



Banner Human Resources
Year-End Regulatory Handbook for U.S. and
Puerto Rico

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Notices

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Overview

The Year-End Regulatory Reporting Handbook contains instructions for performing tax administration tasks and procedures that you need to complete for U.S. and Puerto Rico year-end reporting.

For more information about tax administration and regulatory reporting, see the *Banner Human Resources and Position Control User Guide*.

Employee Self-Service supports the electronic delivery of Form W-2 Wage and Tax Statements, W-2c Corrected Wage and Tax Statements, and 1095-C Employer-Provided Health Insurance Offer and Coverage.

Prepare for Year-End Processing

Ensure that you have reviewed necessary information that helps you perform the tasks required for processing year-end tax forms.

Procedure

1. Watch for upgrade information for the Human Resources product. System requirements and other helpful information are available on the eCommunities, in the Release Guides, or the Customer Service Support Site.
2. Sign up for any webinars being offered.
3. Review the release notes when an upgrade is posted.
4. Review all FAQs posted on year-end processing.
5. Review the quarterly runs of the W-2 and 941 forms.
6. Make sure all quarters balance. If not, research the issues. Try to find the employees whose records are not correct, and adjust the appropriate records. If you are not able to determine what the problem is and need assistance contact the Ellucian Action Line.
7. Make any needed corrections using the Payroll Adjustment Form (PHAADJT), so your data is balanced and it reconciles when you are ready to begin processing.

Warning! If you make corrections on PHAADJT and have already submitted your Electronic File to the Social Security Administration (SSA), you cannot recreate a W-2 form. You must generate a correction W-2c form on PXAW2CC and use the PXPWCxx process to send the corrections to the SSA. See the [U.S. W-2c Forms](#) on page 27 section in this handbook for more information.

8. Review all posted FAQs that relate to year-end regulatory form processing.
9. Review Health Insurance Offer and Coverage (PDAHIOC) records for missing information.

Warning! If you make corrections on PDAHIOC and have already submitted your Electronic File to the Internal Revenue Service (IRS), you cannot recreate a 1095-C form. You must generate a corrected 1095-C form and use the 1094/95-C Submission (PXPAC15) process to send the corrections to the IRS.

After completing year-end processing

Ensure that you are aware of the tasks that need to be performed after generating the year-end tax forms.

- Make W-2 and 1095-C forms available to your employees on Employee Self-Service by setting the PTRINST indicators to the correct tax year.
- To make corrections to W-2 forms after you have submitted your Electronic File to the Social Security Administration, use the PXAW2CC form to create the W-2c.
- To make corrections after you have submitted your 1094-C/1095-C Electronic File to the IRS, use the PXRAC15 to provide the employee with a corrected form, and the PXPAC15 process to submit the corrections to the IRS.

Banner Support for U.S. Tax Form Vendors

Banner Human Resources is compatible with the forms supplied by RR Donnelley. Ellucian recognizes RR Donnelley as a recommended business partner.

If you elect to use a form vendor other than RR Donnelley, the the data placement on the forms may not be accurate. This does not imply that you must use RR Donnelley forms. You can use any vendor that you choose. However, you may need to make modifications to obtain the proper alignment.

Other forms vendors may require a sample output, which you can produce by running the tax reports PXR1042, PXR1099, PXRACxx, and PXRW2xx. The sample output appears at the beginning of each file. Banner only generates the output when the tax data exists and you have set up the rule forms correctly in Banner. In addition, three alignment forms appear at the beginning of each file generated by the reports.

Note: The U.S. Government allows variations in the forms as long as the form is approved by the IRS. Forms supplied by RR Donnelley are federally approved.

For tax processing, Banner supports the following RR Donnelley form numbers.

1042-S

Form Name	Description
#1042S	1042S 5 Pt. Carbonless Continuous
#1042S ENVF	1042S envelope

1095-C

Form Name	Description
L1095C	IRS Format Landscape
L1095CCONT	1095-C Continuation Page
L1095CALT18	1095C Portrait

1099R

Form Name	Description
#9923862	1099R 6 Pt. Carbonless 2/page Continuous

W-2

Form Name	Description
#MW275	W-2 4 Corner Employee Copy (Laser)
#MW276	W-2 4 Corner Employer Copy (Laser)

Form Name	Description
#MW256	W-2 5 Pt. Mag Media Mailer
#2122862	W-2 4 Pt. Carbonless One Wide
#2175862	W-2 6 Pt. Carbonless 2/page
#TT3B	W-2 3 Pt. Employee Set 2/page
#TT3A	W-2 3 Pt. Employer Set 2/page
#MW1280Z	W-2 1 Pt. Pressure Seal (Laser)

Establish Address Hierarchy for Processing

Define the mailing address used for W-2, 1095-C, 1099-R, and 1042-S forms by establishing an address hierarchy on the Crosswalk Validation (GTVSDAX) page. Banner uses this hierarchy to determine which Identification (PPAIDEN) address to use for each recipient.

About this task

You can define a separate address hierarchy for each process type. All GTVSDAX records with the same Internal Code - W2ADDR, 1095ADDR, 1099ADDR, or 1042ADDR - define the hierarchy for that process type. For each record, associate a Sequence number with the address type in the External Code field. The year-end process uses the address associated with Sequence number 1 to get a recipient's address from PPAIDEN. If the recipient doesn't have that address type, then the process uses the address associated with Sequence number 2, and so on.

Note: Beginning with 2018 forms, you can define a different hierarchy for W-2 and 1095-C forms by using either the W2ADDR or 1095ADDR values for the Internal Code. A process parameter identifies which of these codes to use when creating 1095-C forms.

Procedure

1. Access the Crosswalk Validation (GTVSDAX) page.
2. Click **Insert**.
3. In the Internal section at **Code**, enter one of the year-end process address values: W2ADDR, 1095ADDR, 1099ADDR, or 1042ADDR, for the address hierarchy you are defining.
4. At **Sequence**, enter the sequence number for this address type.
For example, to define that the process first select a Permanent address if it exists and then select a Business address as the secondary address, enter a sequence value of 1 for the PR (Permanent) address record and a sequence value of 2 for the BU (Business) address record.
5. At **Group**, enter ADDRESS.
6. At **External Code**, enter the address type. For example, enter PR for the Permanent address type.
7. At **Description**, enter a description to identify the type of address.
8. Save the record.
9. Repeat these steps for all address types that you want to define in the address hierarchy.

Note: You can use the Query feature to display existing address information for specific codes.

Related tasks

[Set up Crosswalk Validation \(GTVSDAX\) page for 1095-C address hierarchy](#) on page 55

U.S. W-2 Forms

To produce W-2 files, you must first set up the required employer information and create the data for the W-2 forms. You can then create an electronic file containing all required W-2 information for submission to the government.

Configure Banner for U.S. W-2 reporting

You must set up information on several Banner administrative pages to configure the Human Resources application for reporting U.S. W-2 forms.

Create employer rules on PTREMPR

Create employer rules or verify that rule data exist. If your institution has more than one employer, you can create multiple employer rules.

Procedure

1. Access the Employer Rule (PTREMPR) page, enter an **Employer Code**, and click **Go**.
2. Verify that the **FED EIN or Business Num** is correct; change it if needed.
3. Complete all required fields.
4. In the Employer State section, create a record for each state in which the employer withholds tax.
Use the correct account number for each state. This information is printed in Box 15 of the United States W-2.
5. Save your changes.

Specify MMREF code for Nation Codes on STVNATN

The IRS provides a list of the acceptable nation codes that you can use in the Magnetic Media Reporting and Electronic Filing (MMREF) files for regulatory reporting. Verify that MMREF codes exist for the nation codes used by your institution, and create them as needed.

Procedure

1. Access the Nation Code Validation (STVNATN) page.
2. For each **Nation Code** your institution uses, enter the associated MMREF Code.
You must use MMREF codes published by the Social Security Administration (SSA) for W-2, W-2PR, and 1042-S reporting.
3. Save your changes.

Specify transmitter information on PXAMTAP

Define the transmitter and organization information that Banner Human Resources includes when you send the W-2 forms reports.

Procedure

1. Access the Magnetic Tape Rules (PXAMTAP) page.
2. Enter values in all required fields.

You must complete all areas of the form (Transmitter Information, Organization Information, and Employer Information) even when the Name and Address information is the same for the Transmitter and the Organization.

3. Save your changes.

Specify electronic filing information on PXAMMEF

Procedure

1. Access the MMREF-1 Electronic Filing (PXAMMEF) page.

You must complete all three areas of the form (Submitter, Company, and Employer information). In most cases, the **Submitter Name** and **Address** fields will be the same as the **Company Name** and **Address** fields.

2. On the **W-2 Submitter** window, enter values in all fields.
3. Select **Tools > Options > Company**.
4. On the **W-2 Company** window, enter values in all fields.
5. Select **Tools > Options > Employer**.

You must complete all three areas of the form even when the name and address information is the same for the transmitter and the organization.

6. On the **W-2 Employer** window, enter values in all fields.
7. At **Third Party FIT Withheld**, enter the tax withheld if a third party withheld federal income tax from sick or disability payments.

Define tax reporting rules for specific states on PXAREPT

Each box code record defined on the Tax Reporting Rule (PXAREPT) page corresponds to a box on the W-2 form. You must define the specific state information for the boxes 16 and 17.

About this task

Ellucian provides all box code information except for boxes 16 and 17 on the W-2 form.

Warning! Do not change information for any boxes other than boxes 16 and 17 without consulting Ellucian.

Procedure

1. Access the Tax Reporting Rule (PXAREPT) page.
2. At **Tax Report Code**, enter W2 and click **Go**.
3. At **Box Code** enter information for Boxes 16 and 17.

You must set up box 16 and a box 17 for each state in which you deduct state income tax. For each box, enter the box number followed by the two-character state code, as illustrated in the following examples:

Box	Description
16NJ	New Jersey state wages
16OH	Ohio state wages
16PA	Pennsylvania state wages
17NJ	New Jersey state tax withheld
17OH	Ohio state tax withheld
17PA	Pennsylvania state tax withheld

For each box code record, list the benefit or deduction codes (from the PTRBDCA Benefit or Deduction Code field) or the earn codes (from the PTREARN Earnings Code field) associated with the specified box.

- In most cases, you associate each box with only one code type, either a benefit or deduction code or an earn code, but not both.
 - You will define most W-2 boxes with benefit or deduction codes; only a few use the earn codes.
 - Complete one of the following two steps.
4. For records that contain benefits or deductions, do the following:
 - a) Select a box code.
 - b) In the Benefit or Deduction section, list the benefit or deduction codes.
 - c) For each benefit or deduction code, indicate which deduction amount indicator (Applicable Gross, Employee Amount, or Employer Amount) to include in the box. Add more lines for each indicator type as needed.

Note: You must associate the correct deduction amount indicators with each benefit or deduction code listed. If you are reporting elective deferrals under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) for a prior year, you must set up box codes in the following format: DXYY where D is Deferred, X is the box 12 code, and YY is the tax year. For example, the box code, DG07 where G is the §457(b) deferred compensation plan and 07 is the tax year.

5. For records that contain earnings, do the following:

- a) Select a box code.
 b) In the Earnings section, list the earning codes.

Tax reporting rules example

The following table provides an example for setting up tax reporting rules on the PXAREPT page for Tax Administration purposes.

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
Federal Subject Income			1A	All federal treaty deductions FED	1	Federal Treaty Deductions FED		
Federal non-subject Income			1B	n/a				
Federal Tax Withheld	1	All federal treaty deductions FED	1C	All federal treaty deductions FED	2	All federal treaty deductions FED		
Federal Employer Contribution			1D	n/a				
SS Subject Wages (excluding tips)			2A	FIO	3	FIO		
SS Subject Tips			2ATP	TSS (Earn Code)	7	TSS (Earn Code)		
SS Non-subject			2B	n/a				
SS Tax Withheld			2C	FIO	4	FIO		
SS Employer Contribution			2D	FIO				

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
FICA Tax	2	FIA,FIM, FIO						
Medicare Subject Income (including tips)			3A	FIM	5	FIM		
Medicare Non-subject Income			3B	n/a				
Medicare Tax Withheld			3C	FIM	6	FIA, FIM		
Medicare Employer Contribution			3D	FIM				
Additional Medicare Tax - Wages			3E	FIA				
Additional Medicare Tax - Withheld			3F	FIA				
Allocated Tips					8	TAL (earn code)		
Federal Unemployment Tax	3	n/a						
State Wages, Tips, etc.				n/a	16	16 ST set up box for each state		
State Income Tax	5	All State treaty deductions All regular states. E.g., PA.		n/a	17	17 ST set up Box for each state	24	All state treaty deductions

Box Description	Box #	TDUG	Box #	941	Box #	W-2	Box #	1042
State Disability	6	n/a		n/a		n/a		
State Unemployment Tax	7	n/a		n/a		n/a		
City/Local	8	All Local Taxes. E.g., PA		n/a	18/19	All local taxes, e.g., PA		
Other Taxes	9	n/a		n/a		n/a	8	Withholding by other agents

Report social security wages and tips separately

The SSA requires that you report social security tips separately from taxable social security wages in Box 3. The following table clarifies how to report social security tips in W-2 boxes on the Tax Reporting Rules (PXAREPT) page.

Box Code	Field Name	Description
1	Wages, tips, Other Compensation	Includes Social Security Tips, but does not include allocated tips
3	Social Security Wages	Does not include Social Security Tips or Allocated Tips. (This is handled in the reporting process to subtract any items identified with Box 7 SS Tips.)
4	Social Security Tax Withheld	Includes Social Security Tips
5	Medicare Wages and Tips	Includes Social Security Tips, but not Allocated Tips.
6	Medicare Tax Withheld	Includes Social Security Tips
7	Social Security Tips	Includes Social Security Tips, but does not include Allocated Tips. (Box 3 + Box 7 cannot exceed the maximum social security wage base for the year.)
8	Allocated Tips	Includes Allocated Tips only

Reconcile Social Security wages

If Social Security Tips (SS Tips) are relevant to your reporting, follow these guidelines when reconciling the Social Security Wages amount between the W-2 Totals and the Form 941 Detail Report (PXR941):

- Human Resources breaks out SS Tips only on the Form 941 Worksheet within the Detail Report. When reconciling the amounts from the W-2 Totals page of the PXRW2xx process, you should only compare them to the amounts printed on the Form 941 Worksheet.
- The monthly and quarterly totals within the Detail Report do not break out the SS Tips from the other Social Security Subject Income.

Modify HRW2PIN address code on GTVSDAX

You must change some records on the GTVSDAX page to perform the following actions related to W-2 processing and Electronic Distribution.

About this task

See the section, [Establish Address Hierarchy for Processing](#) on page 10 for more information about changing GTVSDAX entries.

Procedure

1. Access the Crosswalk Validation (GTVSDAX) page.
2. For records with an **Internal Code** of W2ADDR, enter the address types in the **External Code** field.
3. For records with the value combination **Internal Code** = HRW2PIN and Group = REGULATORY, enter one of the following values to indicate whether your institution requires employees to enter a PIN to view a printable Form W-2.
 - External Code = Y, requires employees to enter their PIN before viewing the printable Form W-2.
 - External Code = N, employees do not need to enter their PIN before viewing the printable Form W-2.

Note: If there is no GTVSDAX record with Internal Code = HRW2PIN, the system requires employees to enter their PIN.

If your institution uses CAS for single sign-on, create the GTVSDAX record with an External Code = N, which allows employees with this configuration to access and print an approved W-2 form without entering a PIN. If you do not set the External Code = N, you must provide employees with their Employee Self-Service PIN for them to access the W-2 form.

Verify rules on PTRINST

Verify the rules on the Installation Rules (PTRINST) page.

