



# Overview of Printing 1095-Cs in RTI Payroll

Here's an overview of the process for printing 1095-Cs in RTI Payroll.

**Step 1** – Update to v.2.2.69 – completed Dec. 21, 2015.

Not updated yet? In RFS, select **Utilities**, then **Check For Available Updates**.

**Step 2** – Set up new department fields.

All departments are required

In Payroll, select **Maintenance**, then **Departments**.

**Step 3** – Review and verify 1095-C proof.

You must be in the 2015 Payroll year.

Under Utilities, select **Year End Functions**, then **Print 1095-C Proof**.

**Step 4** – Enter overrides, if needed.

You must be in the 2015 Payroll year.

Under Processing, select **Employee Maintenance**, then **Enter Employee 1095-C Overrides**.

**Step 5** – Print 1095-Cs.

You must be in the 2015 Payroll year.

Under Utilities, select **Year End Functions**, then **Print 1095-Cs**.