

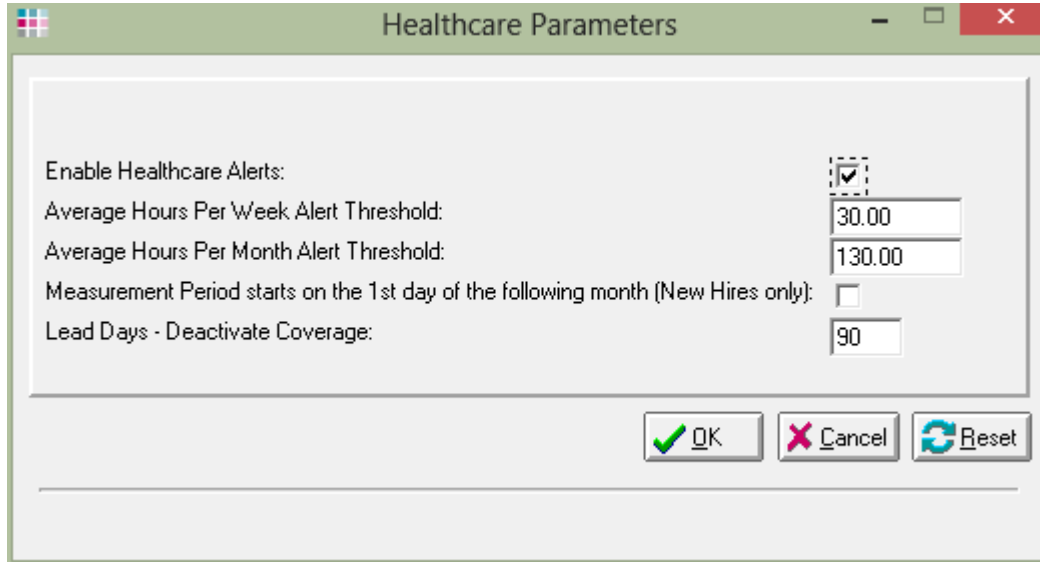


RTI 2000 Healthcare Wizard

Now that you have updated to RTI 2000 v.2.2.64, you will need to run and complete the Healthcare Wizard to set up your company-specific healthcare settings.

Please note that the wizard will need to be run for each company you have in RTI 2000.

1. The first step of the wizard will prompt you to enter your Healthcare Parameters. Most of these options will be defaulted, but you can change them to fit your company's needs:



Enable Healthcare Alerts

Leave this checked to receive alerts each pay period. Alerts will include employees who have worked over your set thresholds, who qualifies for insurance, and who no longer qualifies.

Average Hours Per Week Alert Threshold

Enter the average number of hours per week to trigger alert notifications. We default to 30, but this can be adjusted to fit your needs. This alert is for employees with a weekly or bi-weekly pay frequency.

Average Hours Per Month Alert Threshold

Enter the average number of hours per month to trigger alert notifications. We default to 130, but this can be adjusted to fit your needs. This alert is for employees with a semi-monthly or monthly pay frequency.

Measurement Period starts on the 1st day of the following month (New Hires only)

A new hire's measurement period starts on their hire date. Selecting this parameter will start their measurement period on the first day of the following month.

Lead Days – Deactivate Coverage

This defines how far in advance you want to receive alerts for employees who have their coverage ending. The default is 90 days.