Procedure

1. Access the Installation Rules (PTRINST) page.
2. In the **Payroll or Finance Rules** window, specify whether to revoke an employee's electronic W-2 consent by selecting or clearing the **Revoke Electronic Consent on regulatory statements upon Employee Termination** check box.
3. In the **Self-Service** window, enter the **Latest Year-End Regulatory Statements to display**
4. In the **Self-Service** window, specify whether to restrict employees from viewing their W-2 by selecting or clearing the **Restrict Self-Service year-end statement access based on Electronic Consent** check box.

You can disable the prompt that requests an employee's consent to view the electronic version of their W-2 through Employee Self-Service by clearing this check box. When you do this, Employee Self-Service does not prompt the employee for consent regardless of the employee's consent value.

Update employee electronic consent and name on PEAEMPL

When an employee revokes their consent to view documents electronically, you must change a setting on Employee (PEAEMPL). If you want to specify an alternate employee name to print on the W-2 and the files produced by the W-2 EFW2 File (PXPW2xx), you can change that on PEAEMPL.

Procedure

1. Access the Employee (PEAEMPL) page.
2. In the **United States Regulatory** window, clear the **Employee Consent** fields for W-2 and 1095 consent for any employees who revoked their consent in writing to the institution.
3. In the **United States Regulatory** window, complete the fields in the Social Security Name section if you want to specify an alternate name from the name defined on the Identification (PPAIDEN) page. Banner uses the name entered here for the W-2 and on the files produced by the W-2 EFW2 File (PXPW2xx).

Note: If you do not specify a name here, Banner prints the name defined on PPAIDEN on the W-2.

Prepare for U.S. W-2 forms reporting

To process U.S. W-2 forms for reporting, run the United States W-2 Report (PXRW2xx). You can run this report for all quarters (annual report) or for a single quarter.

Running PXRW2xx requires a minimum of the following parameters:

#	Parameter	What to Enter?
01	Tax Year	Tax reporting year
02	Employer Code	Applicable employer code being reported
03	Processing Mode	Enter one of these values: <ul style="list-style-type: none"> • C - Create • R - Recreate • T - Totals Only
04	Tax Quarter	Enter one of these values: <ul style="list-style-type: none"> • 1 - first quarter • 2 - second quarter • 3 - third quarter • 4 - fourth quarter • A - annual report
09	Zero Out Negative Amounts	Specify whether to replace negative box amounts with zero <ul style="list-style-type: none"> • Y - replace negative box amounts with zero • N - do not replace negative box amounts with zero
15	Population Selection	Indicate whether to generate W-2s for a specific population. <ul style="list-style-type: none"> • Y - Use population selection to generate W-2s. • N - Do not use population selection to generate W-2s.

Warning! Do not run this process again in Create mode after you have reported the W-2s to the Social Security Administration. Rerunning the process in Create mode recreates the W-2 data and regenerates W-2 tables. You should always make corrections to a W-2 form on the W-2c form (PXAW2CC).

Generate a W-2 form for yearly reporting

If you select **A** (All quarters), PXRW2xx will produce printed W-2 forms in addition to data for year-end electronic processing.

About this task

The system does not process employees with errors; and does not include them in the totals. You can run PXRW2xx multiple times for all quarters. Each time, it creates a hard copy print file

(pxrw2xx.lis), a log file (pxrw2xx.log) that includes any errors, and populates the W-2 database tables that are used to create an electronic file.

Warning! Do not re-run this process in the Create mode after the W-2s have been reported to the Social Security Administration, as it will recreate the W-2 data. Running the process in Create mode will regenerate and repopulate W-2 tables. Therefore, make any corrections to the W-2 forms on the W-2c Form (PXAW2CC).

To create an employee and employer copy for laser printed forms, print the output file (pxrw2xx.lis) twice.

Note: For employer records, Banner does not support the printing of a laser form with four employees per page.

The following parameters are required for generating the printed W-2 forms:

#	Parameter	What to Enter?
01	Tax Year	Tax reporting year
02	Employer Code	Applicable employer code being reported.
03	Processing Mode	Specify any one of the following values: <ul style="list-style-type: none"> • C - Create W-2s • R - Reprint Original W-2s • T - Totals Only - Choose this option to print only totals for the whole year. This option will not print individual W-2s. <p>When you run the process in Create mode, Human Resources captures the employee's address in the Federal W-2 and W-2c Employee Information (PXRW2EE) table.</p> <p>When you run the process in Reprint mode, Human Resources reprints the captured address on the form regardless of any address changes you made after you created the form.</p>
04	Tax Quarter	Enter A to report for the full year.
05	Specific Employee IDs Ind	Enter Y or N depending on the intended output.
06	Employee IDs	If a Y was entered for the Specific Employee IDs Ind parameter, then enter individual tax IDs.
07	W-2 Form Type	Format to print W-2s. <ul style="list-style-type: none"> • 1 - Standard 1-up • 2 - Laser 4-up • 3 - Laser Pressure Sealed

#	Parameter	What to Enter?
08	Print Sort Order	Order in which to sort the printed W-2. <ul style="list-style-type: none"> • 1 - Employee Name • 2 - ZIP Code • 3 - Check Distr Org — Check Distribution Organization • 4 - U.S./Canada ZIP Code
09	Zero Out Negative Amounts	Enter Y or N depending on whether you want to reduce negative box amounts to zero.
10	Print Paper W-2 for all	Enter Y or N depending on whether you want W-2s printed for all employees regardless of their electronic consent.
11	Mark as Reissued W-2	Enter Y or N depending on whether you want to indicate to the employee that their W-2 was reissued.
12	Number of Alignment Pages	Enter a number between 0 and 9 to specify the number of alignment pages that will precede the actual W-2s.
13	Suppress Zero W-2 Messages	Enter Y or N depending on whether you want error messages printed for W-2s with zero dollars.
14	Print W-2 with no address	Enter Y or N depending on whether you want to print W-2s for employees with missing address information.
15	Population Selection	Enter Y or N depending on whether W-2s are to be generated and printed for a specific population.

Procedure

Generate the printed W-2 form by specifying the parameters.

Generate a W-2 form for quarterly reporting

For quarterly reporting, you must specify each of the following parameters in Job Submissions.

About this task

#	Parameter	What to Enter?
01	Tax Year	Tax reporting year
02	Employer Code	Applicable employer code being reported
03	Processing Mode	Specify either C —Create, or T —Totals Only
04	Tax Quarter	Enter 1, 2, 3, or 4 to identify the quarter being reported

#	Parameter	What to Enter?
05	Specific Employee IDs Ind	Y or N depending on the intended output
06	Employee IDs	If a Y was entered for the Specific Employee IDs Ind parameter, then enter individual tax IDs
09	Zero Out Negative Amounts	Y or N depending whether or not you want to replace negative box amounts with zero
11	Mark as Reissued W-2	Enter Y or N depending on whether you want to flag all reissued W-2s
13	Suppress Zero W-2 Messages	Enter Y or N depending on the intended output
14	Print W-2 with no address	Enter Y or N depending on whether you want to print W-2s for employees with missing address information
15	Population Selection	Y or N depending on whether W-2s are to be generated for a specific population

Note: If you select the Totals Only Processing Mode for an individual quarter, the totals printed will include records with errors. This will simplify reconciling this report to the 941 report worksheet.

Procedure

Generate the printed W-2 form by specifying the parameters.

Create an electronic file for a W-2 form

Create an electronic file, which includes all required W-2 information, for submission to the government.

Before you begin

Run the United States W-2 Report (PXRW2xx) to generate W-2s for all quarters.

Procedure

Run the W-2 EFW2 File (PXPW2xx) to create an electronic file for U.S. W-2s.

Note: The Comment page (PPACMNT) is not compatible with EFW2 reporting requirements.

For complete information about this report process, see the *Banner Human Resources Reports Handbook*.

Results

This process produces these output files:

- `pxpw2xx.lis` print file
- `pxpw2xx.log` log file, which includes any errors

It also places information into the W2REPORT file based on data in the PXRMTW2 table.

You can view and download the W2REPORT file using the Saved Output Review (GJIREVO) page. You must rename the file to W2REPORT, which is the name required by the Social Security Administration.

W2REPORT

The W2REPORT follows federal reporting requirements that are outlined in Social Security Administration Publication No. 42-007.

The SSA and IRS do not provide for state filing needs and do not read or process the State Wage (RS) or State Total (RV) data. If State Wage (RS) Records exist, a State Total (RV) Record is created. This provides you with a basis for state reporting that follows the federal file specifications. You should verify that the RV record meets your particular state's filing requirement needs. The existence of the RS and RV records within the W2REPORT does not affect the passing or acceptance of your federal filing. Contact your State Revenue Agency to determine file acceptance criteria and field definitions.

Reissue a W-2 form

You will want to reissue a W-2 form when you formally need to provide an employee with a copy of their original W-2 form. If the form has had corrections, you will need to reprint the corrected W-2c form using PXAW2CC.

About this task

Take the following steps to reissue a W-2 form:

Procedure

1. Identify the program you need to run to produce the W-2 form again. For example: To reprint a 2009 W-2 form, you would use the PXRW209 program.
2. Run the program by selecting **R** for Parameter 3, the Process Mode parameter.
3. Enter a **Y** in Parameter 5 to indicate you are running for a specific Employee ID.
4. Enter the **Employee ID** in Parameter 6.
5. Select **Y** for Parameter 11, which indicates you are re-issuing the W-2 form.

Results

The reissued W-2 form looks the same as a reprinted form, but the W-2 tables in Banner will show that the form has been reissued. You can see the reissued status by looking at the W-2 form on PXAW2CC. For a reissued W-2 form, the sequence number will be zero, just like an original W-2.

Note: The W-2 print process allows for the printing of information on different types of preprinted forms from vendors. The IRS does not stipulate a specific area to note if a W-2 is reissued, therefore, the Banner process does not print the words "REISSUED STATEMENT." However, the employee's W-2 in Employee Self Service will denote this on the viewable W-2 page.

Print a corrected W-2 form

To print a corrected W-2 form, you will need to reprint from the PXAW2CC form.

About this task

Procedure

1. Access the **PXAW2CC** form.
2. Select the correction sequence you need to print.
3. Go to the **Options** menu and select **Display W2/W2C**
4. Print the form.

Reprint a copy of a W-2 form

You can reprint a copy of a W-2 form at any time. This includes printing a prior year's W-2 form, but does not include printing a form that has had corrections made to it.

About this task

Take the following steps to reprint a W-2 form:

Procedure

1. Identify the program you need to run to produce the W-2 form again. For example: To reprint a 2009 W-2 form, you would use the PXRW209 program.
2. Run the program by selecting **R** for Parameter 3, the Process Mode parameter.
3. Enter a **Y** in Parameter 5 to indicate you are running for a specific Employee ID.
4. Enter the **Employee ID** in Parameter 6.
5. Select **N** for Parameter 11, which indicates you are not re-issuing the W-2 form.

View a W-2 form

To make the W-2 forms viewable, update the appropriate indicator on the Installation Rules (PTRINST) form to the new tax year. This enables the employees to view their W-2 form through Employee Self-Service.

About this task

When you have completed your processing and ensured that your data is balanced and reconciled, you can make the W-2 forms available for viewing. To do this, update the PTRINST indicator to the new tax year. After you have updated the indicator, employees will be able to see their W-2 forms through Employee Self-Service.

Note: A supervisor cannot see the W-2 forms of the employees who report to them (supervisor) in Employee Self-Service. However, the supervisor can view their W-2 forms on the PXAW2CC form.

Laser print file adjustments

Follow the instructions below to make adjustments to the laser print file if the W-2s need some alignment. Modifications to the print file should be made by a person who is familiar with the PostScript language.

Note: Ellucian supports Laser Printer 4-up forms. Comments made in this section impact these forms.

Default Font

The default font chosen for the W-2s is 10 point New Courier, which is a non-proportional typeface. This means that all letters and spaces use the same amount of print space on a horizontal line, regardless of the width of the letter. If a change to the font is required, it can be found at the beginning of the print file. Its form is:

```
/TextFontCN10 /Courier-New findfont 10 scalefont def TextFontCN10
setfont
```

Postscript Printing

In order for a laser printer to recognize a postscript file when running the United States W-2 2009 (PXRW2xx), the first two characters of the first line must be %!. This automatically occurs.

Postscript alignment may be made on the Crosswalk Validation page (GTVSDAX) for the Internal Group W2 POSTSCRIPT. The following code defaults are delivered:

Code	External Code
TOPSTART	12.23 inch

Code	External Code
LEFTMARGN	.75 inch
RIGHTMARGN	7.875 inch
LINESPACE	9
Double Space	18
Triple Space	27

Note: For the long form, the TOPSTART value must be 10.2 inch.

Horizontal Print Positions

The print may vary slightly on printers from different manufacturers. Consequently, if horizontal adjustment is required for the entire form, there is an easy way to make the adjustment. Increasing or decreasing the left margin will cause all printed data on the form to shift either left or right. Only very slight adjustments should be necessary. The applicable parameter can be found at the beginning of the print file and its form is:

```
/LeftMargin .75 inch def
```

Vertical Print Positions

The vertical spacing is somewhat tighter and cannot be accommodated in the same manner as horizontal shifts. A vertical alignment problem will be most noticeable on the lower half of the form. The amount of space between lines is called “leading” and the default values are 9 for single spacing and 18 for double spacing.

If the data is printing over the description of each box on the form, the leading should be increased. If the data is printing over the bottom line of each box, the leading should be decreased. The double space value should always be twice that of the single space value.

When adjusting the leading, increment or decrement only one number at a time. For example, increment single and double spacing from 9 and 18 to 10 and 20. Moving up or down by one number should be the maximum adjustment necessary for the supported Moore forms. These parameters can be found at the beginning of the print file and their form is:

```
/LineSpace 9 def
/DoubleSpace 18 def
```

If all printed data must be shifted up or down, adjusting the top margin is the best method. The default value can be found in the /TopStart command. If an adjustment is required, it should be very slight. The parameter can be found at the beginning of the print file. Its form is:

```
/TopStart 10.125inch def (Laser 4-up)
/TopStart 12.325inch def (Laser - Pressure Sealed)
```

U.S. W-2c Forms

Banner Human Resources provides you with the ability to correct erroneous information on U.S. W-2 forms that you previously filed with the Social Security Administration. You can create corrections to U.S. W-2 forms on the W-2c Form (PXAW2CC), and deliver the corrections to the employee electronically through Employee Self-Service.

An employee's Form W-2 and W-2c can also be viewed and printed from the PXAW2CC page using the Options menu. For a detailed description of this form, refer to the "Payroll Processes" chapter of the *Banner Human Resources User Guide*.

The PXAW2CC page allows you to change a `Completed` status W-2c record to a `Void` status. You can do this by using the Options menu to select `Void Sequence`.

Note: Only use the `Void` status if the U.S. W-2 EFW2C File PXPWCxx process has not been submitted to SSA.

This allows you to control the reporting of the correct Previously Reported values with the newly corrected values in the PXPWCxx process in circumstances where you may have more than one adjustment or W-2c to submit to the Social Security Administration.

After you change the Status on a correction to `Void`, you cannot change the Status back to `Completed` or `In-progress`. This maintains the history and allows multiple payroll adjustment/corrections to be made.

For Example:

Your records contain the following values:

- Sequence 0 with the Original W-2 amounts.
- `Completed` Sequence 1 contains adjusted amounts reported against Sequence 0 (regardless if file sent to SSA or not).
- `Completed` Sequence 2 contains adjusted amounts reported against `Completed` Sequence 1.
- `Completed` Sequence 3 contains adjusted amounts reported against `Completed` Sequence 2.

