

WHAT NOW?

**THE AFFORDABLE
CARE ACT "LOOK-BACK"
PERIOD FOR 2013
STARTS ON JUNE 1ST.**

**ARE YOU
READY?**



Worried about PPACA as an employer?

**The solution is simple!
IMPLEMENT AUTOMATED
TIMEKEEPING!**

Here's Why:

1) Avoid unnecessary IRS audits, penalties, and tedious administration by using an automated timekeeping system that can conveniently track employee hours and indicate your "Shared Responsibility" status.*

EMPLOYER NOTE: "Large" employers with over 50 "Full-Time Equivalent" (FTE) employees will be required to report six consecutive months of labor records for 2013 to the IRS.

2) Quickly determine your current and ongoing "large employer" classification status. Are you over or under the threshold of 50 Full-Time & "Full-Time Equivalent" employees? This will determine your IRS and PPACA "Shared Responsibility" exposure.*

3) Validate your status as a small employer (25 FTE's or less) to qualify for health insurance tax credits (up to 35% in 2013 and 50% in 2014). Also, employers generally

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under 100 FTE's will be eligible to shop for better group insurance benefits through public health exchanges.*

4) Be ready by June 1st to track your employee's hours (by work week or month) to meet potential IRS requirements for a six-month "Look-Back" period.

EMPLOYER NOTE: Employees over 30-hours per week or 130-hours per month will qualify for employer-sponsored "affordable" health care.*

5) Quickly calculate your count of Full-Time Employees, Full-Time Equivalents (FTE's), and Non-Full-Time Employees. View how each employee contributes to your FTE count.

6) Manage employee hours in advance to avoid exposure. Get alerts to determine when part-time employees will cross over 28 hours, 30 hours, or another defined count of hours per week.

7) Manage measurement periods. Easily demonstrate hours worked per week by employee over your "Look-Back" and other measurement periods.

 **Optimal**
PAYROLL SOLUTIONS

*Other eligibility requirements apply. Check www.irs.gov for more information.