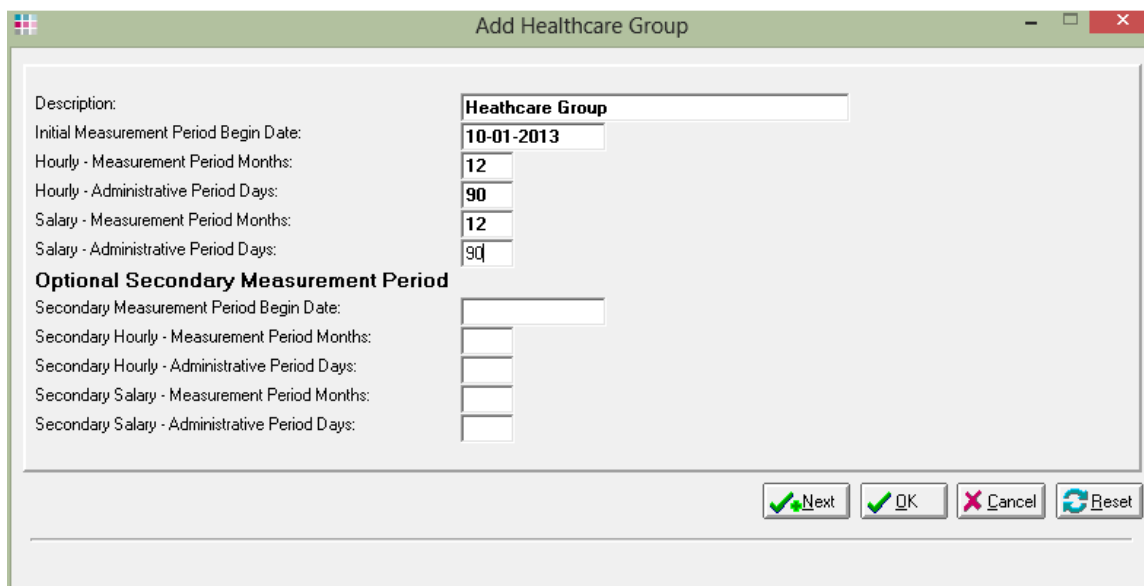
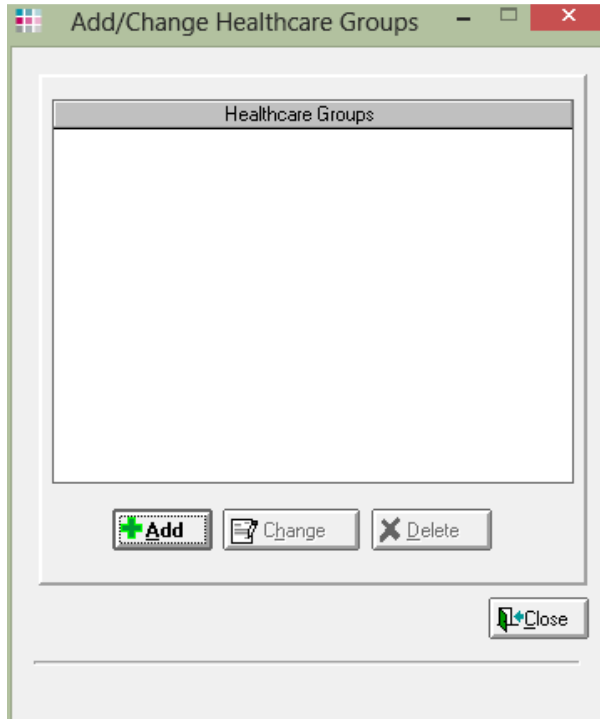
2. When the Healthcare Parameters are complete, select **OK** to continue to the next step of the wizard: Healthcare Groups.



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3. Click **Add** to set up your Healthcare Group. A Healthcare Group is a way to set up your Corporate Entities. The Affordable Care Act refers to these as Control Groups. These are based on the corporation's ownership. If the corporations, or entities, have any shared ownership, then they are considered one Control Group or Healthcare Group. Your Healthcare advisor should be able to assist in determining if your entities or Tax Reporting Groups are part of one or multiple Healthcare Groups.