If you `Void` Sequence 2, `Completed` Sequence 3 will contain adjusted amounts reported against `Completed` Sequence 1.

The institution must always be aware of what records have actually been reported for employee W-2c records to the Social Security Administration, as there is no indicator within Banner to track this.

The employee will see the voided W-2c form in Employee Self Service with a Status of `Void` on the preview page. If the `Void` W-2c is printed, `***VOID*** VOID*** VOID***` will print across the top of the form to notify the employee that this specific W-2c is not current. For more information on the employee's view, refer to the *Banner Employee Self Service User Guide*.

Note: There are fields in the electronic file RCE Employer Record that are not captured as history in Banner. These have been coded with 'blanks' unless designated as a required field in the SSA regulatory specifications. If changes are made to Employer record information on PTREMPR, PXAMTAP, or PXAMMEF, manual entries may be needed in the W2CREPORT file before submission to the Social Security Administration: For example, Employer EIN, Establishment Number, Employment Code, Third-Party Sick Pay, or Kind of Employer.

Generate a W-2c form

Create a W-2c form for an employee by using PXAW2CC.

Procedure

1. Review, correct and process any adjustments to information that was previously reported on a W-2 or W-2c. These adjustments could include any of the following.
 - Employee's Biographic/Demographic information on the Identification page (PPAIDEN), or the Employee page (PEAEMPL)
 - Employee's payroll information on the Payroll Adjustment page (PHAADJT). Make sure the History Date you enter in the key block falls within the calendar year for the W-2c that you will create. You must wait until the adjustment is processed, with a disposition of 60, before you can proceed to the next step.
 - Previously reported W-2 box code information on the Tax Reporting Rules page (PXAREPT)
2. Access the W-2c Form (PXAW2CC), and enter the employee's ID and the year for which the W-2c will be created.
3. In the Sequence Number field, click on the **Lookup** button to display the existing W-2 sequence numbers for this employee.

If this is the first correction for the employee, you will only see a zero displayed

4. Select the highest sequence number displayed.
5. Click **Go** to go into the body of the form.
6. Click the Options menu and select Create New Correction from the list. The system will create a new sequence number for this correction.
7. Under the Corrected Information heading, review the new, corrected information.
8. If the information is correct, update the **Status** in the Employee window of the W-2c form to **Completed**. This will release an electronic copy of the form to the employee, which they can view in Employee Self-Service.
9. Save the updated information.
10. Select the **Display W2/W2c** option from the Options menu to view and print a completed W-2 or W-2c.

Note: Define a Web Output URL in the Directory Options section of the General User Preferences Maintenance page (GUAUPRF) if your institution uses the Show Document feature.

Create an electronic file for a W-2c form

Use the U.S. W-2c EFW2C File Process (PXPWCxx) to generate an electronic file (W2CREPORT) for submission of W-2c corrections to SSA.

Procedure

Run the U.S. W-2c EFW2C File Process (PXPWCxx) to generate an electronic file (W2CREPORT).

For complete information about this report process, see the *Banner Human Resources Reports Handbook*.

Results

You can view and download the W2CREPORT file using the Saved Output Review (GJIREVO) page. You must rename the file to W2CREPORT, which is the name required by the Social Security Administration.

Print a corrected W-2C form

Print a corrected W-2 form by using PXAW2CC.

Procedure

1. Access the **PXAW2CC** form.
2. Select the correction sequence you need to print.
3. Go to the **Options** menu and select **Display W2/W2C**
4. Print the form.

Puerto Rico W-2 Forms

To produce Puerto Rico W-2PR files, you must first set up the required employer information and create the data for the W-2PR forms. You can then create magnetic media containing all required W-2PR information for submission to the government. Procedures for accomplishing these tasks are outlined below.

All Puerto Rico tax processing produced by Ellucian prints on the forms generated from the Returns Processing Bureau located in Puerto Rico. They produce an Impact form for the Puerto Rico W-2PR. Contact the Returns Processing Bureau for more information regarding how to obtain these forms.

Configure Banner for Puerto Rico W-2 reporting

You must access several Banner Human Resources pages and update information to configure Banner for Puerto Rico W-2 reporting.

Before you begin

If you plan to report remuneration payment types in the Patronos-Employer box, you must create unique benefit/deduction codes to record under the appropriate box code (A, B, or C) and assign them to the specific employee being reported.

- Access PTRBDCA and create a new Ben/Ded for each of the three indicators, for example, PRA-Physician, PRB-Domestic service, and PRC-Other. For Box C-Other, the system uses the Long Description from PTRBDCA for the W-2PR description and prints up to 25 characters on the form.
- Assign the new Ben/Ded to the specific employee on PDAEDN. Make sure to process the Ben/Ded in at least one payroll in the reporting year.

Procedure

1. Access the Employer Rule page (PTREMPR), and complete all fields.

Make sure the **FED EIN** or **Business Number** is correct.

2. Access the Nation Code Validation page (STVNATN), and enter the MMREF Code for all Nation Codes used by your institution.

These codes must be equivalent to the codes published by the Social Security Administration (SSA) for W-2, W-2PR, and 1042-S reporting.

3. Access the Media Transmission Rule page (PXAMTAP), and enter values in all necessary fields.

You must complete all three areas of the page (Transmitter Information, Organization Information, and Employer Information). In most cases, the **Transmitter Name and Address** fields will be the same as the **Organization Name** and **Address** fields.

4. Access the MMREF-1 Electronic Filing page (PXAMMEF), and enter values in all necessary fields.

You must complete all three areas of the page (Submitter Information, Company Information, and Employer Information). In most cases, the **Submitter Name and Address** fields will be the same as the **Company Name and Address** fields.

Verify the **Tax Jurisdiction Number** is set to Puerto Rico.

If applicable, complete the **Third Party FIT Withheld** field in the Employer Information area.

5. Access the Tax Reporting Rule page (PXAREPT).
 - a) In the Key block, enter W2PR as the Tax Report Code.
 - b) Move to the Box Code section.

Each record in this area corresponds to a box on your W-2PR form.

Note: Ellucian supplies all data in this section; you must not modify it without consulting Ellucian.

- c) For each box # in the Box Code section, you must list the Benefit or Deduction Codes (from the PTRBDCA **Benefit or Deduction Code** field) and the **Earn Codes** (from the PTREARN **Earnings Code** field) associated with the specified box. This selection is made in the Benefit or Deductions section and the Earnings section as described below.
- d) Choose a box and move to the Benefit or Deduction Code section. The vast majority of W-2PR boxes will be specified in the Benefit or Deduction Code section.
- e) List the benefit or deduction codes that pertain to the chosen box. Often this will be just one code. Also, a box is not usually associated with both a benefit or deduction code and an earnings code.

For each Benefit or Deduction Code listed, indicate which of the three Deduction Amount Indicators (Applicable Gross, Employee Amount, or Employer Amount) should be placed in the box.

Example 1	Box 7 Sueldos-Wages		
	FED	Federal Tax	Applicable Gross
Example 2	Box 18 Total Sueldos Seguro Social-SS Tax Withheld		
	FIO	FICA--Old age portion	Employee Amount

Note: It is very important not only to list the correct benefit or deduction code(s), but also to specify the correct Deduction Amount Indicator(s).

- f) If the box is to contain earnings, move to the Earnings section and list the relevant earnings codes. If you have earnings to report in Box 16, you must use separate Earn Codes for each type of specific earning and identify the separate Earn Codes in the appropriate PXAREPT Boxes (16A-16I).
6. Access the Crosswalk Validation page (GTVSDAX) and enter the address type(s) in the External Code for Internal Code W2ADDR. For more information, refer to [Establish Address Hierarchy for Processing](#) on page 10 in this handbook.

7. If you want to use a name different from the one appearing on the Identification page (PPAIDEN) for the W-2 Employee Name on the Puerto Rico W-2 Report (PXRW2PR) and on the files produced by the Puerto Rico W-2 MMREF-1 File (PXPW2MP), complete the Social Security Name fields on the United States Regulatory section of the Employee page (PEAEMPL) .

Note: If a name is not specified in the Social Security Name fields on PEAEMPL, the name that prints on the W-2PR will be taken from the Identification page (PPAIDEN).

Results

You may now continue on to process your W-2PR forms for the year.

Generate a Puerto Rico W-2PR form for reporting

To process Puerto Rico W-2PR forms for reporting, run the Puerto Rico W-2 Report (PXRW2PR). This report produces both hard copies of Puerto Rico W-2PR forms in addition to data for year-end electronic file processing.

About this task

This process produces three types of output:

Procedure

1. A print file (`pxrw2pr.lis`)
2. A log file (`pxrw2pr.log`)
3. An error file (`pxrw2pr.err`) which will include any errors

Results

It also places information into the `PXRMTPR` table.

For complete information on the PXRW2PR process, see the *Banner Human Resources Reports Handbook*.

Use the following parameters in PXRW2PR report to produce the Puerto Rico W-2PR forms:

Report Parameter	What to Enter
Tax Year	Tax reporting year
Employer Code	Applicable employer code being reported
Process Specific Employees?	Y or N depending on the intended output
Employee IDs	If you entered a Y for the Specific Employee IDs Ind parameter, then enter individual tax IDs
Zero Out Negative Amounts	Y or N depending whether or not you want to replace negative box amounts with zero

Report Parameter	What to Enter
W-2PR Format	Puerto Rico W-2 Format: 1 - Standard IRS 1-Up 2 - Totals only, includes all amounts, even errors
W-2PR Sort Order	Order in which the Puerto Rico W-2s should print: 1 - Name, sorts according to last name, first name, middle initial/middle name 2 - ZIP Code, sorts according to the ZIP Code in descending order. Within the same ZIP Code, W-2s are sorted alphabetically
Initial Control Number	The initial control number for the first employee. The process will one-up the value for each employee processed
Electronic Filing Confirmation Number	The institution's electronic filing confirmation number to be printed on the W-2PR form.
Print W-2PR with no address	Indicates whether to print W-2PR for employees whose address information may be missing. Y - Print W-2PR for employees with missing address. N - Do not print W-2PR for employees with missing address. Print a warning at the beginning of the file.

Create an electronic file for Puerto Rico W-2 form

Create the Puerto Rico W-2PR electronic media file for submission to the Social Security Administration in accordance with Department of Treasury file specifications.

Procedure

Run the Puerto Rico W-2 MMW2PR-1 File (PXPW2MP) to create the Puerto Rico W-2PR electronic media file.

Note: The Comment page (PPACMNT) is not compatible with MMW2PR-1 reporting requirements.

For complete information about this report process, see the *Banner Human Resources Reports Handbook*.

Results

This process produces these output files:

- `pxpw2mp.lis` print file
- `pxpw2mp.log` log file
- `pxrw2mp.err`, which includes any errors

It also places information into the W2REPORT file based on data in the PXRMTPR table.

You can view and download the W2REPORT file using the Saved Output Review (GJIREVO) page. You must rename the file to W2REPORT, which is the name required by the Social Security Administration.

1099-R Forms

To produce 1099-R files, you must first set up the required employer information and create the data for the 1099-R forms. You can then create an electronic file containing all required 1099-R information for submission to the government. Procedures for accomplishing these tasks are outlined below.

To file 1099-Rs, Banner Human Resources uses the following forms, process, and report:

- 1099-R Distribution Code Validation page (PTV1099)
- 1099-R Load Process (PXP1099)
- 1099-R page (PXA1099)
- 1099-R Print Report (PXR1099)

Configure Banner for 1099-R reporting

The Banner HR System uses information from several rule forms to produce 1099-R forms. The 1099-R forms will contain accurate data only if this information is complete and correct. Use the following instructions to ensure you are providing the required information.

Procedure

1. Complete all fields on the Employer Rule page (PTREMPR).
Make sure the **FED EIN** or **Business Number** is correct.
2. Access the Nation Code Validation page (STVNATN) and enter the MMREF Code for all Nation Codes used by your institution.

These codes must be equivalent to the codes published by the Social Security Administration (SSA) for W-2, W-2PR, and 1042-S reporting.
3. On the Magnetic Tape Rule page (PXAMTAP):
 - a) Complete the **1099 Contact Name** and **1099 Contact Telephone** fields on the Transmitter window of the page. These fields identify the 1099-R contact person at your institution.
 - b) Complete the **1099 Name Control** field on the Employer Information window.
4. On the Tax Code Rule page (PXATXCD) select a value for the **1099-R Indicator** field.

This indicator is only applicable to State Tax Codes (for example, GA). It specifies whether the identified state participates in the Combined/Federal State 1099 program. Valid values are *Yes*, *No*, and *None*. (*None* is used when the associated tax type is something other than *State*.)

If you need to change the value for this indicator, see the instructions for changing PXATXCD data in the *Banner Human Resources and Position Control Online Help*.

Note: Steps 5-8 are interrelated. Please read these four steps before performing Step 5.
5. Review the information on the 1099-R Distribution Code Validation page (PTV1099).

This page lists all of the distribution codes needed to report information for 1099-R forms. The codes on this page are delivered as seed data, and must not be changed unless advised by Ellucian. The usage of these codes is described below.

6. Complete the following two fields on the Regulatory Information window of the Earnings Code Rule page (PTREARN):
 - a) Enter a 1099-R distribution code in the **1099-R Code** field if the system should consider the earn code specified in the Key block of PTREARN when processing 1099-R forms. To view a list of valid values, double-click in the **1099-R Code** field.
 - b) Select the **Taxable Amount not Determined from Earn Code** check box if the taxable amount of the earn code cannot be determined for 1099-R processing. When this field is checked, the 1099-R Load Process (PXP1099), will populate Box 2b on 1099-R, if no amount is reported in Box 2.
7. Enter a 1099-R distribution code in the **1099-R Code** field on the Benefits and Deductions Rule page (PTRBDCA) if the system should consider the benefit or deduction code specified in the Key block of PTRBDCA when processing 1099-R forms. (This field appears on the Benefit and Deduction Rules window of the page.) To view a list of valid values, double-click in the **1099-R Code** field.
8. Complete the following fields on the Tax Reporting Rule page (PXAREPT):
 - a) In the Key block, enter 1099 for the **Tax Report Code**.
 - b) Complete the Box Code section, Benefit or Deduction Code section, and the Earnings Code section for each box on the 1099-R form. (Refer to the online help of Banner Human Resources for instructions to enter information on the PXAREPT page.)

Rules for earnings and benefit or deduction codes listed for Box 1 determine what is loaded into the 1099-R form. The 1099-R forms will be completed according to the following rules:

- An employee will receive one 1099-R form for each distribution code associated with a deduction or earnings type listed for Box 1. The distribution code is specified in Box 7 of each 1099-R form.
- Only the deductions and earnings defined with the distribution code in Box 7 of a 1099-R form are included in the calculations for the boxes of that form.
- A deduction or earning will be included in the calculations for a particular box for an employee's 1099-R only if the following conditions are true:
 - The benefit or earning has been defined for the employee.
 - The benefit or earning has been listed for the box.
 - The benefit or earning has been defined with the distribution code specified in Box 7 of the 1099-R form.

For example, if REG is entered as an earn code for Box 1, and the **1099-R Code** field in the PTREARN page for REG contains a distribution code of 1, each employee will receive a 1099-R form for distribution code 1. A 1 will appear in Box 7 of each of these forms. The 1099-R Load Process (PXP1099) will populate the PXR1099 table. In calculating the entry for Box 1 in the forms for distribution code 1, PXP1099 will consider each employee's regular salary and each of the employee's other earnings and deductions that has been listed for Box 1 and defined with a distribution code of 1. In calculating the entries for each of the other boxes on the form for a particular

employee, PXP1099 will consider each of the employee's earnings and deductions that has been listed for that box and defined with a distribution code of 1.

