

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. Data Check
5. Approve

Note To schedule your 1095-C Processing call or 1095-C Q/A call, please navigate [here](#).

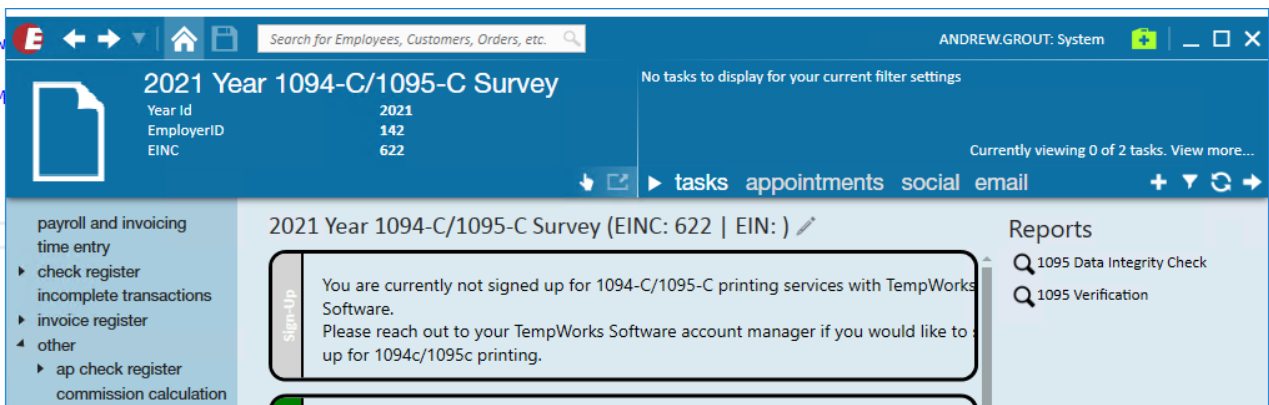
Review the TempWorks Year End calendar, including start and end dates of all year-end services, [here](#) .

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. The main header displays "2021 Year 1094-C/1095-C Survey" with fields for Year Id (2021), EmployerID (142), and EINC (622). A message box is overlaid on the screen, stating: "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 navigation options like "payroll and invoicing", "time entry", "check register", "incomplete transactions", "invoice register", "other", "ap check register", and "commission calculation". The top right corner shows the user name "ANDREW.GROUT: System" and window controls.

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

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.

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.

The screenshot shows a control panel titled "Create 1095s" with three steps:

- 1. Initialize Employees (checkbox unchecked) with a "Run Init" button.
- 2. Import BenAdmin Files (checkbox unchecked) with an "N/A" checkbox and an "Import" button.
- 3. Create/Recreate 1095s (checkbox unchecked) with a "Run" button.

A "more options" dropdown menu is visible on the right side of the panel.

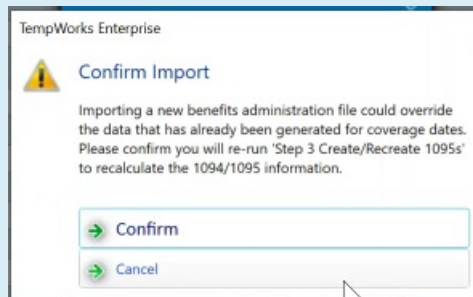
- Click Run Init to Initialize Employees

Note Once initialization has completed, you can select "More Options" on the right-hand side of the section to be given the option to refresh Employee and/or Employer data.

Once the data is approved in the final step of the worksheet, these options will no longer be available.

- 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:

The screenshot shows the "Create 1095s" control panel with the first two steps completed (checkboxes checked):

- 1. Initialize Employees (checkbox checked) with a "Run Init" button.
- 2. Import BenAdmin Files (checkbox checked) with an "N/A" checkbox and an "Import" button.
- 3. Create/Recreate 1095s (checkbox unchecked) with a "Run" button.

A red-bordered box highlights a validation message at the bottom: "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:



The screenshot shows a sidebar with the label "Create 1095s" and three steps:

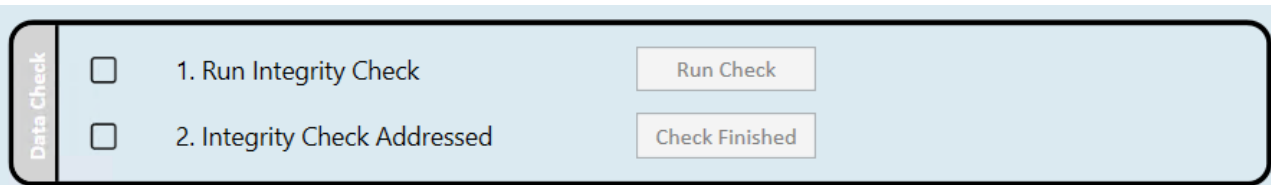
- 1. Initialize Employees (checked) with a "Run Init" button.
- 2. Import BenAdmin Files (unchecked) with an "N/A" checkbox and an "Import" button. A red box highlights the text "No file has been imported" below the "Import" button.
- 3. Create/Recreate 1095s (checked) with a "Run" button.

