



1095-C Override Codes in RTI Payroll

Entering 1095-C Override Codes

In RTI Payroll, several factors impact the codes generated on 1095-Cs for Lines 14 and 16. These factors include:

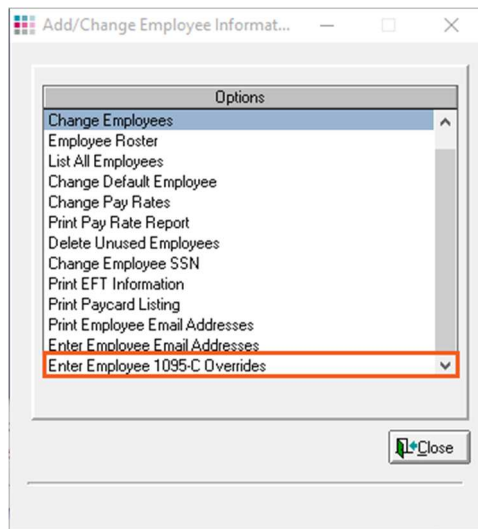
- Department setup
- Employees pay type – hourly or salary
- Measurement period, administrative period, and stability period
- Employee hire and/or termination dates (if applicable)

There may also be employees who were offered coverage before their calculated measurement period ended. In these instances, you may need to manually override the calculated codes for the 1095-C.

IMPORTANT: To manually enter 1095-C codes, you must be in the 2015 payroll year.

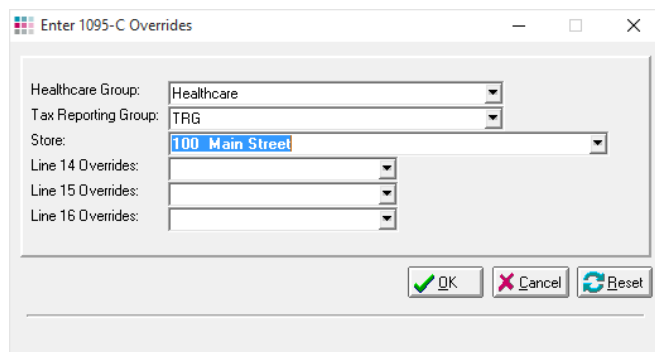
Step 1 – Go to Enter Employee 1095-C Overrides.

In Payroll, go to Processing, Employee Maintenance. Scroll down and select **Enter Employee 1095-C Overrides**.



Step 2 – Enter the necessary information.

Select the Healthcare Group, Tax Reporting Group, and Store for the employee you are editing.





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Step 3 – Enter the 1095-C Overrides.

Select the drop down arrow for the appropriate line. This screen is blank to allow you to easily see your edits. You'll need to use the 1095-C proof to see what codes were calculated for the employees.

Codes can be entered in the grid for each employee by month. If the same code is being used for all months, use the **All** column.

A full list of the codes can be found at [1095-C Codes](#) and further explanation can be found on the [IRS website](#).

Employee\Months	All	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
*5111 Tim Allen	▼												
*0112 Kevin Arenas	▼												
*0111 Tom Banks	▼												
*8111 Richard Base	▼												
*0811 Norman Bates	▼												
*8911 Kim Beasley	▼												
*3111 Jim Bryant	▼												
*7111 JoAnn Buice	▼												
*6111 Erin Burch	▼												
*5112 William Charles	▼												
*4111 David Clemons	▼												
*8112 Susan Cook	▼												
*1111 Chase Crawford	▼												

To remove a code from a field or line, enter **bb**. This will remove the calculated code(s).

After making all the necessary edits, reprint the 1095-C proof, and select the **Include 1095-C Overrides** box to confirm the changes.

Once all the overrides are entered and confirmed, you're ready to print your 1095-Cs.