KEAN workday

Important Workday Action Item:
Consenting to Electronic Delivery of Annual 1095-C Form

All Kean University employees who are eligible to receive a 1095-C Form for current and future tax years may elect to download the form electronically via Workday. The form has previously been mailed to eligible employees for information purposes only. Please review below for information on the 1095-C form and instructions on how to elect to receive the form electronically using Workday to ensure timely receipt of the document.

What is a 1095-C Form?
The 1095-C Form is used to report health care coverage offered to you in 2021 by Kean University. It is a reporting document required by the Affordable Care Act (ACA). You are not required to send a copy of the Form 1095-C to the IRS with your tax return. However, you should store it with the rest of your important tax information, like W-2s, when you do receive it.

Do I get a form 1095-C?
All employees who were full-time or who were enrolled in University-sponsored part-time health benefits programs in 2021 will receive a 1095-C Form. If you fall into either of these two categories, your 1095-C form will be accessible to you from the Benefits icon on your Workday homepage.

What do the codes on the 1095-C Form mean?
Below is a summary of some of the codes you may see on your form and their meanings:

Line 14

1E. Minimum essential coverage providing minimum value offered to employee and at least minimum essential coverage offered to dependent(s) and spouse.

1H. No offer of coverage.

Line 16

2A. Employee not employed during the respective month.

2C. Employee enrolled in coverage offered.

2F. Section 4980H Affordability Form W-2 safe harbor. (If you waived your coverage, you will likely see this code on the form.)

What does the $ amount in Line 15 mean, and why is it different from the amount that I actually paid for health insurance?
Line15 represents the amount of the employee share for the lowest cost monthly premium based on single coverage for any of the available Kean University health plans. It is not the amount that you actually paid for health insurance.

If you have any questions or concerns regarding your 1095-C Form, you may contact benefits@kean.edu. For additional resources, you may also visit the following link from the IRS: https://www.irs.gov/affordable-care-act/individuals-and-families.

Please refer to the Workday webpage for additional resources on the system.

Electing to Receive Electronic 1095-C Form in Workday

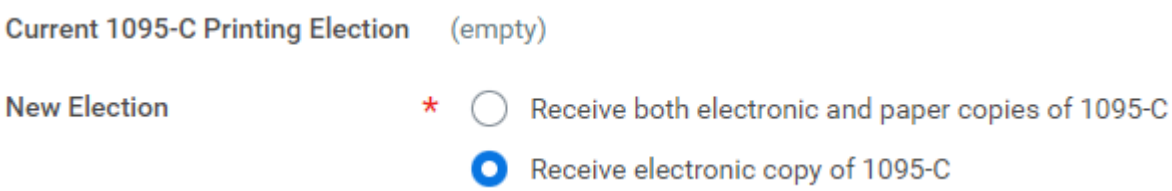
Employees should follow the below steps to consent to the electronic delivery of their 1095-C forms for the current Tax Year and thereafter:

1. CLICK HERE to log in to Workday.

2. From the home page, click on the "Benefits" Worklet.

3. Under Change, **select "1095-C Printing Election."**

4. On the "Change 1095-C Printing Election" screen, select your preferred method of receipt for your upcoming 2021 and future 1095-C forms.



5. Once you have made your selection, click **OK & Done**.