Now, if another distribution code has been specified for another deduction or earning listed for Box 1, each employee will receive a 1099-R form for that distribution code also.

So, for example, if FED is entered as a deduction code for Box 1 and the **1099-R Code** field in the PTRBDCA page for FED contains a distribution code of 5, each employee will receive a 1099-R form for distribution code 5. A value of 5 will appear in Box 7 on each of these forms. In calculating the entry for Box 1 in these forms, PXP1099 will consider each employee's federal tax and each employee's other earnings and deductions that has been listed for Box 1 and defined with a distribution code of 5. In calculating the entries for each of the other boxes on the form for a particular employee, PXP1099 will consider each of the employee's earnings and deductions that has been listed for that box and defined with a distribution code of 5.

The processing described in the above examples is performed for all distribution codes associated with Box 1. As a result, multiple 1099-R forms can be produced for a particular employee. In each case, the distribution code appears in Box 7 of the form.

9. Access the Crosswalk Validation page (GTVSDAX) and enter the address type(s) in the External Code for the Internal Code 1099ADDR. See the [Establish Address Hierarchy for Processing](#) on page 10 section for more information.
10. If you want to specify a name other than the one appearing on the Identification page (PPAIDEN) for the employee name on the printed Form 1099-R and in the electronic media files, complete the fields in the Social Security name section on the Employee page (PEAEMPL).

Note: If a name is not specified in the Social Security name section of the Employee page (PEAEMPL), the name that prints on the 1099-R will be taken from the Identification page (PPAIDEN).

Results

You are now ready to continue on to process your 1099-R forms.

Generate 1099-R forms

Run the 1099-R Load Process (PXP1099) to process the 1099-R forms and populate the PXR1099 table.

About this task

All records created by this process can be viewed online on the 1099-R page (PXA1099). Use the down-arrow key to display all 1099-R forms for an employee, and note the change in distribution code (shown in Box 7) if there are multiple 1099-R forms. If you find any errors, make the necessary changes on the PXA1099 page.

If the 1099-R form satisfies Chapter 4 FATCA (Foreign Account Tax Compliance Act) reporting requirements, check the **FATCA Indicator** box.

Alternately, you can also create 1099-R records directly on the PXA1099 page without running the PXP1099 Load Process. This functionality might be easier for enterprises that have relatively few 1099-R forms to send.

Note: For IRA, SIMPLE, and SEP accounts, it is possible that Box 2a will contain a value and Box 2b will be checked on the 1099-R form. When you save the record or when you scroll through previously created records, you will receive a warning message indicating that this scenario is unlikely. Ignore this message if you need both boxes populated.

Refer to the online help of Banner Human Resources for instructions to enter or change a 1099-R record on the PXA1099 page.

Use the following parameters:

Parameter	What to Enter
Tax Year	The tax reporting year
Combined Federal/State Filer	Enter Y or N to define whether a participant is in the Combined Fed/State Filing Program
Create the 1099-R Report	Enter Y to print 1099-R forms
Create the Tape File	Enter Y to create the electronic file for filing with the IRS
Transmittal for a Prior Year	Enter Y if file is for a prior year
File Type	Enter the file type, for example, Original, Test, etc.
Replacement Alpha Character	If the File Type is 'Replacement', enter the assigned character code
Electronic File Name	If the File Type is 'Replacement', enter the electronic file name
Sort Order	Enter desired sort order for form output
Mask SSN characters	Enter Y to mask first 5 characters of SSN
Print 1099-R with no address	Indicate whether to print 1099-Rs for employees whose address information may be missing. Enter Y to print 1099-Rs for these employees. Enter N not to print 1099-Rs for these employees. Print a warning at the beginning of the file.

Procedure

Run the 1099-R Print Report (PXR1099) to produce 1099-R forms.

Results

This process produces these output files:

-
- `pxr1099.lis` print file
 - `pxr1099.log` log file, which includes any errors
 - `pxrw2mp.err`,

It also places information into the 1099R.dat file based on data in the PXR1099 table.

You can view and download the 1099R.dat file using the Saved Output Review (GJIREVO) page. You must rename the file to 1099R.dat, which is the name required by the Internal Revenue Service.

1042-S Forms

Compensation payments which are exempt from taxation under a tax treaty and non-compensation payments made to a non-resident alien must be reported on Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding.

In addition, nonresident alien employees may be eligible to receive the standard Wage and Tax Statement (Form W-2) if their earnings are subject to FICA and FICA Medicare taxes or use a graduated tax table.

The Banner Human Resources System supports 1042-S reporting requirements with the following batch report and process:

- The 1042-S Report (PXR1042) extracts relevant data, prints Form 1042-S, and inserts the data into the database table used in the generation of the media transmission.
- The 1042-S Media Transmission Process (PXPMT42) reads the database table and formats the data for magnetic media.

Warning! The IRS made changes to income codes during the 2015 calendar year. Due to the difficulties in trying to change payroll history, the 2015 year-end reporting processes were modified to map the old income codes to the new income codes when producing 1042-S forms. The 2016 and future processes will only recognize the new 'NR' identified treaty tax types for Federal/State reporting.

The following forms and modules capture data for 1042-S processing and reporting:

- Tax Administration
- Benefits Administration
- Employment and Compensation (optional)
- Payroll
- Specified rule and validation forms

Warning! Changes were made to some of the box numbers and labels on the 2016 1042-S form. Additionally, the 2016 regulations have changed and added some of the Withholding Agent Status Codes reporting requirements. Several scripts were delivered to address these changes including: Tax Reporting Rules form (PXAREPT) and Withholding Agent on the Magnetic Tape Rules form (PXAMTAP). A new field has been added to the Employee Benefit/Deduction page (PDADEDN), Employee Benefit or Deduction Set Up page (PDABDSU) and Employee Deduction History page (PEIDHIS) to identify the **Limitation on Benefits** for treaty related deductions.

For more information about 1042-S processing changes, see <http://www.irs.gov>.

For more information about PXR1042 and PXPMT42 report processes, see the *Banner Human Resources Reports Handbook*.

Configure Banner for 1042-S reporting

To set up and process 1042-S forms, follow the steps listed below.

About this task

Procedure

1. Access the nation code Validation Form (STVNATN), and enter the MMREF Code for all Nation Codes used by your institution.

These codes are used by the Banner Human Resources System for year-end reporting and must be equivalent to the codes published by the Social Security Administration (SSA) for W-2, W-2PR, and 1042-S reporting.

2. Access the Magnetic Tape Rule Form (PXAMTAP), and enter values in all necessary fields. You must complete the following areas of the form:

- Transmitter Organization 1042-S Contact, and Employer Information

In most cases, the **Transmitter Name** and **Address** fields will be the same as the **Organization Name** and **Address** fields.

- The 1042 TCC field is required to process the 1042-S electronic media file. This is a five-character alpha-numeric value assigned by the IRS/IRB to the transmitter before filing electronically. An application Form 4419 must be filed with the IRS/IRB to receive this number. The number is inserted in the Transmitter "T" Record (field positions 190-194) of the file and must be present before the file can be processed.
 - The 1042S Status Code has been renamed to 1042S Chapter 3 Status Code and is used to identify the type of payer on Form 1042-S in Box 12b.
 - The 1042-S Chapter 4 Status Code is a new field for 2016 used to identify the type of payer on Form 1042-S in Box 12c.
3. Access the Crosswalk Validation Form (GTVSDAX) and enter the Address Type(s) in the **External Code** for Internal Code 1042ADDR. See the section, [Establish Address Hierarchy for Processing](#) on page 10 for more information.
 4. On the Employer Rules Form (PTREMPR), verify all states being used for payroll taxes have been identified in the Employer State Information block.
 5. If you want to specify a name other than the one appearing on the Identification Form (PPAIDEN) for the employee name on the printed Form 1042-S and in the electronic media file, complete the fields in the social Security name section on the Employee Form (PEAEMPL).
- Note:** If a name is not specified in the Social Security name block of the Employee form (PEAEMPL), the name that prints on the 1042-S will be taken from the Identification Form (PPAIDEN).
6. On the Employee Form (PEAEMPL) select the 1042-S Recipient Type on the United States Regulatory page.

7. Verify the **Limitation on Benefits** value on the Employee Benefit/Deduction page (PDADEDN), if applicable, for Federal Treaty deductions (Deduction Type 20). This value is reported in Box 13j on Form 1042-S.
8. Verify the **Recipient's Foreign Tax ID** number (if you know it) on the Nationality tab of the International Information page (GOAINTL). This value is reported in Box 13i on Form 1042-S.
9. Access the Tax Report Setup Rule Form (PXAREPT).

Warning! This form is delivered to you with box identifications as established by Ellucian for your Banner Human Resources module. Do not revise them unless you are advised to do so by Ellucian.

Associate 1042-S boxes by number with appropriate deductions and earnings. Refer to the Online help of Banner Human Resources for field-by-field instructions on using PXAREPT.

- Make sure Box 8 is used to report the non-cash earn code.
- Review the following information for reporting State Treaty Benefit or Deduction Types 21 and 22.

Tax Report Code	Box #	Box Name
1042 agents	8	Withholding by other agents
	9	Tax paid by Withholding Agent
	11	Amount repaid to recipient
	17A	State income tax withheld

10. If needed, create payroll adjustments for employees.

Results

You may now continue on to process your 1042-S forms for the year.

Generate a 1042-S form for reporting

To produce 1042-S forms, you will run the 1042-S report (PXR1042).

About this task

Note: Before running the PXR1042 print process on a Dot Matrix printer, you must set the Character Pitch to 12. The IRS reduced the size of the boxes in the 2008 form layout. This requires a 12-pitch font to prevent overflow of information in the boxes.

Use the following parameters:

Parameter	What to Enter
Tax Year	The tax reporting year

Parameter	What to Enter
Employer Code	The applicable employer code being reported
Specific Employee IDs Ind	Y or N depending on the intended output
Employee IDs	If a Y was entered for the Specific Employee IDs Ind parameter, then enter the individual tax IDs
Zero Out Negative Amounts	Y or N depending whether you want to reduce negative box amounts to zero
Unique Form Identifier	Enter 10-digit number for 1-up numbering of each 1042-S form: e.g., 2016000001
Mask recipient's SSN/ITIN	Enter Y to mask first 5 digits of the SSN/ITIN for employee
Print 1042-S with no address	Indicate whether to print 1042-S for employees whose address information may be missing. Y - Yes, print 1042-S for employees with missing address. N - No, do not print 1042-S for employees with missing address. Print a warning at the beginning of the file.

To create the magnetic data to submit to the government, run the 1042-S Media Transmission Process (PXPMT42) from Job Submission with the following report parameters.

Parameter	What to Enter
Tax Year	The tax reporting year. Required.
Prior Year Data Indicator	Y, if prior data is being included. Optional.
Is this run for TEST purposes?	Enter Y to label this as a test run. This report then runs and populates positions 133-136 with the word TEST. Enter N if this is the actual run. Required.

Procedure

Run PXPMT42 to generate the electronic file for transmission to IRS.

Warning! After you have submitted the electronic file to the IRS, do not rerun the PXR1042 process. The Unique Form Identifier, defined by Parameter 06, is generated as a 1-up number when printing 1042-S forms. This number is then reported in the Recipient “Q” Record by the PXPMT42 process. Every time you run the PXR1042 process, it will re-generate the Unique ID as the forms are printed.

The Unique Form Identifier is not maintained in Banner historical records. Therefore, if you need to reprint or amend Form 1042-S, run the PXR1042 process by each individual recipient using the Unique Form Identifier that was originally reported.

ACA 1094/95-C Forms

Following IRS guidelines, your institution must file the 1095-C and 1094-C forms with the IRS for Affordable Care Act (ACA) reporting. Banner administrators can use the PXRACxx and PXPACxx processes to generate the 1095-C and 1094-C information.

ACA reporting overview

The Affordable Care Act (ACA) governed by Internal Revenue Code (IRC) Section 6055 and 6056 requires Applicable Large Employers (ALEs) to report to the IRS whether they offer their full-time employees and their qualified dependents the opportunity to enroll in minimum essential coverage (MEC) under an eligible employer-sponsored plan.

An Applicable Large Employer (ALE) employs 50 or more full-time or full-time equivalent employees. The ALE must report a 1095-C form for each employee who was a full-time employee for any month of the calendar year. ALEs are also required to file a 1094-C, a transmittal report that provides employer ALE information and summarizes the 1095-C forms. Form 1095-C reports, in monthly detail, any offers of health care coverage, including the lowest-cost employee premium for self-only coverage offered to the employee, and any codes denoting affordability safe-harbor provisions or other explanations affecting the ALE's liability for ACA Employer Shared Responsibility assessments.

In addition to filing the forms with IRS, your institution must also provide a copy of an employee's 1095-C to the employee.

Electronic filing is required if you file 250 or more forms.

For more information about ACA reporting, see <http://www.irs.gov/aca>.

Assumptions to consider for ACA reporting

This section includes important information about Safe Harbor Codes and how to address any legal or financial questions you may have about ACA reporting.

Use Safe Harbor Code 2E when employee covered by multi-employer plan

The IRS indicates that if an employee is covered by a multi-employer plan, you should use a Safe Harbor Code of 2E instead of 2C or 2D. When you use the Benefit Process Type, the PDPOCMU process generates 2C or 2D Safe Harbor Codes. If you participate in multi-employer plans, be sure to change these records to use the 2E Safe Harbor Code. Contact your tax advisor to determine if your plans are considered 'multi-employer' for ACA reporting.

Disclaimer

It is essential that you understand the scope of information covered in the regulatory handbook before you use the handbook to generate the year-end regulatory forms.

Information provided by Ellucian is intended for information purposes only and does not constitute legal, tax, financial or regulatory advice. While we are able to provide information regarding our software operation and its technical components, we cannot provide legal, tax, financial, or regulatory advice for your institution, its students, or employees. If you have legal or financial questions, contact the appropriate regulatory agency such as the Internal Revenue Service, the Social Security Administration, your State taxing authority, or other responsible agency for the area in question.

Understand ACA reporting procedure overview

Use this overview of the ACA reporting procedure to understand the high-level steps required for reporting the 1095-C and 1094-C forms.

Before you begin

- Ensure that you understand how the reporting (1095-C and 1094-C) processes fit into your institution's business model.
- Make a note of any changes required to the reporting processes that are specific to your institution's needs.
- Determine the user roles within your institution who are responsible for running the processes, generating the forms, and submitting the forms to the IRS.

About this task

The reporting procedure consists of collecting relevant information about an employee's health care records, configuring Banner pages, organizing the collected information in audit reports, reviewing and correcting the information, generating the reports and filing the reports with IRS. If required, the procedure also includes correcting the reports and resubmitting the reports to the IRS.

Procedure

1. Set up a new role, Tax Administrator, in Banner Web Tailor.
A user in this role enters the 1094-C Receipt ID, which is returned by the IRS after transmission of file, in the Employee Self-Service application and updates the status of each 1094-C transmission in Employee Self-Service.

For more information about setting up a role in Banner Web Tailor application, see *Banner Web Tailor User Guide*.

For more information about entering the 1094-C Receipt ID and updating the 1094-C submission status, see *Banner Employee Self-Service User Guide*.
2. Configure the Banner pages.
 - a) On PTRINST, set up electronic consent for employees, which allows them to receive their 1095-C forms in electronic format, revoke electronic consent for employees when their job is terminated, and allow employees to give electronic consent when their job is terminated.
 - b) On PTREMPR, enter the employer information for Affordable Care Act (ACA) reporting. The employer information consists of Applicable Large Employer (ALE), Designated Governmental Entity (DGE), and Aggregated Group membership information including

the order in which members of an Aggregated Group will be presented in the 1094C information.

