

IMMEDIATE NEED REQUEST

2016 - 2017

Approved 6/28/16
Bill Gray



Requested by: (Unit, Department, Division or Vice President)		Date to VP:
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Payroll	Date to Cabinet:
Division:	Fiscal Services	Outcome:
Vice President:	Administrative Services	
Budget Request(s)	Justification for Request(s)	Funds Requested **
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount
1. ACA Employee Tracking and Employer Reporting Services (WorxTime Service) - Contract Renewal	WorxTime, a service offered by American Fidelity, provides health care reform eligibility software for tracking, monitoring, and reporting hours worked by employees, as required by the Affordable Care Act (ACA). The employer mandate, which became effective on January 1, 2015, requires staff to manually track and maintain a report of all employees working full time, 30 hours or more per week, to determine health benefit eligibility status. The WorxTime service has the ability to track employees in real time and send automated alerts to the employer whenever action is needed, calculates whether variable-hour employees will be considered full time under the law, and captures information that will need to be reported to the Internal Revenue Service (IRS). WorxTime also provides employer reporting services and will create Forms 1095-C Employer-Provided Health Insurance Offer and Coverage. The service includes mailing these forms to employees and electronic transmission to the IRS by the mandated due dates.	One-time
		Ongoing
		Approved
		\$ 36,350
Account Number(s):	11900-900850-584000-672000	
Account Number(s):		

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

**BOARD OF TRUSTEES
MT. SAN ANTONIO COLLEGE**

DATE: June 22, 2016

CONSENT

SUBJECT: Agreement with American Fidelity Administrative Services, LLC for
ACA Employee Tracking and Employer Reporting Services (WorxTime
Service)

BACKGROUND

WorxTime, a service offered by American Fidelity, provides health care reform eligibility software for tracking, monitoring, and reporting hours worked by employees, as required by the Affordable Care Act (ACA). The employer mandate, which became effective on January 1, 2015, requires staff to manually track and maintain a report of all employees working full time, 30 hours or more per week, to determine health benefit eligibility status. The WorxTime service has the ability to track employees in real time and send automated alerts to the employer whenever action is needed, calculates whether variable-hour employees will be considered full time under the law, and captures information that will need to be reported to the Internal Revenue Service (IRS). WorxTime also provides employer reporting services and will create Forms 1095-C Employer-Provided Health Insurance Offer and Coverage. The service includes mailing these forms to employees and electronic transmission to the IRS by the mandated due dates.

The College has been using these services since June 25, 2015 and the staff are very satisfied with the results. In addition, American Fidelity has had a long term partnership with the College as the IRS Section 125 plan administrator since 2004.

ANALYSIS AND FISCAL IMPACT

The College wishes to renew the contract for one year with an effective date of June 25, 2016. Fees for the tracking service have increased from \$0.40 to \$0.55 per employee, per month, however, the \$955 setup fee will not be charged again. Based upon our 2015 total count of 4,800 employees, the cost of this service will be approximately \$31,680 per year. Fees for the Employer Reporting service remain at \$3.50 per Form 1095-C issued, however, an annual fee of \$995 will now be charged. Based upon our 2015 count of 1,050 Forms 1095-C issued, the cost of this service will be approximately \$4,670 per year. The total cost for the ACA employee tracking and employer reporting services is estimated to be \$36,350.

Funding Source

Unrestricted General Fund.

Prepared by: Rosa Royce

Reviewed by: Michael D. Gregoryk

Recommended by: Bill Scroggins

Agenda Item: Consent #