

Preparing for ACA Compliance with Zenefits

Zenefits makes complying with the ACA's employer shared responsibility provisions easy and painless.

We navigate the dense regulatory landscape and perform complex measurements and calculations for you, utilizing the existing data you have within the Zenefits system. In order to take full advantage of this automation and eliminate manual corrections later on, you can prepare by:

1. Ensuring that the information you have within Zenefits is up-to-date and complete
2. Gathering any ACA-required information for 2021 that may not have been collected by Zenefits.

For example, if your company joined Zenefits in September 2021 with an August 1 renewal date, then we would have information about your 2021 plan (running 8/1/2021 to 7/31/2022), but not your 2020 plan (8/1/2020 to 7/31/2021), which was active for 7 months of 2021.

BELOW IS A CHECKLIST TO HELP YOU GET FULLY PREPARED:

Did you have any medical plans in place during the 2021 calendar year that were not administered through Zenefits? This includes plans that began in 2021 as well as plans that began in 2020 and ran through part of 2021.¹

- No. If this is the case, you don't need to worry about this step! We'll gather medical plan and enrollment data automatically
- Yes. If this is the case, you'll need to complete a spreadsheet with information about these plans during the ACA setup process. For any prior plans (which were in place before your current plan), you will also need to provide information about which of your employees were offered and/or enrolled in coverage.

Do you have your payroll synced with Zenefits or use Zenefits Time & Attendance to track your hourly employees?

- Yes. We'll automatically pull hours-worked data for your non-exempt employees. However, depending on when you first set up payroll sync or Time & Attendance, you may still need to provide hours-worked data for any pay periods and/or employees that are not captured in Zenefits. If this is the case, we'll ask you to provide this information during the ACA setup process.
- No. If this is the case, you'll need to complete a spreadsheet with hoursworked data so that we can ingest this into our ACA Compliance app. We'll ask you to provide this information during the ACA setup process. You'll also need to provide updated spreadsheets going forward, to ensure that we capture a comprehensive and accurate picture of hours worked by your employees.

Have all your U.S. employees who were actively employed in 2021 been entered into Zenefits?

- Yes. If this is the case, you don't need to worry about this step! We'll gather employment information for these employees automatically.
- No, I have one or more active employees that are missing from Zenefits. If this is the case, you will need to "hire" them using Zenefits (make sure to backdate their hire date to reflect the actual date they were hired).
- No, I have one or more terminated employees who worked during 2021 that are missing from Zenefits. If this is the case, we'll ask you to provide basic employee details during the ACA setup process.

Can you confirm that the employment information for each of your employees in Zenefits is accurate and complete? If not, please update and verify the following information for your employees:²

- Full-time / Part-time / Temporary Status
- Compensation Type: Hourly or Salaried
- Compensation: Per hour for hourly employees and per year for salaried employees Social Security Number
- Address

¹ In particular, we may not have medical plan information for a portion of 2021 if your company: (1) has a non-calendar year plan and joined Zenefits after its 2020 plan renewal or (2) implemented in late 2021 and Zenefits only loaded medical plans for the 2021 plan renewal.

² Remember: This includes current, active employees as well as any terminated employees who worked at least one day in 2021.