- c) On PTRBDCA, indicate the benefit or deduction codes that qualify for ACA reporting. The benefit or deduction codes represent primary minimal essential medical coverage.
- d) On PTRBCAT, define the ACA plan start month for the chosen benefit or deduction code that provides Minimal Essential Coverage (MEC) included in the benefit category. The ACA plan start month reporting requirement is being reviewed by the IRS, and is not required for 2017 reporting. Review the IRS website to find current information about this.
- e) On PTRBCAT, indicate the waiting period and period value for ACA reportable benefits. This value is used by the PDPOCMU process to determine a Safe Harbor Code of 2D when an employee has an active ACA reportable benefit, but does not yet have coverage established in PTRBCOV.

Note: If you do not indicate a waiting period on PTRBCAT for an employee's ACA reportable benefit, the PDPOCMU process, when run in benefit mode, will not create the record. It will issue the following error message: `Medical deduction does not have an employee coverage record.`

- f) On PTRBREA, establish a deduction change reason code for ACA purposes. This reason code is used on the Health Insurance Offer and Coverage (PDAHIOC) page if an employee is indicated as not reportable for ACA.
- g) Set up various GTVSDAX entries to run the mass update process, audit report, hour analysis report, and to exclude employee classes that should not be considered for full-time employee count or total employee count for 1094-C reporting. Set up or verify the 1095-C address hierarchy using either the W2ADDR or 1095ADDR value for Internal Code.
- h) **Optional:** On PXAREPT, enter the benefit or deduction codes that represent a self-insured plan and set the **Deduction Amount Indicator** to `None`.

This setup must be completed by institutions who are self-insured.

This information is used for Part III Covered Individuals on the 1095-C form.
- i) On PEAEMPL, create records for all ACA reportable individuals.
- j) On PDAEDN, assign health care benefits to employees and retirees.
- k) On PDABENE, capture information about an employee's beneficiaries and dependents.
- l) On PDABCOV, establish actual coverage start and end dates for employees and dependents, regardless of self-insured plan status, necessary for deriving Offer of Coverage and Safe Harbor codes.
- m) For COBRA persons, create a record on PCAPERS, capture beneficiaries and dependents on PCABENE, and complete the beneficiary coverage information on PCABCOV pages.
- n) Establish rules each year on PTROCMU for running the mass update process.

For more information about Banner pages, see *Banner Human Resources and Position Control Online Help*.

For more information about some of the configuration procedures, see [Configure Banner pages for ACA reporting](#) on page 49.

3. Organize health care records.

- a) Run the mass update process (PDPOCMU) to automate the creation of PDAHIOC employee health care records for ACA reporting.

Note: Use the PDRHIOC audit report in the following steps to help you review possible ACA reporting individuals. This step is not mandatory for producing your 1095-C forms.

- b) Run the offer and coverage audit process (PDRHIOC) to generate the audit report. Audit report only contains employees who have had jobs in the reporting year. Use this report to review the PDAHIOC employee health care records and ensure that the information gathered for ACA reporting is accurate.
- c) Depending on errors logged in the audit report, correct the employee health care records or Banner configurations.
You might have to run the mass update process, generate the audit report, and fix the errors multiple times to ensure that the audit report has accurate information about employee health care records.

For more information about organizing health care records for ACA reporting, see [Organize health care records for ACA reporting](#) on page 57

4. Generate ACA reports.
 - a) Run the PXRACxx (United States 1095-C) process to generate the 1095-C forms.
 - b) Review the 1095-C data and correct the employee health care records and Banner configuration information.
 - c) Run the PXRACxx process again and fix errors until you have determined that the forms have accurate information.
 - d) On PTREMPR, enable the appropriate field to allow employees to view their 1095-C tax statements in the Employee Self-Service application.
At **Latest year-end 1095-C display**, enter the last 1095-C form year to display in Employee Self-Service. To limit access to past year's forms, at **Years to Display 1095-C forms** enter the number of years to display.
 - e) Based on employee review, correct any errors reported by employees and generate the 1095-C tax statements again.
 - f) Run the PXPACxx (1094/95-C Submission) process to generate the XML transmission file. The XML file contains 1094-C, 1095-C, and the manifest information.
 - g) Modify the XML file to include the checksum and file size information.
 - h) Submit the XML file to IRS.

For more information about submitting the XML file to the IRS, see the *IRS Guide for Electronically Filing Affordable Care Act (ACA) Information Returns Publication 5165* at <http://www.irs.gov/aca>.

For more information about generating ACA reports, see [Generate ACA reports](#) on page 65

5. Record the 1094-C Receipt ID on Employee Self-Service application and update the Transmission ID status.

Note: This step is required, therefore, if you are not using Employee Self-Service then you must have the correct status and Receipt ID entered into the table for PXR95EF_STATUS and PXR95EF_RECEIPT_ID.

- If the XML transmission to the IRS is successful, the IRS returns a unique Receipt ID to the transmitter. A 1094-C Receipt ID ensures that the 1095-C data in the 1094-C transmittals has been successfully submitted to the IRS. Transmittal files rejected with "TPE" errors may not return a Receipt ID.
 - For more information about recording a Receipt ID on the Employee Self-Service application, see [Record a 1094-C Receipt ID](#) on page 73
 - If the file has been Accepted by the IRS without any errors, you have completed the reporting process for the tax year.
6. If applicable, review the error file sent from IRS.
If errors are found in the reported data (1095-C or 1094-C forms), IRS returns an error file to the transmitter.
 7. Correct the information that has errors.
This could be the 1095-C employee related data or the 1094-C employer information.
 8. Depending on the errors reported, rerun either PXRAC15 or PXPAC15 or both the processes.
 9. Submit the XML file to IRS.
 10. Save the new 1094-C Receipt ID on Employee Self-Service application.

What to do next

It is recommended to monitor communications from the IRS for ACA reporting guidelines and changes to the reporting procedure. For more information about communications from the IRS, see <https://www.irs.gov/for-tax-pros/software-developers/information-returns/affordable-care-act-information-return-air-program>.

Configure Banner pages for ACA reporting

You must configure several Banner pages before you organize the employee health care records in audit reports. Banner uses these records to generate the 1095-C data.

Indicate benefit and deduction codes for ACA reporting

On the Benefits and Deductions Rule (PTRBDCA) page, choose the benefit or deduction code that needs to be reported for Affordable Care Act (ACA).

About this task

This information is used when you manually add a benefit or deduction code on the Health Insurance Offer and Coverage (PDAHIOC) page. The following overrides apply:

- When you run PDPOCMU for the Benefit Process Run Type, it overrides the Offer Coverage Code value with the GTVSDAX value, uses the Employee Lowest Plan Amount from PTROCMU, and override the 4980H Safe Harbor Code using program logic which evaluates the actual status of the employee, benefit, and coverage for the reporting period.
- When you run PDPOCMU for the Rule Process Run Type, it overrides these values with values defined in the Offer and Coverage Mass Update Rule form (PTROCMU).

Procedure

1. Open PTRBDCA.
2. In the **Benefit or Deduction code** field, select the benefit or deduction code that needs to be reported for ACA.
3. In the **US Affordable Health Care Information** section, indicate that the benefit or deduction code is ACA reportable.
 - a) Select the **Health Care Provider Offers and Coverage** field. You must check this box for the benefit to be considered by the ACA processes.
 - b) Select the appropriate Offer Coverage Code and 4980H Safe Harbor Code.
 - c) In the **Employee Lowest Plan Amount** field, enter the amount paid by the employee for the minimum coverage offered by the institution if applicable.
4. Select the **Coverage** field at the health benefit or deduction level.
5. Complete all other required information on the page.
6. Click **Save**.

Complete deduction records for reportable individuals

ACA identified health care deductions must exist for 1095-C report.

Before you begin

You must create an employee record for the employee on the Employee Information (PEAEMPL) page.

Procedure

- Establish the employee's deductions, benefits, and tax details on the Employee Benefit or Deduction Set Up page (PDABDSU) or the Employee Benefit or Deduction page (PDAEDN).

Create employee records for ACA reportable individuals

You need to create employee records for individuals who are eligible for ACA reporting as per IRS guidelines. These records must be created on the Employee (PEAEMPL) page.

Before you begin

Employee class codes must have already been defined on Employee Class Rule (PTRECLS) form. You can create a unique benefit category for retired employees that may be ACA reportable. Create this on the Benefit Category Rules (PTRBCAT) for use with a specific employee class.

Procedure

- Create records for reportable non-employees such as a spouse or dependents who are covered, separately from the related employee, under any medical plan.
- Remove electronic consent for employees who might have revoked their consent electronically or in writing to the institution.

- **Optional:** Enter Social Security Name as documented on an employee's Social Security Card. Retired employees must remain in `Active` status. However, a COBRA person might have a `Terminated` status.

Complete beneficiary information for active or retired employees

If an employee has beneficiaries or dependents, complete the beneficiary information, update the employee's benefits and deductions, and update the coverage information for the beneficiaries and dependents.

Before you begin

An employee record for the employee must be created on the Employee Information (PEAEMPL) page.

About this task

If your site is self-insured for primary medical coverage, to report this coverage, spouse and child records must be created on the Beneficiary (PDABENE) page and the Beneficiary Coverage (PDABCOV) page.

An employee can also complete their beneficiary information by using Employee Self-Service.

Procedure

1. On PDABENE, capture all information about the employee's beneficiaries and dependents.

Ensure that **ACA Reporting Child** indicator is selected if the dependent is Affordable Care Act (ACA) reportable as per IRS guidelines.

Birth dates are required when reporting an employee's spouse and children. Either a SSN or date of birth is required for ACA reporting of dependents.
2. On the Beneficiary Coverage (PDABCOV) page, add the benefit coverage records for the employee and employee's dependents and beneficiaries.

Complete beneficiary information for COBRA person

If the COBRA person has beneficiaries or dependents, complete the beneficiary information, update the COBRA person's benefits and deductions, and update the coverage information for the beneficiaries and dependents.

Before you begin

Plan codes must be defined on the COBRA Benefit Coverage Rule (PTRCBEN) page before completing the COBRA Person (PCAPERS) page.

About this task

An employee can also complete their beneficiary information by using Employee Self-Service.

Procedure

1. On PCAPERS, create a COBRA record for the person.
2. On COBRA Beneficiary (PCABENE) page, capture all information about the COBRA person's beneficiaries and dependents.

Ensure that **ACA Reporting Child** indicator is selected if the dependent is Affordable Care Act (ACA) reportable as per IRS guidelines.

Birth dates are required when reporting an employee's spouse and children. Either a SSN or date of birth is required for ACA reporting of dependents.

3. On the COBRA Beneficiary Coverage (PCABCOV) page, establish COBRA coverage start and end dates for employees and dependents, regardless of self-insured plan status, necessary for deriving Offer of Coverage and Safe Harbor codes.

Setup requirements on PTROCMU

You must set up rules on the Offer and Coverage Mass Update Rule page (PTROCMU) to run the mass update process (PDPOCMU) for each employee class reported. This ensures that correct health care records are created on the Health Insurance Offer and Coverage (PDAHIOC) page.

Note: You must set up rules even if you only use PDPOCMU with the Benefit Process Run Type because the process uses the Employee Lowest Plan Amount (if any) from PTROCMU.

You can copy previously established rules for all employee classes for any year forward to the new year by using the **Copy All Employee Class Rules** option.

The following fields must be set up on PTROCMU for each health record:

- Employee Class
- Year (Calendar Year)
- Offer Date (Health Offer Date)
- Process Action
- Status Selection
- Offer Coverage Code
- 4980H Safe Harbor Code
- Employee Lowest Plan Amount (If applicable)

For more information about this rule page, see the *Banner Human Resources and Position Control Online Help*.

Set up Crosswalk Validation (GTVSDAX) page for PDPOCMU

ACABNPL records on GTVSDAX, define the appropriate Offer and Coverage Code to associate with the health care benefit and coverage plans. These codes are used to populate the employee's health care record on PDAHIOC.

Before you begin

About this task

The system uses the GTVSDAX record with an Internal Code = ACABNPL to match the Offer and Coverage Code to each coverage plan. An employee's health care record on the Offer and Coverage Audit (PDRHIOC) report should be associated with at least one ACABNPL record per year. Only benefit and plan combinations with the code, ACABNPL, are selected. You should define these records before you run the Offer and Coverage Mass Update (PDPOCMU) process using a Process Run Type of "Benefit".

When configuring this data, designate your primary health care BDCA Code and Plan Code with a dash (-) between the two values. For example, if your institution has a health care code **BCS** and three Plan codes of **EE**, **ES**, and **FM**, define these Internal Codes on GTVSDAX: **BCS-EE**, **BCS-ES**, and **BCS-FM**.

If your institution does not use benefit plan codes, then enter the BDCA code without the dash. For example, if the health care code is BCS, the resulting Internal Codes within GTVSDAX would be BCS.

Procedure

1. Open GTVSDAX.
2. Insert a new record.
3. In the **Internal Code** field, enter the internal code as ACABNPL.
4. In the **Sequence** field, enter a unique sequence number for each unique health care plan at your institution.

If your site has two health care benefit choices, each with four plans, then you would need to create eight different records in GTVSDAX.
5. In the **Group** field, enter the group name as BENEFIT AND PLAN.
6. In the **External Code** field enter the Benefit and Plan Code.

The External Code represents the combination of the BDCA Code that represents your health care benefit, a dash (-), and a Plan Code that is set up on PTRBDCA.
7. In the **Description** field, enter an appropriate description.
8. In the **Translation Code** field, enter a translation code that will be used by PDPOCMU as an Offer Coverage code to insert into an employee's record with active coverage for the processing period.

This is a 2-character code published by the IRS and is referred to as Employee Offer and Coverage Code (Series 1).
9. In the **Sys** field, enter the value as H.
10. Click **Save**.

Results

The internal code on GTVSAX will be associated with the Benefit and Plan Code that is associated with your institution's Health Care Benefit on PTRBDCA.

For more information about GTVSDAX, see *Banner General Online Help*.

Example

The following table shows the offer and coverage code for a specific medical code or plan combination:

Internal Code	Sequence	Group	External Code	Translation Code	System
ACABNPL	1	BENEFIT AND PLAN	MD1-1	1B	H
ACABNPL	2	BENEFIT AND PLAN	MD1-M2	1C	H

Set up Crosswalk Validation (GTVSDAX) page for PDRHIOC

Use the GTVSDAX to set up internal and external codes and group name for earn codes before running the Offer and Coverage Audit process (PDRHIOC). These earn codes are used by PDRHIOC to calculate employees' service time.

About this task

Each earn code must have a unique sequence number.

Procedure

1. Open GTVSDAX.
2. Insert a new record.
3. In the **Internal Code** field, enter the internal code as `ACAEARN`.
4. In the **Sequence** field, enter a unique sequence number for each earn code.
5. In the **Group** field, enter the group name as `EARN CODE`.
6. In the **External Code** field enter the external code.
The External Code represents the 3-character Earn Code that the institution wishes to select from the employee's Job Year To Date Totals (PEIJTOT) records to tabulate ACA service hours from all payrolls throughout the year.
7. In the **Description** field, enter an appropriate description.
8. In the **Sys** field, enter the value as `H`.
9. Click **Save**.

Example

The following table shows the earn codes used by PDRHIOC to calculate employees' service time:

Internal Code	Sequence	Group	External Code	System
ACAEARN	1	EARN CODE	REG	H
ACAEARN	2	EARN CODE	HOL	H

Set up Crosswalk Validation (GTVSDAX) page for 1095-C address hierarchy

You can create an address hierarchy on GTVSDAX that the United States 1095-C Report process (PXRACxx) uses when printing 1095-C forms. PXRACxx uses either the W2ADDR or 1095ADDR address hierarchy to get the correct employee address.

