# ACA Admin: Setting Up ACA Surcharges for Customers

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## What is an ACA Surcharge?

ACA Surcharges can help a staffing company afford insurance for their employees by passing on some of the costs their customers. This cost will be added to the customer's invoice and can be set as a flat rate or percentage depending on what works best for you and your customers.

ACA surcharges may be different for different customers and can be overridden per customer, department, or even on the order. Check out ACA Surcharge Overrides for Customers for more information.

This article will discuss the initial setup options for ACA surcharges.

- 1. Enable ACA Surcharge
- 2. Advanced Setting Options
- 3. Branch Specific Settings

## **Enabling ACA Surcharges**

If you are going to utilize ACA surcharges, you will need to first set up the default options for your system. Note that these settings can be overridden on the customer, department, or order level. Specific settings can also be set up per branch as needed which will be discussed below.

#### To Enable ACA Surcharges:

- 1. In Enterprise, navigate to all options > administration
- 2. Select Employers

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<ul> <li>branch</li> <li>business code types</li> <li>commission</li> <li>company</li> <li>custom data</li> <li>drop downs</li> </ul>	employer search Name EINC Your search returned 1 result.	Fed. ID City
<ul> <li>employers</li> <li>aca setup</li> <li>employer setup</li> <li>funding</li> <li>jurisdiction setup</li> </ul>	Drag a column header here to group         Employer Name       Legal Name         High Tech Staffing Inc       High Tech Staffing Inc	by that column.

- You will need to turn on surcharges for each employer you have set up in the system individually
- Keep in mind your hierarchy level may impact what employers you see in administration
- 3. Double click on the employer name
- 4. Select ACA Setup on the left
- 5. Check the box for Surcharge Enabled

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High Te 701 Main St. Duluth MN, 55		+ <b>€</b> ⊡ Q	► tas	ks appointments	Currently social er	viewing 2 of 121823 ta mail	sks. Vi	iew m <b>T</b>	iore G →
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employer setup	Surcharge Enabled	×		Surcharge Type and Rate		Amount Per Hour	- 0	.7500	0000
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external services	Use this area to setup bran	<ul> <li>ch specific settings for ACA Er</li> </ul>	nployee Qu	ualified Groups					

6. Set the Surcharge Type & Rate

Surcharge Type and Rate	Amount Per Hour	0.75000000
	42	
	Percent of PayrollCost	
	Amount Per Hour	
	Flat Rate Per Aident	× % +
Jalified Groups	Percent of Invoice	

No Records Found

- Think of this as the default surcharge rate for your customers
- There will be additional settings and customization options available so set up the most commonly used

surcharge here

- 7. If you want to include ACA surcharges in your Gross Profit, check the box next to Include Surcharge in GP
- 8. Select Save (CTRL + S)

Now that you have enabled ACA surcharges in your system for this FEIN or employer, check out the Advanced Setting Options below to see how you can further customize how ACA surcharges are calculated.

### **Advanced Setting Options**

When you enable ACA surcharges under employers, you will have an additional button titled "Advanced Settings" that will allow you to further customize how the ACA surcharge is calculated.

#### **General Settings**

This section allows you to choose which types of hours/pay on timecards are used to help calculate ACA surcharge:

				 @ ×
🧘 manag	e surcl	harge se	ettings	
General Settings	Paycodes	Adjustments	Insurance Offer Statuses	
Calculate on Regula	ar Hours		Yes	
Calculate on Overti	ime Hours		Yes	
Calculate on Doubl	etime Hours		Yes	
Calculate on Salary			Yes	
Calculate on Units			Yes	
Calculate on Discou	unted Portion	of Invoice	Yes	
1				
o 🛕				💾 Save

Click on the toggle buttons to change the setting between yes (green) and no (red). Select save to save your changes.

#### Paycodes

Select which paycodes apply when calculating ACA surcharges.

General Settings	Paycodes	Adjustments	Insurance Offer Statuses	
Sur	charge Ex	kempt	Surcharge En	abled
Filter List			Filter list	28
Bonus			Hol	*
Vac1			Reg	
BillRev				
billcor				

Find the paycode on the left under Surcharge Exempt and double click or use the arrow to move it into the Surcharge Enabled side.

#### Adjustments

Select which adjustments should considered when calculating ACA surcharges

General Settings	Paycodes	Adjustments	Insuranc	e Offer Statuses		
Surc	harge Ex	kempt		Surch	narge Enabl	ed
Filter List			×	Filter list		×
DHFee			1	Per Diem		*
Mileage						
PerCheck						
ReissueFee						
SubPush						
Equipment			- /			

Find the adjustments on the left under Surcharge Exempt and double click or use the arrow to move it into the Surcharge Enabled side. Select Save to save your changes.

#### **Insurance Offer Statuses**

If you want to collect ACA surcharges based on which employees have specific insurance offer statuses, you can set those settings here:

Enabled	Surcharge Er		empt	harge Ex	Surc
X	Filter list	]	×		Filter List
-	Accepted	1	*		Cancelled
	Offered				Not Eligible
					Not Offered
					Declined
		Σ			COBRA Offered
					COBRA Declined
					COBRA Accepted
		<			

You need to first set the Collect by Insurance Offer Status to Yes at the top.

Find the insurance status on the left under Surcharge Exempt and double click or use the arrow to move it into the Surcharge Enabled side. Select Save to save your changes.

## **Setting Branch Specific Settings**

The ACA settings set on the employer record are automatically applicable to all employee and customer records for the FEIN that they are set up in. If you want to have different settings for specific branches, you can do this under the Branch Level Configurations section.

This is most commonly done to allow ACA exemptions for specific branches of employees.

1. To begin, under the Branch Level Configurations section select the + to add a new branch specific setting.

employer setup					
Transitional Period	12 Months 👻	Delay Initial Measurement Period	×		
Administrative Period	90	Initial Measurement Period	3 Months	~	
Insurance Cutoff	0	Standard Measurement Period	12 Months	~	
Stability Period	12 Months 👻	Standard Measurement Period End Date	4/1/2015	=	
Stability Period Start Date	5/1/2015	Approaching FT Threshold	30.00		
Surcharge Enabled	×	Surcharge Type and Rate	Amount Per Hour	• 0.75000000	
Include Surcharge In GP					
				1	New Branch Co
branch level config	gurations			× % 📑	
Use this area to setup brand	ch specific settings for ACA Employee Q	ualified Groups			
		No Records Found			

2. Select which branch you want to set up specific settings for:

🗹 aca branc	ch status		(?) X
choose a branch <sup>†</sup> Branch <mark>!</mark>	to configure		
configurations			
Transitional Period	Ψ.	Delay Initial Measurement Period	]
Administrative Period	90	Initial Measurement Period	~
Insurance Cutoff	1	Standard Measurement Period	~
Stability Period	Ţ	Standard Measurement Period End Da	<b>III</b>
Stability Period Start Da		Approaching FT Threshold	
Surcharge Enabled			
0		X Ca	ancel 💾 Save
•			

- 3. Select your ACA look back settings for this branch
- 4. Select if you want surcharge enabled
  - If you enable surcharges, you will be able to enter the surcharge rate
- 5. Select Save to save your branch settings

## **Related Articles**