The Healthcare Group is where you define your measurement and administrative periods. Once set, these items cannot be changed:





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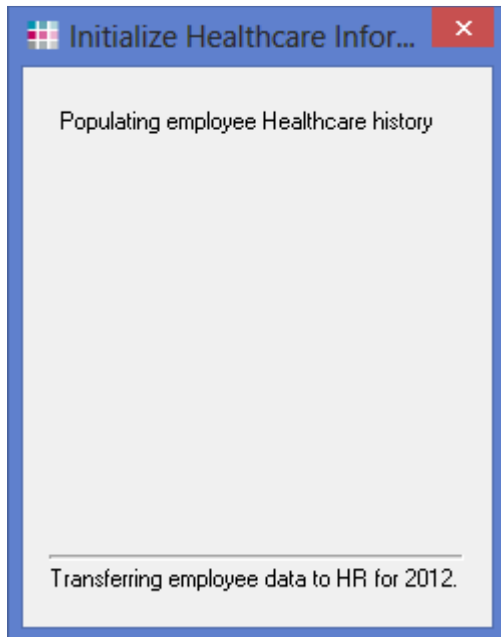
Description	Enter a description or name for your Healthcare Group.
Initial Measurement Period Begin Date	Enter the starting date for your first measurement period.
Hourly – Measurement Period Months	Enter the length, in months, of your measurement period for hourly employees.
Hourly – Administrative Period Days	Enter the length, in days, of your administrative period for hourly employees. *See note.
Salary – Measurement Period Months	Enter the length, in months, of your measurement period for salaried employees.
Salary – Administrative Period Days	Enter the length, in days, of your administrative period for salaried employees.

***Note:** The administrative period is optional. If you are opting to not use an administrative period, enter **0** for your administrative period length. This will make your stability period start the day after your measurement period ends.

For the first year, you can use a shorter measurement period to measure and determine which employees qualify for healthcare. If you are using this option, you will set up the shorter times in the first settings and use the **Optional Secondary Measurement Period** to set up your regular measurement and administrative periods. If you are not using this option, you will leave the Optional Secondary Measurement Period settings blank.

4. Click **OK** to save your Healthcare Group. If you need to set up additional Healthcare Groups, click **Next** and follow the same steps to set up the additional Healthcare Groups.
5. Click **Close** once your Healthcare Groups are setup to move to the last step of the wizard: populating the employee information with the necessary healthcare information.

Please note: This step can take up to 45 minutes depending on the number of employees. You should see employee's names moving across the bottom of the window.

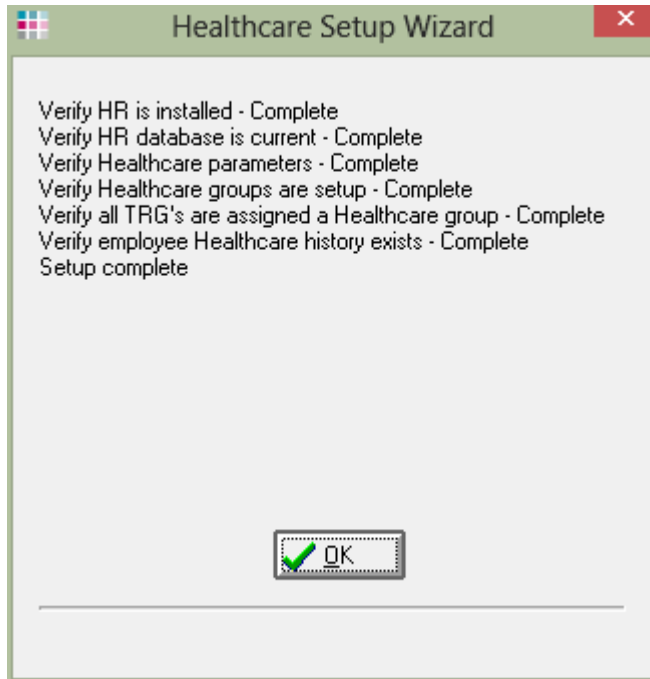




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Once the wizard completes, you may be prompted to View/Print a report. This report will indicate the "Home TRG" selected if you have one Healthcare Group and multiple Tax Reporting Groups.

6. Click **OK** when you receive the message that the setup is complete:



Congratulations! You are now ready to begin using the enhancements to assist with tracking and compliance for the Affordable Care Act.

If you have additional companies, you will need to perform these steps for each company.

If you have any questions concerning the Healthcare Wizard, please contact RTI Client Services at 800.937.1290.