- 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: Data Check

Once the 1095s have been created, you will need to run the Data Integrity Check and address any errors that are found during the process:

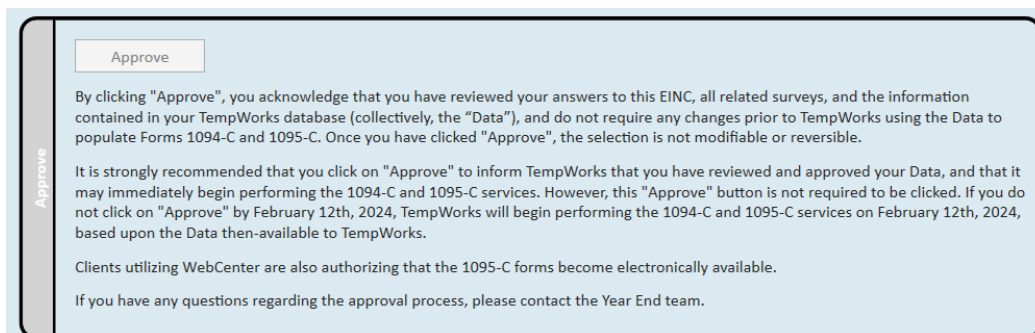


The screenshot shows a sidebar with the label "Data Check" and two steps:

- 1. Run Integrity Check (unchecked) with a "Run Check" button.
- 2. Integrity Check Addressed (unchecked) with a "Check Finished" button.

Step 5: Approval

Once you have verified the integrity of the data and have no further questions for the Year End team, select the "Approve" button which will open the "Approve Data" window:



The screenshot shows a window titled "Approve" with an "Approve" button at the top. The main text reads:

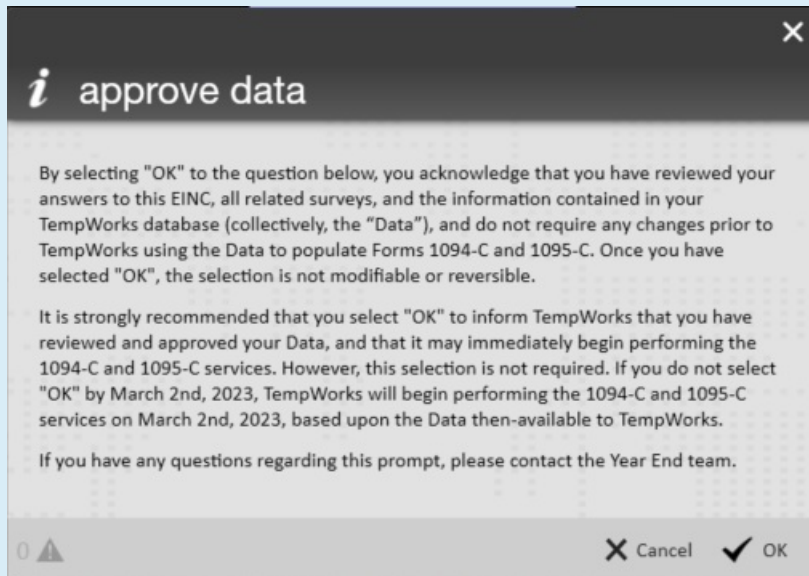
By clicking "Approve", you acknowledge that you have reviewed your answers to this EINC, all related surveys, and the information contained in your TempWorks database (collectively, the "Data"), and do not require any changes prior to TempWorks using the Data to populate Forms 1094-C and 1095-C. Once you have clicked "Approve", the selection is not modifiable or reversible.

It is strongly recommended that you click on "Approve" to inform TempWorks that you have reviewed and approved your Data, and that it may immediately begin performing the 1094-C and 1095-C services. However, this "Approve" button is not required to be clicked. If you do not click on "Approve" by February 12th, 2024, TempWorks will begin performing the 1094-C and 1095-C services on February 12th, 2024, based upon the Data then-available to TempWorks.

Clients utilizing WebCenter are also authorizing that the 1095-C forms become electronically available.

If you have any questions regarding the approval process, please contact the Year End team.

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



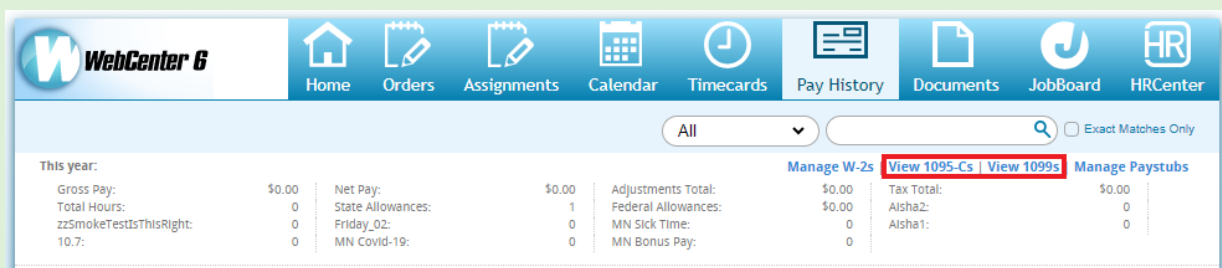
Once you have read through the confirmation dialog, you can select "OK" and TempWorks will start the printing process.

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:



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