

ACA Maintenance Notification

Once your ACA is configured in MarketLink, you may receive **automated e-mail notifications** regarding **ACA maintenance**. Below are descriptions of what these notifications mean.

Subject: ACA Ongoing Payroll Missing

ACA ongoing payroll is late. The last payroll we received covered through DATE. It has been ## days since we received payroll. Your daily notification starts 10 days without payroll. There are currently # periods that have finished measurement but can't be completed/locked without this payroll data.

If you've received this notification, you have employees that require loading actual payroll hours. The expectation is that hours be loaded timely into MarketLink. You will need to use the How to Load Retro Payroll Hours instruction sheet to update the missing hours. If you need assistance on how to load hours going forward, use the How to Load Payroll Hours in the MarketLink System instruction sheet. {Both instruction sheets are located on [MarketLink's Training Page](#).} Please contact your MarketLink team for any additional questions.

Subject: ACA calculation issues

ACA calculation encountered a problem with ## employees. To view the issues open the ticket created by the ACA engine by going to Tickets, then View All Tickets on the Top Toolbar of the HR Admin Portal. Scroll to the appropriate ticket and select Details. Open the Attached Files to view the spreadsheet that lists the error(s).

By scrolling to the right of the opened spreadsheet, you can view the description of the error occurring. Examples: **a)** subscriber did not map into an FEIN Review the employee record and ensure there is a valid value in the field used to define FEIN populations. If the error persists, contact your MarketLink for assistance. **b)** employee changed from weekly equivalency to actual hours (or vice versa) This is a reminder to either start or stop loading hours as weekly equivalency will populate 30 hours/week. Additional hours should not be loaded if weekly equivalency is on for the subscriber. **c)** term date is prior to hire date Confirm accuracy and make appropriate updates. **If errors are not clear as to what action needs to be taken, please contact your MarketLink team.

Subject: Eligible for Benefits via ACA Measurement

An employee has been identified as gaining eligibility due to ACA measurement. Log into MarketLink to review the employee record and take the necessary action.

When an employee goes from part-time to full-time due to ACA measurement. This notification is letting you know that the employee is now benefit eligible due to ACA measurement and action needs to be taken within MarketLink to open the enrollment window for the employee. A summary will be attached in a .csv file that includes the name of the affected employee. Utilize the following e-Learning on how to open an enrollment window for the employee. [Maintaining and Correcting ACA Data](#)

Subject: Loss of Eligibility for Benefits via ACA Measurement

An employee has been identified as losing eligibility due to ACA measurement. Log into MarketLink to review the employee record and take the necessary action.

Before an employee goes from full-time to part-time at the end of an ACA stability period. This notification is letting you know that the employee is no longer benefit eligible due to ACA measurement and action needs to be taken to remove coverage. A summary will be attached in a .csv file that includes the name of the affected employee. Utilize the following e-Learning on how to terminate coverage for the employee. [Maintaining and Correcting ACA Data](#)