

# PSE HIR 2020 1095C Data File Information

In accordance with the Affordable Care Act (ACA) and IRS guidelines, TSS EBD distributes information regarding an employee’s coverage through ARBenefits annually. You will be receiving an email that contains a link to your district's 1095C file in the ARBenefits system. You can access this data file to generate 1095C forms for your employees.

Below is a sample of the email alert notification each Districts HIR will receive. This email will contain a link unique to the 1095C data file your specific district.

**Do not delete this email until you have been able to import your District's 1095C data file.**

From: ARBenefits System <EBD.Communications@dfa.arkansas.gov>

Sent: Monday, February XX, 2021

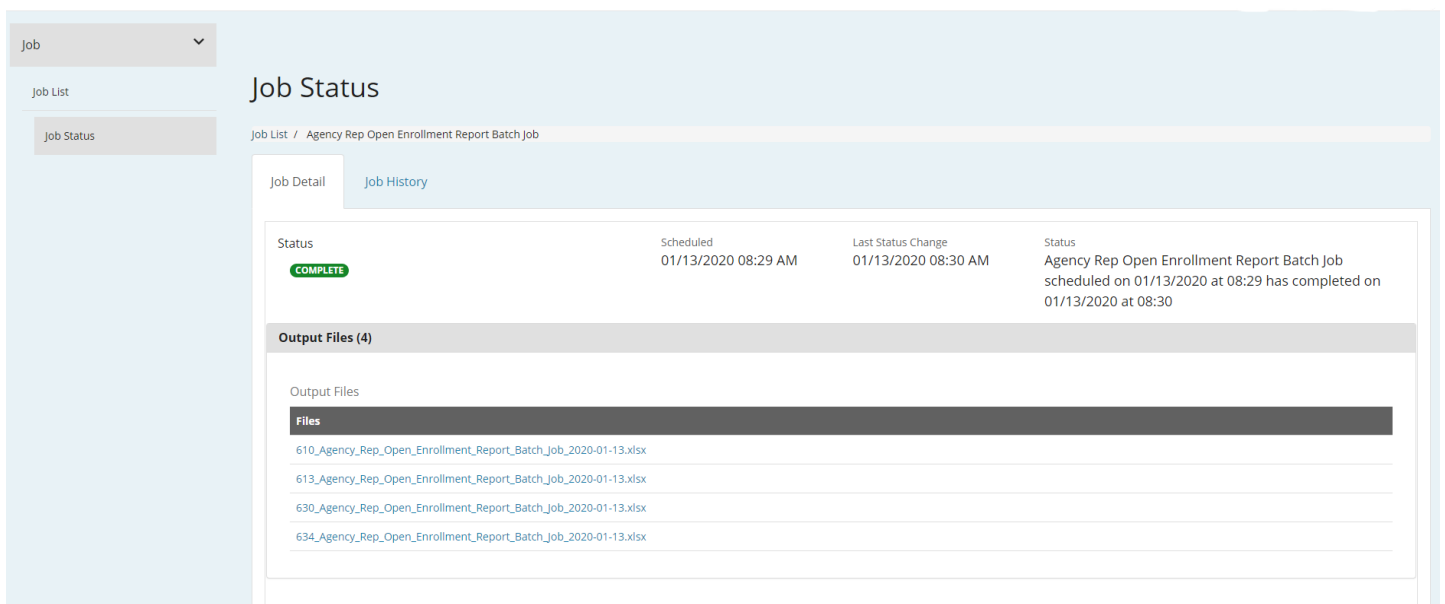
To: first.last@emailprovider.com

Subject: Non AASIS ACA IRS Batch Job for Your Agency/District

The JOB: Non AASIS ACA IRS Batch Job has completed. A file for your agency/district has been created and is available by clicking on the link below:

<https://www3.arbenefits.org/1/wicket/base/BatchJobStatus/?jobId=1234568792> **(this link will be unique to your district.)**

**By clicking the link contained in the e-mail, you will see the data file for your district.  
See example below:**



The screenshot shows the 'Job Status' page in the ARBenefits system. The page title is 'Job Status' and the breadcrumb is 'Job List / Agency Rep Open Enrollment Report Batch Job'. There are two tabs: 'Job Detail' (selected) and 'Job History'. The job status is 'COMPLETE'. The scheduled time is 01/13/2020 08:29 AM and the last status change is 01/13/2020 08:30 AM. The status description is 'Agency Rep Open Enrollment Report Batch Job scheduled on 01/13/2020 at 08:29 has completed on 01/13/2020 at 08:30'. Below this, there is a section for 'Output Files (4)' with a list of files:

Files
610_Agency_Rep_Open_Enrollment_Report_Batch_Job_2020-01-13.xlsx
613_Agency_Rep_Open_Enrollment_Report_Batch_Job_2020-01-13.xlsx
630_Agency_Rep_Open_Enrollment_Report_Batch_Job_2020-01-13.xlsx
634_Agency_Rep_Open_Enrollment_Report_Batch_Job_2020-01-13.xlsx

Your data file will include the following information for the 2020 employees in your district:

- Social Security Number (SSN) for Employee/Primary Member on the Account
- First Name
- Last Name
- Member SSN
- Date of Birth
- 2020 Coverage Start Date
- 2020 Coverage End Date

Once the data file is imported into E-Finance, follow the eFinance prompts to generate the 1095C forms.

For assistance with your data file in eFinance, contact your field representative. For assistance with downloading your data file from ARBenefits, contact TSS EBD at [AskEBD@dfa.arkansas.gov](mailto:AskEBD@dfa.arkansas.gov), or 1-877-815-1017 (press 1, then 2).