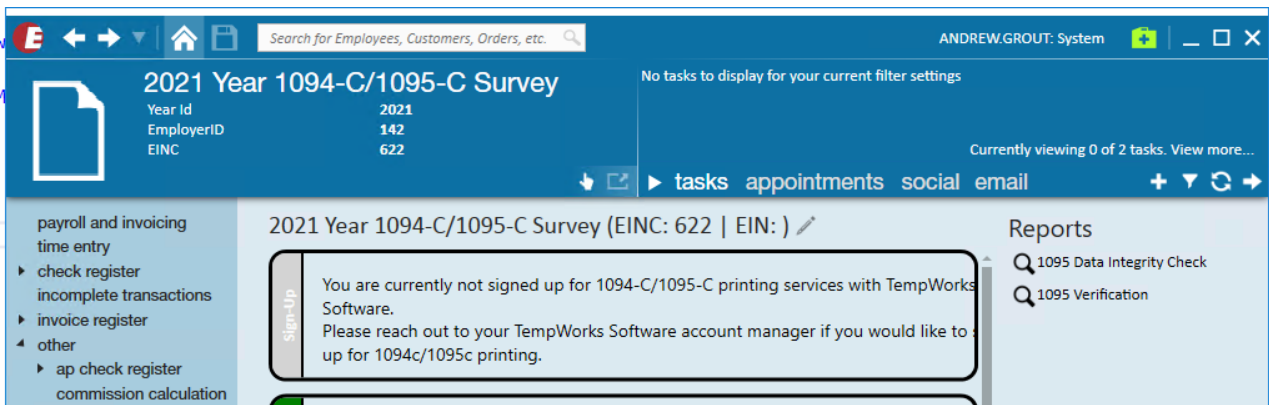
Review the TempWorks Year End calendar, including start and end dates of all year-end services, [here](#) .

## Step 1: Sign-Up

The sign-up process for 1094c/1095c printing is handled by your TempWorks Account Manager.

In the event you would like to sign up for 1094c/1095c printing, and you have not previously, you will need to contact your TempWorks Account Manager.

Navigating to Enterprise > Pay/Bill > Other > 1094c/1095c > Worksheet while **not** being signed up for 1094c/1095c printing services will show the following:



The screenshot shows the TempWorks software interface for the '2021 Year 1094-C/1095-C Survey'. The top navigation bar includes a search bar and the user name 'ANDREW.GROUT: System'. The main content area displays a message: 'You are currently not signed up for 1094-C/1095-C printing services with TempWorks Software. Please reach out to your TempWorks Software account manager if you would like to up for 1094c/1095c printing.' The interface also shows a sidebar with menu items like 'payroll and invoicing', 'time entry', 'check register', 'incomplete transactions', 'invoice register', and 'other'. The bottom right corner shows a 'Reports' section with '1095 Data Integrity Check' and '1095 Verification'.

Clients that have signed up for 1094c/1095c printing will see the following when navigating to Enterprise > Pay/Bill > Other > 1094c/1095c > Worksheet:

2021 Year 1094-C/1095-C Survey

Year Id: 2021  
EmployerID: 142  
EINC: 622

No tasks to display for your current filter settings

Currently viewing 0 of 2 tasks. View more...

tasks appointments social email

2021 Year 1094-C/1095-C Survey (EINC: 622 | EIN: )

Sign-Up: Thank you for signing up for 1094-C/1095-C printing services with TempWorks Softw

What is the full legal name of your business entity? Internals

Are you an Applicable Large Employer (ALE)?  Yes  No

Do you have more ALE members, which are not in TempWorks?  Yes  No

Are you self-funded?  Yes  No

Which Branch(es) is this survey for?  High Tech SE Internal

Reports

- 1095 Data Integrity Check
- 1095 Verification

payroll and invoicing time entry

- check register
- incomplete transactions
- invoice register
- other
  - ap check register
  - commission calculation
  - payroll holds
  - po setup
  - timecard import
  - year end
  - 1094c/1095c
    - worksheet**
    - tax recalculation

## 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? High Tech Staffing

Are you an Applicable Large Employer (ALE)?  No

Are you self-funded?  No

Which Branch(es) is this survey for? All Branches Selected

What is your plan start date? 1/1/2019

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.

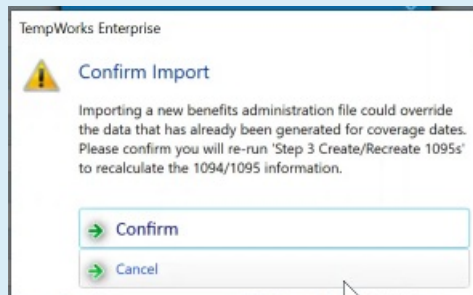
## Step 3: Create 1095s

This step consists of three sub steps.

<input type="checkbox"/>	1. Initialize Employees	Run Init
<input type="checkbox"/>	2. Import BenAdmin Files <input type="checkbox"/> N/A	Import
<input type="checkbox"/>	3. Create/Recreate 1095s	Run

- 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:

<input checked="" type="checkbox"/>	1. Initialize Employees	Run Init
<input checked="" type="checkbox"/>	2. Import BenAdmin Files <input type="checkbox"/> N/A	Import
<input type="checkbox"/>	3. Create/Recreate 1095s	Run

New benefits administration file has been imported. Please re-run 'Step 3 Create/Recreate 1095s' to recalculate the 1094/1095 information.