About this task

The address hierarchies are the GTVSDAX records with an Internal Code = W2ADDR or 1095ADDR. PXRACxx uses the value in parameter 14 to determine which hierarchy to use and the correct address to print on 1095-C forms.

Procedure

1. On GTVSDAX, define an address hierarchy to use when getting addresses for the 1095-C form.
2. On the PXRACxx report at Parameter 14, specify whether to use the 1095ADDR or W2ADDR hierarchy.

Related tasks

[Establish Address Hierarchy for Processing](#) on page 10

Exclude employee classes for calculating full-time employee count

Use the Crosswalk Validation (GTVSDAX) page to exclude employee classes that should be ignored while calculating the full-time employee count reported in 1094-C information.

About this task

On GTVSDAX, you can create a record by using a unique sequence number for each employee class that must be excluded from the full-time employee count. When the 1094/95-C Submission process (PXPAC15) is run, it identifies the GTVSDAX records defined with the internal code ACAFULL and selects the population excluding the employee classes identified on each record. If the excluded employee class is present on either the job record (NBAJOBS) or employee record (PEAEMPL), the employee belonging to this employee class is excluded from the full-time employee count.

Procedure

1. Open GTVSDAX.
2. Insert a new record.
3. In the **Internal Code** field, enter the internal code as ACAFULL.

4. In the **Sequence** field, enter a unique sequence number.
5. In the **Group** field, enter the group name as X ECLS 1094C FT CNT.
6. In the **External Code** field, enter an external code.
The External Code represents the employee class that needs to be excluded from the full-time employee count.
7. In the **Description** field, enter an appropriate description.
8. In the **Sys** field, enter the value as H.
9. Click **Save**.

Example

The following table shows how to exclude an employee class in a GTVSDAX entry while calculating the full-time employee count:

Internal Code	Sequence	Group	External Code	Description	System
ACAFULL	1	X ECLS 1094C FT CNT	18	Exclude ECLS in 1094C FT Count	H

Related concepts

[Full-time employee count](#) on page 56

Full-time employee count

Full-time employee count is required on the 1094-C form. Employees identified as **Full Time** on the Employee (PEAEMPL) page are considered while calculating the full-time employees.

The 1094/95-C Submission (XPACxx) process scans the Health Insurance Offer and Coverage (PDAHIOC) records for the given year and employer and selects employees with a non-terminated job as of the 1st day of each month and whose 4980H Safe Harbor Code is not 2D (Limited Non-Assessment Period).

Exclude employee classes for calculating total employee count

Total employee count is used on the 1094-C form. This count includes full-time employees, non full-time employees, and employees in a Limited Non-Assessment Period for each calendar month. If certain employee classes should be ignored in the total employee count, use the GTVSDAX record to exclude such employee classes.

About this task

When the 1094/95-C Submission process (XPAC15) is run, it identifies the GTVSDAX records defined with the internal code ACAEECNT and selects the population excluding the employee classes identified on each record. If the excluded employee class is present on the employee record (PEAEMPL), the employee will be excluded from the total employee count.

Procedure

1. Open GTVSDAX.
2. Insert a new record.
3. In the **Internal Code** field, enter the internal code as ACAEECNT.
4. In the **Sequence** field, enter a unique sequence number.
5. In the **Group** field, enter the group name as X ECLS 1094C TOT CNT.
6. In the **External Code** field, enter an external code.
The External Code represents the employee class that needs to be excluded from the total employee count.
7. In the **Description** field, enter an appropriate description.
8. In the **Sys** field, enter the value as H.
9. Click **Save**.

Example

The following table shows how to exclude an employee class in a GTVSDAX entry while calculating the total employee count:

Internal Code	Sequence	Group	External Code	Description	System
ACAEECNT	1	X ECLS 1094C TOT CNT	18	Exclude ECLS Total Count	H

Related concepts

[Total employee count](#) on page 57

Total employee count

The 1094/95-C Submission (PXPACxx) process counts all records on the Employee (PEAEMPL) page for the given year and employer. From the set of identified PEAEMPL records, the process counts only those that have employee jobs with a non-terminated status as of the first day of each month.

The 1094-C from requires the total employee count.

Organize health care records for ACA reporting

Use the Offer and Coverage Mass Update Process (PDPOCMU) to create health care records on the Health Insurance Offer and Coverage (PDAHIOC) page and use the Offer and Coverage Audit

process (PDRHIOC) to organize this information in the audit report. The health care records are used for generating 1095-C data.

Mass Update Process (PDPOCMU)

The Offer and Coverage Mass Update process (PDPOCMU) allows your institution to automate the creation of health care records (PDAHIOC) for Affordable Care Act (ACA) reporting.

The mass update process creates records for employees enrolled in medical coverage or with an ongoing coverage (Evergreen election) under the health insurance programs offered by your institution. In addition to creating new records, this process also updates existing records with any health insurance changes that occurred during the year.

You can use this process as and when required, however it is recommended to run this process on a monthly basis after you conclude all maintenance activities.

Process Run Mode

The mass update process can be run in two modes: Report and Update. Report mode allows you to view the records that have been selected for mass update. The update mode allows you to apply processed information to the database, inserting or updating employee PDAHIOC records.

Note: It is recommended that you first run the process in report mode to review the affected records and messages and then run the process in update mode to update the records as per the messages.

Process Run Type

In the Rule run type, the mass update process uses the rules that are set up on the Offer and Coverage Mass Update Rule (PTROCMU) page to directly create health care records. In the Benefit run type, the process creates records based on specific dates for the selected month and year and the benefit or deduction codes that you have identified for ACA processing.

Related concepts

[Rule method](#) on page 58

[Benefit method](#) on page 60

Rule method

In this run type, the mass update process uses the rules that are established on the Offer and Coverage Mass Update Rule (PTROCMU) page to create health care records for employees on Health Insurance Offer and Coverage (PDAHIOC) page.

Employees can be selected either by using the employee class or the Population Selection ID parameters. However, employee class is a mandatory parameter while running the PDPOCMU process in this method. When employee class is the parameter, the process runs for all employees who belong to that employee class based on their Employee record. When Population Selection ID is used, the process runs for employees who belong to that ID within the indicated employee class. Employees of a different employee class, even if specified in the Population Selection, are not processed or listed. Employees who do not have a job assignment, either active, on leave or terminated, will not be processed or listed: An Employer code is required for this process.

Note: In the rule method, the PDPOCMU process creates identical health care records for all selected employees as per the rules established on PTROCMU. Hence, it is recommended to use the rule method when the Population Selection ID parameter is used in the PDPOCMU process.

After the parameters are chosen and the mass update process (PDPOCMU) is run, the process matches an employee with the employee class set up in PTROCMU. If there is a match, the process creates a health care record for that employee on PDAHIOC (Health Insurance Offer and Coverage) page. This process can be used to create records for multiple employee classes in a single run.

When the process is run for an employee class for which no rules are set up on PTROCMU, the Banner system bypasses the group of employees for that employee class and appropriate error messages are logged in the audit report (PDRHIOC).

Related concepts

[Mass Update Process \(PDPOCMU\)](#) on page 58

Run rule method

You can run the Offer and Coverage Mass Update Process (PDPOCMU) to create health care records on the Health Insurance Offer and Coverage page by using the rules established on the Offer and Coverage Mass Update Rule (PTROCMU) page.

Before you begin

Ensure that the mass update rules for each employee class are established on the Offer and Coverage Mass Update Rule (PTROCMU) page.

About this task

The following are recommended while running the PDPOCMU process:

- Run the process on a monthly basis.
- Run the process in report mode first to review the affected records and messages and then run the process in update mode to update the records as per the messages.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PDPOCMU.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process in this method.

The following parameters are mandatory: Process Mode, Process Run Type, Process Year, and Employee Class.

The value for Run Type is `Rule`.

5. Run the process in the chosen mode.
6. In the **Submission** block, save the parameters.
7. Click **Submit**.

By default, **Submit** is selected.

8. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.
9. If you have selected the destination printer as `DATABASE`, select **Options > Review Output**.
10. On the **Saved Output Review** window, click the **Number** drop-down box.
A list of .lis and .log files that are available for viewing is displayed.
11. Select the file that you choose to view and click **OK**.
To view the PDPOCMU report, select the .lis file.

Results

Verify the health care records by reviewing the PDPOCMU report. Alternatively, you can also review the record on Health Insurance Offer and Coverage (PDAHIOC) page.

For more information about PDAHIOC, see *Banner Human Resources and Position Control Online Help*.

Related concepts

[Rule method](#) on page 58

[Setup requirements on PTROCMU](#) on page 52

Benefit method

In the benefit method, the mass update (PDPOCMU) process, detects when a medical coverage benefit is initiated and the benefit coverage period for the medical coverage to create health care records for employees on the Health Insurance Offer and Coverage (PDAHIOC) form.

PDPOCMU evaluates whether the benefit or deduction is active every day in a given processing month for each employee. The deduction is evaluated by reviewing either Employee Benefit or Deduction (PDAEDN) form or COBRA Person (PCAPERS) form (for COBRA coverage). The process looks for an active benefit or deduction record and determines whether the employee has coverage by using the benefit coverage dates on the Beneficiary Coverage (PDABCOV) form or COBRA Beneficiary Coverage (PCABCOV) form. If the benefit or deduction is active on every day within the processing month, then the process creates a health care record with the appropriate offer and coverage code in PDAHIOC for that month. If the benefit or deduction remains the same every month, creating health care records for the subsequent months is not necessary.

When the deduction status changes to `WAIVED`, `EXEMPT`, or `TERMINATED` and the associated coverage ends for the benefit or deduction, PDPOCMU creates a new record in PDAHIOC when the employee is no longer covered. If the employee has been terminated (left the institution) as per the Employee (PEAEMPL) form, a 4980H Safe harbor code is created.

Related concepts

[Mass Update Process \(PDPOCMU\)](#) on page 58

Run benefit method

You can run the Offer and Coverage Mass Update Process (PDPOCMU) to create health care records by inspecting health care benefits or deductions and their coverage records that have been enabled on Benefits and Deductions Rule (PTRBDCA) page.

Before you begin

- Ensure that the mass update rules for each employee class are established on the Offer and Coverage Mass Update Rule (PTROCMU) page.
- You must have set up the required parameters such as internal code, group name, and external code on the Crosswalk Validation (GTVSDAX) page.
- You must have enabled the *Health Care Provider Offers and Coverage* indicator for benefit and deduction codes that provide minimum essential coverage as per the IRS guidelines on PTRBDCA.

About this task

The following are recommended while running the PDPOCMU process:

- Run the process on a monthly basis.
- Run the process in report mode first to review the affected records and messages and then run the process in update mode to update the records as per the messages.

Benefit process runs only for those employees whose health benefit status is the same as the value of the *Status Selection* field which is set up on PTROCMU.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PDPOCMU.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process in this method.

The following parameters are mandatory: Process Mode, Process Run Type, Process Year, Benefit Begin Month, and Benefit End Month.

The value for Run Type is *Benefit/Plan*.

5. Run the process in the chosen mode.
6. In the **Submission** block, save the parameters.
7. Click **Submit**.
By default, **Submit** is selected.
8. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.
9. If you have selected the destination printer as *DATABASE*, select **Options > Review Output**.
10. On the **Saved Output Review** window, click the **Number** drop-down box.
A list of .lis and .log files that are available for viewing is displayed.

11. Select the file that you choose to view and click **OK**.

To view the PDPOCMU report, select the .lis file.

Results

Verify the health care records by reviewing the PDPOCMU report. Alternatively, you can also review the record on Health Insurance Offer and Coverage (PDAHIOC) page.

For more information about PDAHIOC, see *Banner Human Resources and Position Control Online Help*.

Related concepts

[Benefit method](#) on page 60

[Setup requirements on PTROCMU](#) on page 52

Related tasks

[Set up Crosswalk Validation \(GTVSDAX\) page for PDPOCMU](#) on page 53

Benefit or Deduction scenarios in benefit method

Some of the common scenarios while using the benefit method helps you understand how the mass update process (PDPOCMU) detects changes to an employee's benefits or deductions and creates or updates the employee's health care records based on these changes.

For more information about benefit or deduction scenarios for a processing period and the type of record created for each scenario in the Health Insurance Offer and Coverage page, see article number 35143, *Affordable Care Act (ACA) PDPOCMU Process Scenarios for Banner HR*, on the Ellucian Support Center.

Related concepts

[Benefit method](#) on page 60

Offer and Coverage Audit process (PDRHIOC)

You can run the Offer and Coverage Audit process (PDRHIOC) to generate the audit report which is used to review employee health care records. These records are used for ACA (Affordable Care Act) reporting on the 1095-C form during the year end for each employee.

Note: If an employee has been added to the Banner system in the Employee (PEAEMPL) page or Health Insurance Offer and Coverage (PDAHIOC) page to generate a 1095-C for the employee and the employee does not have a job during the processing year, then such employee records are not generated in the audit report.

This report is for full-time employees who work in specified Employee Classes and are listed to display service hours and health care records in PDAHIOC.

The report provides the following information:

- Employees listed alphabetically by their primary employee class (PEBEMPL)
- An audit of total applicable ACA hours, broken out by month for the year
- Health care records that exist for each employee (PDRHIOC)

-
- Employees with health care coverage, but do not have an offer and coverage record for the run period
 - Employees with a null offer coverage code (PDRHIOC) or an incorrect code combination in an existing PDAHIOC record
 - Employees that are not enrolled in a health care plan (as indicated in PTRBDCA) and either do not have an offer and coverage record, or do not have a safe harbor code recorded (PDRHIOC)
 - Active employees who have a job but have no active ACA benefits and no records in PDRHIOC will be displayed with a Warning message indicating that they are active employees in the reporting year with no deduction and no HIOC records.
 - Active employees who have no job assignment in the year, either active, on leave, or terminated (after being active in the year) will not be listed, even if specified in a Population Selection. Employer code, found on the job record, is required for this process.

All records that exist up to and including the process month are displayed in the audit report. This enables you to review data that has been stored over all previous months for the processing year. For example, if the employee has three records on file from January 1 to the end of the processing month for June, all three records are displayed in ascending date order.

Audit report generation

The Offer and Coverage Audit process (PDRHIOC) generates the audit report. Before generating an audit report, you must set up earn codes on the Crosswalk Validation (GTVSDAX) page. The earn codes are used by PDRHIOC to calculate employees' service time.

When you run PDRHIOC, you can choose to include or exclude the specific earn codes you have identified on GTVSDAX. Either create ACAEARN records for the earn codes that you want to include in processing or create ACAEARN records for the earn codes that you want to bypass.

PDRHIOC will total the hours for each job record within each employer from the Employee Monthly Job Totals (PERJTOT- by Position) records that are updated with each payroll cycle.

Related tasks

[Run Offer and Coverage Audit process \(PDRHIOC\)](#) on page 63

Run Offer and Coverage Audit process (PDRHIOC)

You can run PDRHIOC to generate the audit report that allows you to review employee health care records. These records are used for Affordable Care Act (ACA) reporting on the 1095-C form during the year end for each employee.

Before you begin

- You must have set up the ACAEARN records and completed the internal code, group name, and external code on the Crosswalk Validation (GTVSDAX) page.
- You must have run the Offer and Coverage Mass Update process (PDPOCMU) to create appropriate health care records on Health Insurance Offer and Coverage (PDAHIOC) page or you must have manually entered records in PDAHIOC.

About this task

It is recommended to run PDRHIOC on a monthly basis.

