



What you need to know about Loading ACA Payroll Hours

Below is a listing of what you need to consider before taking action and loading **ACA Payroll Hours**. After reviewing the below, determine if you are loading *Retro or Current* ACA Payroll Hours and follow the appropriate instructions on how to do so.

- Loading ACA Payroll Hours are for Hourly Employees Only
- **Do Not** load Payroll Hours for employees who are using the Weekly Equivalency method
Weekly Equivalency means MarketLink is automatically loading 40 hours/week for the employee(s)
- Payroll Hours must be loaded in a Per Pay Period frequency ****Do Not Lump Hours Together** (See Example Below)

Biweekly Payroll Example

Incorrect:

SSN	First Name	Last Name	Pay Period Start Date	Pay Period End Date	Hours	Days	Hours Type	FEIN
123-45-6789	Michael	Smith	6/25/2017	7/22/2017	160		PAID	

Correct:

SSN	First Name	Last Name	Pay Period Start Date	Pay Period End Date	Hours	Days	Hours Type	FEIN
123-45-6789	Michael	Smith	6/25/2017	7/8/2017	80		PAID	
123-45-6789	Michael	Smith	7/9/2017	7/22/2017	80		PAID	

- If Payroll Hours are Not up-to-date, you must Unlock the ACA Measurement Period; Follow the **How to Load Retro Payroll Hours** instruction sheet
- If Payroll Hours are up-to-date; Follow the **How to Load Current Payroll Hours** instruction sheet
- Clients can **opt to automate** the process, at no charge, of loading ACA Payroll Hours, but must follow the guidelines below:
 - Must use MarketLink Standard Format
 - File Must be Comma Delimited
 - Client Sends File to an sFTP
- What is the **Hours Type** on the spreadsheet?
 - PAID:
 - UNPAID:
 - SPECIAL_UNPAID: Should be reported in 'days'; Jury Duty (Include 8 hours), Military Leave, FMLA
 - EDU_EMPLOYMENT_BREAK: Educational Facilities, i.e. Teachers working 9 months/year
 - DAILY: System will translate to 8 hours/day
- Although FEIN is not marked as Required on the spreadsheet, this IS a required field if the Employer has an Employee with more than one FEIN



How to Load Retro Payroll Hours

Unlocking ACA Measurement Periods is only required if Payroll Hours are NOT up to date and the employer needs to go back to load them. In order to make the changes/add prior payroll hours whose payroll periods have already closed, you must unlock the Measurement Period. All updates must be made timely after unlocked. The system will automatically close overnight.

1.

4.

2.

3.

5.

Filename	Description	Username	Date
Client-825639.xls	Generate Aca import worksheet		-07/26/2017 12:06 PM

6. Only remove Lock Dates for Employees & Measurement Periods that need to be loaded or corrected. **DO NOT SORT!**

Average Hours	Notes	Lock Date	Measurement Type
39.9999951527		3/31/2015	LB
39.9999951527		3/31/2016	LB
			MO
39.9999951527		1/31/2015	MO
39.9999951527		2/28/2015	MO
39.9999951527		3/31/2015	MO
40.0000047574		3/31/2017	LB
40.0000135257			LB

7.

Save updated worksheet with Lock Date(s) removed & reload.

8.

9.

Load ACA Payroll Hours

10.

11. Enter the correct payroll hours into the spreadsheet.

11.

12.