**\*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:

<input checked="" type="checkbox"/>	1. Initialize Employees	Run Init
<input type="checkbox"/>	2. Import BenAdmin Files <input type="checkbox"/> N/A	Import
<input checked="" type="checkbox"/>	3. Create/Recreate 1095s	Run

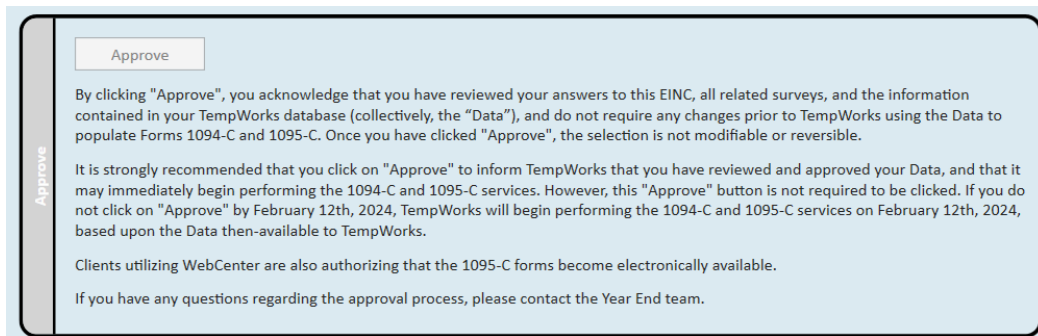
No file has been imported.

- Click Run to Create/Recreate 1095s

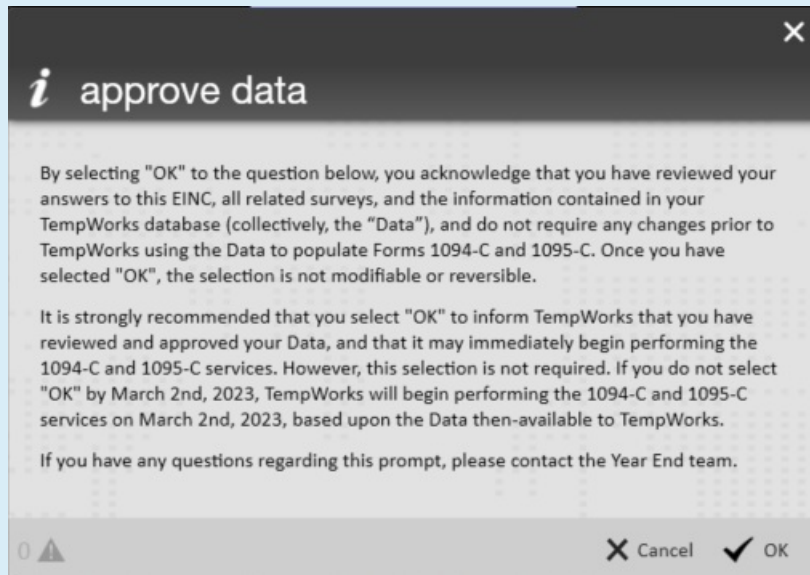
After Create/Recreate 1095s has been ran, you should review the 1095 Verification Report found on the right hand side of the worksheet. This report contains who the system determined needed a 1095 and exactly what will be printed on the 1095-C that will be printed and mailed to the employee within the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



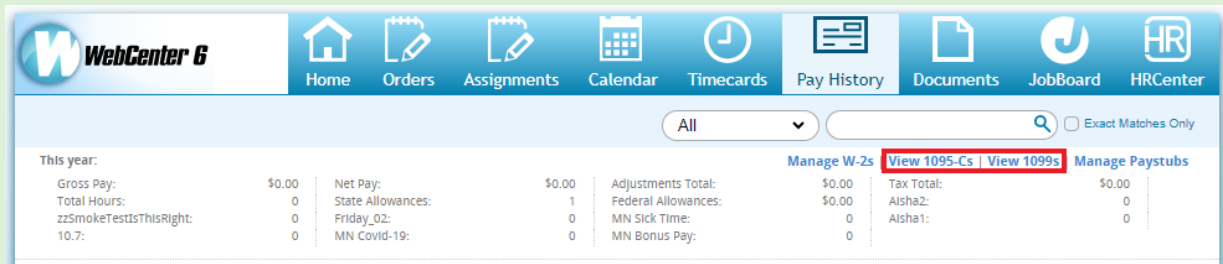
Once you have read through the confirmation dialog, you can select "OK" and TempWorks will start the printing process.

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.

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.

**\*Note\*** By completing the approval step, in the event you utilize WebCenter, employees are able to access their 1099's and 1095-C's electronically via their Home or Pay History screen:



The screenshot shows the WebCenter 6 interface with the Pay History tab selected. The navigation bar includes Home, Orders, Assignments, Calendar, Timecards, Pay History, Documents, JobBoard, and HRCenter. Below the navigation bar, there is a search bar and a dropdown menu set to 'All'. The main content area displays a summary of pay information for 'This year:' with columns for Gross Pay, Net Pay, Adjustments Total, Tax Total, and others. The 'View 1095-Cs' link is highlighted with a red box.

For more information, please see the article titled [Employee: The Pay History Tab](#).

## 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 1099 or 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, please see the article titled [Beyond - Reprinting or Viewing Tax Documents](#).
- For Enterprise instructions, please see the article titled [Enterprise - Reprinting Tax Documents \(Wage Summaries\)](#).

For 2023 and beyond, 1099s and 1095-Cs are able to be viewed and printed within WebCenter.

- For WebCenter instructions, please see the article titled [Employee: The Pay History Tab](#)

## Related Articles