The accumulated hours for this report is derived from the updated payroll hours on the employee's Job Totals (PEIJTOT) that are updated with each pay cycle. The accumulated hours are expressed as monthly totals.

The PDRHIOC report is created to review the earnings and hours for employees who are Affordable Care Act (ACA) reportable. However, employees such as retirees and COBRA persons are not covered in this report.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PDRHIOC.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process.

The following parameters are mandatory: Employer Code, Run Year, Run Month, Include Non-Cash Earn Codes, Include/Exclude ACAEARN Codes, and Employee Class.

5. In the **Submission** block, save the parameters.
6. Click **Submit**.
By default, **Submit** is selected.
7. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.
8. If you have selected the destination printer as `DATABASE`, select **Options > Review Output**.
9. On the **Saved Output Review** window, click the **Number** drop-down box.
A list of .lis and .log files that are available for viewing is displayed.
10. Select the file that you choose to view and click **OK**.
To view the audit (PRDHIOC) report, select the .lis file.

Results

Review the audit report to ensure that the health care records for an employee are listed correctly. The audit report also consists of warning messages to help you identify records that might need corrective action.

Related concepts

[Audit report generation](#) on page 63

Related tasks

[Set up Crosswalk Validation \(GTVSDAX\) page for PDRHIOC](#) on page 54

Generate ACA reports

Use the PXRACxx process to generate the 1095-C data and the PXPACxx process to generate the XML transmission file.

Generate 1095-C data

Use the PXRACxx process to generate data for the 1095-C forms. The 1095-C forms used in Affordable Care Act (ACA) reporting contains the Employer-Provided Health Insurance Offer and Coverage information.

Before you begin

- Ensure that you have reviewed the ACA reporting procedure.
[Understand ACA reporting procedure overview](#) on page 46
- Ensure that you have configured the Banner pages that are required for ACA reporting.
[Configure Banner pages for ACA reporting](#) on page 49
- Review the masking rules for SSN/ITIN for printing and viewing in Employee Self-Service.
[Laser print file adjustments for 1095-C](#) on page 68
- Review the laser print file adjustment instructions to adjust alignment of the 1095-C forms if needed.
[Laser print file adjustments for 1095-C](#) on page 68
- Ensure that you understand the Allowable Action Table relating to Original, Replacement, and Correction files.
[Allowable Action Table](#) on page 75

About this task

PXRACxx is the process for printing 1095-C forms each tax year.

This process generates the 1095-C forms in paper and electronic formats. Employees can access the electronic format by using the Employee Self-Service application.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PXRACxx.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process.

When the process is run before submitting the first XML file to the IRS, the value for Parameter 03 Processing Mode must be `Create and Print` and Parameter 04 Submission Type must be `Original`.

5. In the **Submission** block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.
8. If you have selected the destination printer as `DATABASE`, select **Options > Review Output**.
9. On the **Saved Output Review** window, click the **Number** drop-down box.
A list of .lis and .log files is displayed.
10. Select the file that you choose to view and click **OK**.
To view the 1095-C data, select the .lis file.
11. Review and correct the data if required.
12. Run the process again until the generated data is accurate.
13. Establish appropriate controls (including electronic consent) on Installation Rules (PTRINST) page to allow employees to view their 1095-C form on Employee Self Service.
For more information about establishing controls on PTRINST, see *Banner Human Resources and Position Control Online Help*.
14. After employees review their 1095-C forms, correct the data if required.
15. Run the process again to create the Original form.

What to do next

After ensuring that the 1095-C data is accurate, run the 1094/95-C Submission (PXPACxx) process to generate the XML file.

Related reference

[Laser print file adjustments for 1095-C](#) on page 68

Mask the SSN/ITIN on Form 1095-C

You control masking employee's and their dependent's SSN/ITIN on Form 1095-C by setting a parameter when you run the PXRACxx process or defining a rule on the Data Display Mask Rules page (GORDMSK).

After you set the masking parameter or define it on GORDMSK, the system follows the IRS regulations to display only the last four digits of the SSN or ITIN and replace the first five digits with asterisks (*), for example, *****1234.

Mask the SSN/ITIN when printing Form 1095-C using PXRACxx

Use the PXRACxx process to print 1095-C forms without displaying the SSN or ITIN. This allows you to comply with IRS regulations.

Procedure

1. Open the Process Submission Controls (GJAPCTL) page.
2. At **Process**, enter `PXRACxx` and click **Go**.

3. **Optional:** At **Printer**, select the destination printer.
4. At parameter 13 Mask recipient's SSN/ITIN, select *Yes*.
5. In the Submission block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

Results

The 1095-C form prints with only the last four digits of the SSN/ITIN displayed. The first five digits are replaced with asterisks (*).

Mask the SSN/ITIN on Form 1095-C in Banner Employee Self-Service

Define a masking pattern on the Data Display Mask Rules (GORDMSK) page to apply masking of the SSN/ITIN in Banner Employee Self-Service that complies with IRS regulations.

Procedure

1. Access the Data Display Mask Rules (GORDMSK) page.
2. At **Object**, enter `**SSB_MASKING` and click **Go**.
3. At **Block**, enter `BWPKXTXS_ALL`.
4. Execute the query.
5. Update the following fields on GORDMSK to display only the last four digits of the number and hide the first five digits with asterisks (*).
 - Item = `BWPKXTXS_ALL %_SSN`
 - Format Mask = `*****XXXX`
6. Click **Save**.

Results

Users in Banner Employee Self-Service will see only the last four digits of the SSN/ITIN; the first five digits are replaced with asterisks. For example, an SSN/ITIN would display as `*****1234`.

Note: Refer to the *Banner Human Resources and Position Control User Guide* for more information about SSN/ITIN format masking on GORDMSK.

Laser print file adjustments for 1095-C

Follow the instructions below to make adjustments to the laser print file if the 1095-C forms need some alignment. Modifications to the print file should be made by a person who is familiar with the PostScript language.

Note: Ellucian supports the RR Donnelley forms. Comments made in this section impact these forms. For more information about supported forms, see [Banner Support for U.S. Tax Form Vendors](#) on page 8.

Default Font

The default font chosen for the 1095-C forms is 11 point Courier-New, which is a non-proportional typeface. This means that all letters and spaces use the same amount of print space on a horizontal line, regardless of the width of the letter. If a change to the font is required, it can be found at the beginning of the print file. Its form is:

```
/TextFont /Courier-New findfont 11 scalefont def
TextFont setfont
```

Postscript Printing

In order for a laser printer to recognize a postscript file when running the 1095-C forms (PXRACxx), the first two characters of the first line must be %!. This automatically occurs.

Postscript alignment may be made on the Crosswalk Validation (GTVSDAX) page for the Internal Group 1095 POSTSCRIPT. The following code records can be created, if needed, to adjust the printing of your forms:

Landscape laser layout

Internal Code	Internal Group	External Code
TOPSTART	1095 POSTSCRIPT	7.5 inch
LEFTMARGN	1095 POSTSCRIPT	0.6 inch
RIGHTMARGN	1095 POSTSCRIPT	10.5 inch
LINESPACE	1095 POSTSCRIPT	11.5

Portrait laser single layout

Internal Code	Internal Group	External Code
TOPSTART	1095 POSTSCRIPT	10.4 inch
LEFTMARGN	1095 POSTSCRIPT	0.5 inch
RIGHTMARGN	1095 POSTSCRIPT	7.6 inch
LINESPACE	1095 POSTSCRIPT	12

Horizontal Print Positions

The print may vary slightly on printers from different manufacturers. Consequently, if horizontal adjustment is required for the entire form, there is an easy way to make the adjustment. Increasing or decreasing the left margin will cause all printed data on the form to shift either left or right. Only very slight adjustments should be necessary. The applicable parameter can be found at the beginning of the print file and its form is:

```
/LeftMargin .6 inch def
```

Vertical Print Positions

The vertical spacing is somewhat tighter and cannot be accommodated in the same manner as horizontal shifts. A vertical alignment problem will be most noticeable on the lower half of the form. The amount of space between lines is called "leading" and the default values are 11.5 for single spacing.

If the data is printing over the description of each box on the form, the leading should be increased. If the data is printing over the bottom line of each box, the leading should be decreased.

When adjusting the leading, increment or decrement only adjust one number at a time. Moving up or down by one number should be the maximum adjustment necessary for the supported RR Donnelley forms. These parameters can be found at the beginning of the print file and their form is:

```
/LineSpace 11.5 def
```

If all printed data must be shifted up or down, adjusting the top margin is the best method. The default value can be found in the /TopStart command. If an adjustment is required, it should be very slight. The parameter can be found at the beginning of the print file. Its form is:

```
/TopStart 7.5 inch def
```

Generate the XML transmission file

Use the PXPACxx process to generate the XML transmission file that contains the 1094-C, 1095-C, and the manifest information. The 1094-C form is a transmittal which is used to report a summary of the employer information and transmit the 1095-C forms to the IRS.

Before you begin

- You must have already run the PXRACxx process to generate the 1095-C form.
- Ensure that you understand the Allowable Action Table relating to Original, Replacement, and Correction files.

[Allowable Action Table](#) on page 75

About this task

PXPACxx is the process to create the XML transmission file each tax year using the correct IRS schema.

The .lis file provides the XML transmission information for 1094-C, a list of 1095-C employees reported, error messages, and parameters used in the PXPACxx process. The .log file provides the process release number and the output directory. The output directory contains two XML files with a unique naming convention: the manifest, `manifest <job submission sequence number>.xml`, and the 1094-C data file, `1094C_Request_<TCC>_<timestamp>`.

For example: `manifest12806.xml` and
`1094C_Request_TCC4W_20161115T221101000Z.xml`

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PXPACxx.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process.

When the process is run before the first submittal of the XML file to the IRS, the value of Parameter 04 Transmission Type must be *Original*.

5. In the **Submission** block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.
8. If you have selected the destination printer as *DATABASE*, select **Options > Review Output**.
9. On the **Saved Output Review** window, click the **Number** drop-down box.
A list of .lis and .log files is displayed.
10. Select the .lis file that you choose to view and click **OK**.
The .lis file contains XML transmission information.
11. Review the information and make corrections if required.
12. Run the process again until the generated data is accurate.

What to do next

Modify the XML file to include the checksum and file size information.

Related tasks

- [Modify the XML file](#) on page 71
- [Replacement file type](#) on page 78
- [Record a 1094-C Receipt ID](#) on page 73

Related reference

- [Transmission ID status](#) on page 74
- [Allowable Action Table](#) on page 75

Modify the XML file

For security purposes, before submitting the XML file to the IRS, you must include the checksum and file size information in the manifest data file. The procedure for modifying the manifest data file varies depending upon the operating system you use.

About this task

This procedure will usually be performed by a technical resource.

Procedure

1. Copy the `manifest<job submission sequence number>.xml` and `1094C_Request_<TCC>_<timestamp>.xml` from your Banner job submission directory to your local directory.
2. Determine the file size and calculate the checksum for the 1094-C data file.

Operating system	Procedure
Linux	<p>a. On the Linux command-line interface enter the following command to determine the size of the file (in bytes): <code>\$ls -lat <1094C_Request_<TCC>_<timestamp>.xml></code>.</p> <p>In the following example, size of the 1094-C data file is determined:</p> <pre style="background-color: #f0f0f0; padding: 5px;">\$ ls -lat 1094C_Request_BB14W_20151125T235455000Z.xml</pre> <p>b. Save the file size.</p> <p>c. Calculate the checksum by entering the following command: <code>\$ sha256sum <1094C_Request_<TCC>_<timestamp>.xml></code>.</p> <p>In the following example, checksum of the 1094-C data file is calculated and displayed:</p> <pre style="background-color: #f0f0f0; padding: 5px;">\$ sha256sum 1094C_Request_BB14W_20151125T235455000Z.xml 8cdae3a77f142ea40eb2c9fc47as534dewf1fb5b64 rsdf423rs234s2342fdf69</pre>
Windows	<p>Note: 2017 XML Schema requires the checksum to have a SHA-256 format.</p> <ol style="list-style-type: none"> a. Right click on the file and select Properties. b. Make a note of the file size. c. Download any MD5 and SHA checksum utility software that provides for SHA-256 and is compatible with your Windows system. <p>For example, https://raylin.wordpress.com/downloads/md5-sha-1-checksum-utility/ or https://</p>

Operating system	Procedure
	<p data-bbox="540 323 1304 380">www.maketecheasier.com/verify-md5-sha-1-sha-256-checksum-windows10/</p> <p data-bbox="492 396 1360 426">d. Run the checksum software to generate a checksum value for the file.</p> <p data-bbox="492 443 1162 472">e. Copy the SHA-256 value among the generated hash.</p>

3. Open the manifest<job submission sequence number>.xml in any editor tool.
4. In the manifest file, update the XML element, <AttachmentByteSizeNum>, with the file size.
5. Update the XML element, <ChecksumAugmentationNum>, with the SHA-256 checksum value.
6. Save the XML changes.
7. Validate the XML file using an XML tool.

What to do next

1. Review the IRS guidelines and submit the XML transmission file to the IRS by using the AIR system. Perform XML validation of the files before submitting to IRS.

For more information about preparing and uploading the XML transmission file, see *Submitter/ Software Developer AATS and Production Filing Transmission Checklist* at <http://www.irs.gov/air>.

2. Record the Receipt ID and status returned by the IRS from the transmission on the 1094-C Receipt ID page in the Employee Self-Service application.

A 1094-C Receipt ID ensures that the 1095-C data in the transmittal was successfully submitted and received by the IRS.

3. Retrieve acknowledgments for the 1095-C and 1094-C information from the IRS.
4. If applicable, review the error file received from IRS and fix the errors.
5. Depending on the type of errors, run either PXRAC15 or PXPAC15 or both processes again.

Refer to the [Allowable Action Table](#) on page 75 relating to Original, Replacement and Correction files.

Related tasks

[Record a 1094-C Receipt ID](#) on page 73

[Correct XML 1095-C transmission file](#) on page 80

Record a 1094-C Receipt ID

You can use the **1094 Receipt ID Entry** page in the Employee Self-Service application to enter the Receipt ID received from the IRS after a successful XML transmission. You can also update the status of each Transmission ID on this page.

Before you begin

Note: If you do not use the Employee Self-Service product, you must manually update the transmission header record (table PXR95EF) with a Receipt ID and Status (columns PXR95EF_RECEIPT_ID and PXR95EF_STATUS). The Receipt ID is used to reference a particular transmission when correcting or replacing transmission data using PXPACxx.

Ensure that you are assigned the role of Tax Administrator in the Banner Web Tailor application.

A Web Tailor administrator assigns roles in the Web Tailor application.

About this task

If the XML transmission to the IRS has been received successfully, the IRS returns a unique Receipt ID to the transmitter. This ensures that the IRS has received the XML transmission file. To confirm whether the ACA information returns (1095-C) are accepted or rejected by the IRS, the transmitter must retrieve the Acknowledgment file from the IRS.

If the transmission is unsuccessful or an error with reported information is found, the IRS includes an error data file.

Procedure

1. In Employee Self-Service, go to the **Main Menu** page and click **Employee**.
2. On the **Employee** page, click **Tax Forms**.
3. On the **Tax Forms** page, click **1094 Receipt ID Entry**.
4. On the **1094 Receipt ID Entry** page, select the **Tax Year**.
5. In the **Employer or Institution** field, select the employer or institution that sent you the tax form that you want to view.
6. Click **Display**.
7. If you have received the Receipt ID from the IRS, enter the Receipt ID in the **Receipt ID** field.
8. In the **Status** field, select the appropriate status returned by the IRS for the transmission ID.
By default, the status of a transmission ID is `Created`.
9. Click **Save**.

