



Printing 1095-Cs in RTI Payroll

RTI Payroll includes some Department settings that need to be entered every year before printing your 1095-Cs to ensure they have the correct information for the payroll year.

Updating Departments Before Printing 1095-Cs

Department fields have changed slightly since the initial setup in 2015. You now have 3 options.

1. Healthcare Plan Calendar Information
2. Employee Self-Only Coverage Premium Caps
3. Does coverage end on employee termination

To update these fields, from the Payroll menu, go to Maintenance and select **Departments**. Choose the appropriate Department and select **Change**.

NOTE: All Departments need to be updated with their specific healthcare information for the new Payroll year.

1. Healthcare Plan Calendar Information

This is the section where you enter the Offer of Coverage made to the employees in this department for the current year. Any previous year's information in the database will still be listed and should not be removed.

For the next plan year, go to the first blank line available and enter the following:

- Effective Date** This is the start date of your insurance coverage.
- Coverage Type** Select the maximum coverage type offered to employees of this department.
- Safe Harbor** Select the safe harbor option used for this department for this plan year.

Click **Continue** to save your selections.

CREW	Effective Date	Coverage Type	Safe Harbor
	01-01-2015	Employee and dependents	W-2
	01-01-2016	Employee and dependents	W-2

2. Employee Self-Only Coverage Premium Caps

Under **Employee Self-Only Coverage Premium Caps**, enter the maximum amount an employee may be charged for the lowest tier, self-only coverage.

When you select the drop-down arrow in this box, you'll see another window to enter:

- Effective Date (This is the start date of the plan year.)
- Premium caps by age group



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This information will need to be added to each insurance plan year since the rates typically change from year to year.

CREW	Effective Date	0 to 29	30 to 34	35 to 39	40 to 44	45 to 49	50 to 54	55 to 59	60 to 64
	01-01-2015	91.83	91.83	91.83	91.83	91.83	91.83	91.83	91.83
	01-01-2016	100.78	100.78	100.78	100.78	100.78	100.78	100.78	100.78

3. Does Coverage End on Employee Termination

Select whether coverage ends on the employee's termination date or continues through the end of the month.

Check the **Does coverage end on employee termination** box if the coverage ends on the employee's termination date. Leave this box unchecked if the coverage continues through the end of the month of the employee's termination.

Healthcare Plan Calendar Information:	Data Entered
Employee Self-Only Coverage Premium Caps:	Data Entered
Does coverage end on employee termination:	<input type="checkbox"/>

These 3 fields need to be defined for each department you have setup before printing your 1095-Cs.