How to Update Employment Data for ACA Purposes

If there is a change in employment data, **hire date, rehire date, term date, FEIN**, it needs to be updated in the Employee Profile AND in the **ACA** section(s) of MarketLink. The accuracy of ACA relies heavily on Employment data.

Scenario A: Employee's hire date was set for 4/1/2017, but didn't actually start until 5/1/2017.

1. Go to **Employee** on the top toolbar of the Main Page of MarketLink

2. Search for Employee. If you <u>do not</u> have an automated census file, make the necessary updates in MarketLink by clicking on **Edit Employee**. For ACA purposes, go to **ACA Measurement** on left toolbar

3. Scroll down to the **ACA Employment Periods** and click on **Edit**

4. Make the necessary updates and click on **Save**

** This is also where you can correct an **FEIN** and **Termination Date**

Please reference Page 2 to discuss a separate Scenario

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Scenario B: Employee was terminated on 5/31/2017, but rehired on 6/15/2017.
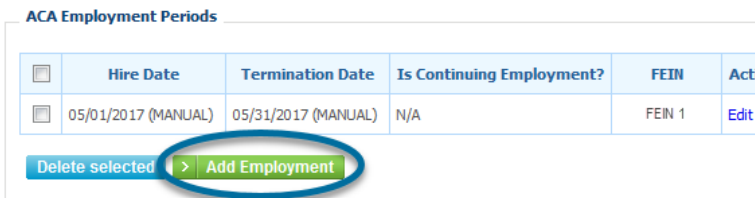
1. Go to **Employee** on the top toolbar of the Main Page of MarketLink

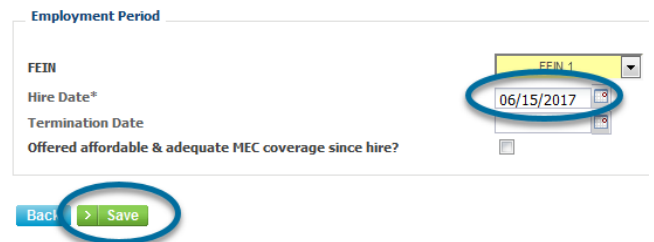**2.** Search for Employee, make necessary updates to Employee Profile, then, go to **ACA Measurement**

3. Click on **Add Employment**

4. Enter the **rehire date** in the Hire Date* field and click on **Save**