Related tasks

[Replacement file type](#) on page 78

[Generate the XML transmission file](#) on page 69

[Modify the XML file](#) on page 71

[Correct XML 1095-C transmission file](#) on page 80

Related reference[Transmission ID status](#) on page 74[Allowable Action Table](#) on page 75

Transmission ID status

You can use the **1094 Receipt ID Entry** page to record the 1094-C Receipt ID sent by the IRS and update the status of each Transmission ID. This page provides meaningful information that allows you to track transmission files by sequence number, related transmissions, and status.

Note: If you do not use the Employee Self-Service product, you must manually update the transmission header record (table PXR95EF) with a Receipt ID and Status (columns PXR95EF_RECEIPT_ID and PXR95EF_STATUS). The Receipt ID is used to reference a particular transmission when correcting or replacing transmission data using PXPACxx.

Status	Description
Created	The PXPAC15 process is run and the XML file is created, but the transmitter has not yet submitted the file to the IRS. This is the default status of each transmission.
Accepted	The transmission is successfully submitted to the IRS and the IRS sends a Receipt ID to the transmitter. Processing for the year is complete.
Accepted with Errors	The transmission is successfully submitted to the IRS, the IRS has completed processing the XML file, and business rule errors are found during processing the file. Requires a Corrected file.
Rejected	The transmission is successfully submitted to the IRS, but IRS is unable to process the XML file due to transmission errors. See Allowable Action Table.

Related tasks[Replacement file type](#) on page 78[Generate the XML transmission file](#) on page 69[Modify the XML file](#) on page 71[Record a 1094-C Receipt ID](#) on page 73

Allowable Action Table

The Allowable Action Table lists the follow-up actions you can take to resubmit an XML file transmission for a specific case. The IRS only accepts certain types of files in specific situations, such as Replacements or Corrections.

Note: If you will be running a new PXPACyy Corrected transmission, you must run the PXRACyy process to create or recreate 'corrected' records.

Existing data in ESS on 1094 Receipt ID page			
PXR95EF_TRANSMISSION_TYPE	PXR95EF_STATUS	PXR95EF_RECEIPT_ID	Allowable Actions for same Submission data
'O'iginal	'C'reated	None	Can rerun PXRAC15 Original Can rerun PXPAC15 Original
	'A'ccepted	Populated	Can run PXRAC15 Void Can run PXRAC15 'C'orrection Can run PXPAC15 'C'orrected 1095-C using Accepted Receipt ID Can run PXPAC15 'A' Corrected 1094
	'E' Accepted with Errors	Populated	Can run PXRAC15 Void Can run PXRAC15 'C'orrection Can run PXPAC15 'C'orrected 1095-C Can run PXPAC15 'A' Corrected 1094
	'R'ejected	None	CANNOT run PXRAC15 Original Can rerun PXPAC15 Original that will pick up Banner changes to 1094-C and Employer data
	'R'ejected	Populated	CANNOT run PXRAC15 Original Must run PXPAC15 'R'eplacement using Original Receipt ID that will pick up Banner changes to 1094-C and Employer data

Existing data in ESS on 1094 Receipt ID page			
PXR95EF_TRANSMISSION_TYPE	PXR95EF_STATUS	PXR95EF_RECEIPT_ID	Allowable Actions for same Submission data
'R'eplacement	'C'reated	None	CANNOT run PXRAC15 Original Can rerun PXPAC15 'R'eplacement using Original Receipt ID that will pick up Banner changes to 1094-C and Employer data
	'A'ccepted	Populated	Can run PXRAC15 Corrected Can run PXPAC15 'C'orrected 1095-C using Accepted Receipt ID Can run PXPAC15 'A' Corrected 1094 CANNOT run Replacement
	'E' Accepted with Errors	Populated	Can run PXRAC15 Corrected Can run PXPAC15 'C'orrected 1095-C using Accepted with Errors Receipt ID CANNOT run Replacement
	'R'ejected	None	CANNOT run PXRAC15 Can rerun PXPAC15 'R'eplacement using Original Receipt ID
	'R'ejected	Populated	CANNOT run PXRAC15 Can rerun PXPAC15 'R'eplacement using Original Receipt ID
'C'orrected 1095-C	'C'reated	None	CANNOT run PXRAC15 Original Must run PXRAC15 'C'orrected 1095-C Must run PXPAC15 'C'orrected 1095-C CANNOT run Replacement
	'A'ccepted	Populated	CANNOT run PXRAC15 Original Can run PXRAC15 'C'orrected 1095-C Can run PXPAC15 'C'orrected 1095-C using Accepted Receipt ID CANNOT run Replacement

Existing data in ESS on 1094 Receipt ID page			
PXR95EF_TRANSMISSION_TYPE	PXR95EF_STATUS	PXR95EF_RECEIPT_ID	Allowable Actions for same Submission data
	'E' Accepted with Errors	Populated	CANNOT run PXRAC15 Original Must run PXRAC15 'C'orrected 1095-C Must run PXPAC15 'C'orrected 1095-C using Accepted with Errors Receipt ID CANNOT run Replacement
	'R'ejected	None	CANNOT run PXRAC15 Original Must run PXRAC15 'C'orrected 1095-C Must run PXPAC15 'C'orrected 1095-C CANNOT run Replacement
	'R'ejected	Populated	CANNOT run PXRAC15 Original Must run PXRAC15 'C'orrected 1095-C Must run PXPAC15 'C'orrected 1095-C CANNOT run Replacement

Related tasks

[Replacement file type](#) on page 78

[Generate the XML transmission file](#) on page 69

[Modify the XML file](#) on page 71

[Record a 1094-C Receipt ID](#) on page 73

Additional transmission types

The IRS may Reject, Accept, or Accept with Errors any transmission file. If the Original transmission file is Rejected or Accepted with Errors, specific types of follow-up transmission files must be created as outlined by the IRS in Publication 5165.

If the transmission is unsuccessful or submission reported information has errors, the IRS will provide an error data file along with the acknowledgment.

Replacement file type

Use the PXPACxx process to generate a Replacement file for the Original transmission type. Any corrections made in Banner to employer or manifest data will be picked up in the Replacement file along with the original 1095-C records.

Before you begin

- Identify that the IRS returned status is Rejected.
- Record the Status and Receipt ID, if provided.
- Review the [Allowable Action Table](#) on page 75 to determine the appropriate follow-up action.

About this task

When an Original transmission gets Rejected, you must follow up by submitting a Replacement transmission. You can only create a Replacement file against an Original transmission. After a transmission file has been Accepted or Accepted with Errors, all follow-up transmissions must use a Corrected file type.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PXPACxx.
3. **Optional:** Select the destination printer by clicking the **Printer** drop-down box.
4. Establish the parameters that are required for running the process.

When the process is run for submitting a Replacement file use these values:

- Parameter 03 Receipt ID must be the Receipt ID returned by the IRS for the Original transmission.
 - Parameter 04 Transmission Type (1095C) must be `Replacement`. Refer to Fig. 7.2 in *IRS Publication 5165* for Replacement succession example.
5. In the **Submission** block, save the parameters.
 6. Click **Submit**.
 7. On the toolbar, click **Save**.
The log (.log) and list (.lis) files are generated.

What to do next

Modify the XML file to include the checksum and file size information. Repeat this process if the Replacement file is Rejected.

Related tasks

[Generate the XML transmission file](#) on page 69

[Modify the XML file](#) on page 71

[Record a 1094-C Receipt ID](#) on page 73

Related reference

[Transmission ID status](#) on page 74

[Allowable Action Table](#) on page 75

Correct Form 1095-C

Use the PXRACxx process to generate the corrected 1095-C data and the PXPACxx process to generate the Corrected XML transmission file.

Before you begin

- Identify that the IRS returned status is Accepted or Accepted with Errors.
- Record the Status and Receipt ID.
- Review the [Allowable Action Table](#) on page 75 to determine the appropriate follow-up action.
- If a large population of records need corrections, consider creating a Population Selection.

About this task

After a transmission file has been Accepted or Accepted with Errors, you may only follow-up with a Corrected file type. Only the records needing corrections should be processed through PXRACxx. you can accomplished this by entering employee IDs or using a Population Selection.

Procedure

1. Make corrections to the data in Banner.
2. Open the Process Submission Controls (GJAPCTL) page.
3. At **Process**, enter PXRACxx and click **Go**.
4. **Optional: At Printer**, select the destination printer.
5. Establish the parameters that are required for running the process.

When you run the process to submit a correction, use these values:

- Parameter 03 Processing Mode must be `Create and Print`.
 - Parameter 04 Submission Type must be `C` for Corrected 1095-C. Refer to Fig. 7.1 in *IRS Publication 5165* for Correction succession example.
 - Parameters 07 and 08 to identify the specific population that requires corrections.
 - Parameters 14-17 for a Population Selection.
6. In the Submission block, save the parameters.
 7. Click **Submit**.
 8. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

What to do next

After ensuring that the 1095-C data is accurate, run the 1094/95-C Submission (PXPACxx) process to generate the XML file.

Related tasks

[Correct XML 1095-C transmission file](#) on page 80

Correct XML 1095-C transmission file

Use the PXRACxx process to generate the corrected 1095-C data and the PXPACxx process to generate the corrected XML transmission file.

Before you begin

- You must have already run the PXRACxx process to generate corrected 1095-C forms.
- You must run the PXRACxx process before creating the transmission file for corrections.
- If you must rerun the PXPACxx process to regenerate a transmission file for correction, you must also rerun PXRACxx for the corrected individual's record.

About this task

PXPACxx is the process to create the XML transmission file each tax year. After a transmission file has been Accepted or Accepted with Errors, you may only follow-up with a Corrected file type.

Procedure

1. Open the Process Submission Controls (GJAPCTL) page.
2. At **Process**, enter PXRACxx and click **Go**.
3. **Optional: At Printer**, select the destination printer.
4. Establish the parameters that are required for running the process.

When you run the process to submit a correction, use these values:

- Parameter 03 Receipt ID must be the Receipt ID returned by the IRS for the last Accepted or Accepted with Errors file.
- Parameter 04 Transmission Type (1095C) must be c for Corrected 1095-C.

Note: A Corrected file will only create Part 1 of the 1094 record regardless of the values entered in Parameter 06.

5. In the **Submission** block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

What to do next

Modify the XML file to include the checksum and file size information and submit it to the IRS. Record the 1094-C Receipt ID.

Related tasks

[Correct Form 1095-C](#) on page 79

[Modify the XML file](#) on page 71

[Record a 1094-C Receipt ID](#) on page 73

Add missing employees to Original Form 1095-C submission

If you find that some employees were missing from the Original 1095-C transmission file sent to the IRS, use the PXRACxx process to generate new Original 1095-C data and the PXPACxx process to generate the new Original XML transmission file.

Before you begin

If you need to correct a large number of missing employee records, consider creating a Population Selection to do it.

About this task

After you have submitted an Original 1095-C file and it has been accepted by the IRS, you cannot add new never reported employees to that file. Instead, you must create and submit another Original file that includes the missing employees. You can do this by entering employee IDs or using a Population Selection.

Procedure

1. Identify employee data in Banner Human Resources.
2. Open the Process Submission Controls (GJAPCTL) page.
3. At **Process**, enter PXRACxx and click **Go**.
4. **Optional: At Printer**, select the destination printer.
5. Establish the parameters that are required for running the process.
 - Parameters 07 and 08 to identify the specific population that requires corrections.
 - Parameters 14-17 for a Population Selection.
6. In the Submission block, save the parameters.
7. Click **Submit**.
8. On the toolbar, click **Save**.

The system generates the log (.log) and list (.lis) files.

What to do next

After ensuring that the 1095-C data is accurate, run the 1094/95-C Submission (PXPACxx) process to generate the XML file.

Related tasks

[Generate 1095-C data](#) on page 65

Add missing employees to Original Form 1095-C XML transmission file

Use the PXRACxx process to generate new Original 1095-C data and the PXPACxx process to generate the new Original XML transmission file.

Before you begin

You must have already run the PXRACxx process to generate Original 1095-C forms.

About this task

PXPACxx is the process to create the XML transmission file each tax year.

Procedure

1. Open the Process Submission Controls (GJAPCTL) form.
2. In the **Process** field, enter PXPACxx.
3. **Optional:** At **Printer**, select the destination printer.
4. Establish the parameters that are required for running the process.

When you run the process to submit a correction, use these values:

- Parameter 03 Receipt ID must be null.
 - Parameter 04 Transmission Type (1095C) must be for Original 1095-C.
 - Parameter 06 Authoritative Transmittal must be **No**.
5. In the **Submission** block, save the parameters.
 6. Click **Submit**.
 7. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

What to do next

Modify the XML file to include the checksum and file size information and submit it to the IRS. Record the 1094-C Receipt ID.

Related tasks

[Generate 1095-C data](#) on page 65

[Modify the XML file](#) on page 71

[Record a 1094-C Receipt ID](#) on page 73

Create prior year Form 1095-C submission

Verify the process for reporting prior year returns after the deadline with current IRS procedures.

Before you begin

- You must create a template XML manifest file using the latest year PXPACxx process.

- Delete the data entries in the manifest to allow entry of prior year's data, but do not delete the file elements.

About this task

Prior year submittal uses a combination of the current reporting year manifest layout along with the employee payment year 1095-C data layout. For example, submitting 2015 payment year data in tax year 2017 would use the following components:

- Manifest file from tax year 2017 schema package.
- Form data file from tax year 2015 schema package.
- PaymentYr value would be 2015.
- PriorYearDataInd value would be 1.
- Software ID value would be for 2015, which starts with 15, for example, 15XXXXXXXX.

Procedure

1. Open the Process Submission Controls (GJAPCTL) page.
2. At **Process**, enter the PXRACxx process related to the employee tax year you are reporting and click **Go**. In the preceding example this would be for 2015.
3. **Optional:** At **Printer**, select the destination printer.
4. Establish the parameters that are required for running the process.
5. In the Submission block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

What to do next

After ensuring that the 1095-C data is accurate, run the 1094/95-C Submission (PXPACxx) process to generate the XML file related to the employee tax year you are reporting. In the preceding example this would be for 2015.

Related tasks

[Generate 1095-C data](#) on page 65

Create prior year Original 1095-C XML transmission file

Use the PXRACxx process to generate prior year Original 1095-C data and the PXPACxx process to generate the prior year Original XML transmission file.

Before you begin

You must have already run the PXRACxx process to generate prior year Original 1095-C forms.

About this task

PXPACxx is the process to create the XML transmission file with the correct data schema for each tax year.

Procedure

1. Open the Process Submission Controls (GJAPCTL) page.
2. At **Process**, enter the `PXPACxx` process related to the employee tax year you are reporting and click **Go**. In the preceding example this would be for 2015.
3. **Optional:** At **Printer**, select the destination printer.
4. Establish the parameters that are required for running the process.

When you run the process for original employee records, Parameter 04 Transmission Type (1095C) must be for Original 1095-C.

5. In the Submission block, save the parameters.
6. Click **Submit**.
7. On the toolbar, click **Save**.
The system generates the log (.log) and list (.lis) files.

What to do next

- Copy the manifest data from the prior year file to the current year template XML manifest file using Notepad++ or a similar SML editor. (In the preceding example, copy 2015 manifest data into the 2017 manifest template.)
- Change the PriorYearDataInd field = 1
- Modify the current XML manifest file to include the checksum and file size information from the data file. (In the preceding example, use the checksum and file size from 2015 data file and enter it into the 2017 manifest.)
- Save the changes and submit to the IRS.
- Record the 1094-C Receipt ID.

Related tasks

[Generate 1095-C data](#) on page 65

[Modify the XML file](#) on page 71

[Record a 1094-C Receipt ID](#) on page 73