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Affordable Care Act (ACA) Compliance Alert Reminder

In early October 2017, a new compliance alert banner went live prompting Applicable Large Employers (ALEs) to complete needed steps for us to file their 1094-C and 1095-C forms on their behalf.

If you are an ALE employer and you have not yet completed your acknowledgement, you will continue to see this compliance alert banner on the home page of My TotalSource. As your compliance partner, we encourage you to take action NOW to avoid potential penalties. Penalties associated with failing to furnish a 1095-C Form or furnish one after the IRS deadline can run \$260 per form.

Action Needed on Your Part:

- 1) Log-in as an Administrator on [My TotalSource](#).
- 2) Click on the "Start Now" option or "2017 ACA Reporting Tool (ART)" on the homepage.
- 3) Review and complete data on all screens and tabs.
- 4) Authorize ADP TotalSource to submit reports on your behalf.

EEO Compliance Alert Update Coming to My TotalSource® Home Page on December 5th

The Employer Information Report, also known as the EEO-1 Report, is a compliance survey mandated by federal law and regulations. The survey requires company employment data to be categorized by race, ethnicity and gender data by job category. The U.S. Equal Employment Opportunity Commission (EEOC) uses EEO-1 data to support civil rights enforcement and to analyze employment patterns within companies, industries or regions. The *Office of Federal Contract Compliance Programs (OFCCP)* system uses statistical assessment of EEO-1 data to select facilities where the likelihood of systematic discrimination is the greatest.

To better assist you, on December 5, 2017, if you had 50 or more employees on November 30, 2017 -- the EEO Snapshot date -- you will see a compliance alert banner on the home page of My TotalSource prompting you to complete the needed steps for us to file on your behalf.

By responding to the questionnaire, you will validate your requirement to file and ADP TotalSource's ability to file the EEO-1 Report on your behalf. Once validated, you will be able to update and verify company and employee details.

Generally, an employer is required to file and EEO-1 Report if:

- 1) All private employers who are:
 - a. Subject to Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) with 100 or more employees EXCLUDING State and local governments, primary and secondary school systems, institutions of higher education, Indian tribes and tax-exempt private membership clubs other than labor organizations;

OR

- b. Subject to Title VII who have fewer than 100 employees if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central



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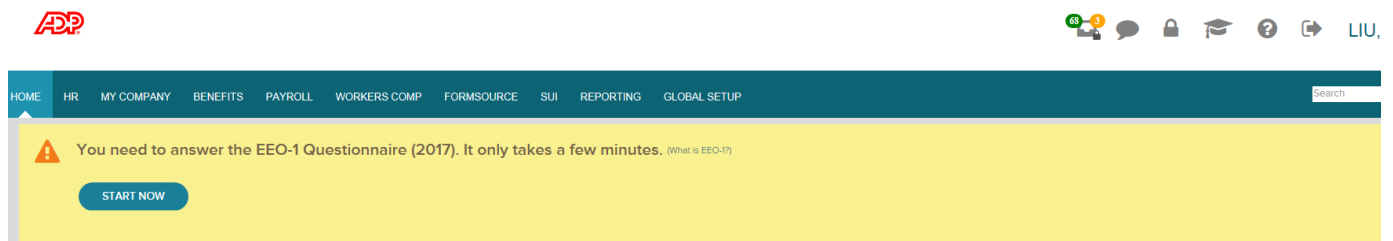
control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

- 2) All federal contractors (private employers), who:
 - a. are not exempt as provided for by 41 CFR 60-1.5,
 - b. have 50 or more employees, and
 - i. are prime contractors or first-tier subcontractors, and have a contract, subcontract, or purchase order amounting to \$50,000 or more; or
 - ii. serve as a depository of federal government funds in any amount, or
 - iii. is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Notes.

Client Required Actions	Why is this required?
Answer eligibility questions	Determines if you have to file an EEO-1 Report
Add / Update work locations	Needed for EEO-1 Report
Validate employee data (Gender, Ethnicity, EEO Class)	Needed for EEO-1 Report
Map employees' work locations	Needed for EEO-1 Report

Action Needed on Your Part (beginning on December 5, 2017):

- 1) Log-in as an Administrator on [My TotalSource](#).
- 2) Click on the "Start Now" option on the homepage.
- 3) Review and complete data on all screens and tabs following prompts.
- 4) Authorize ADP TotalSource to submit reports on your behalf.



You can find helpful resources available directly within the EEO-1 Questionnaire by clicking on the hyperlinks in each step of the process.

For additional assistance, please contact your dedicated HR Business Partner.

