


TO: ALL BENEFIT-ELIGIBLE EMPLOYEES

FROM: Cynthia A Hunter, HR Program Manager/Benefits 

DATE: February 26, 2025

SUBJECT: Employee 1095-C Health Plan Reporting Form

The distribution of the 1095-C Form will be available and ready to print in Workday **on March 3, 2025.**

The University will no longer mail the 1095-C Form to any home address. The recent Federal Paperwork Reduction Act removed that requirement, and the University will no longer conduct mass mailings of these forms.

The University reports the 1095 information to the IRS electronically. The Form is not required when individuals file their federal tax returns (AR does not, but some states require the state tax returns).

For those who do want the 1095-C form, it will be available in Workday on and after March 3, 2025.

To print your 1095-C form in Workday, please use the following

Use the Menu in the upper left corner of the Workday home screen to access the Benefits and Pay app.

1. Expand the Benefits section of the app and click on ACA Forms.
2. Click the View/Print button to generate a PDF file.
3. Click Notify Me Later
4. When the form is generated, employees will receive a notification with the link to the PDF file.

Also, the University of Arkansas System – Pine Bluff campus has the instructions with visual at <https://benefits.uasys.edu/health/download-your-1095-form/>