

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 do not 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**

ACA Employment Periods

<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	04/01/2017 (ACTUAL)		N/A	FEIN 1	Edit

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

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

Employment Period

FEIN: FEIN 1

Hire Date*: 04/01/2017 (ACTUAL)

Termination Date: [Empty]

Offered affordable & adequate MEC coverage since hire?

Is Continuing Employment? No

Employment Period

FEIN: FEIN 1

Hire Date*: 05/01/2017 (ACTUAL)

Termination Date: [Empty]

Offered affordable & adequate MEC coverage since hire?

Is Continuing Employment? No

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.

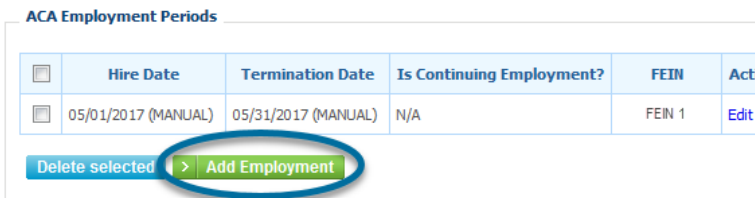
1. Go to **Employee** on the top toolbar of the Main Page of MarketLink



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

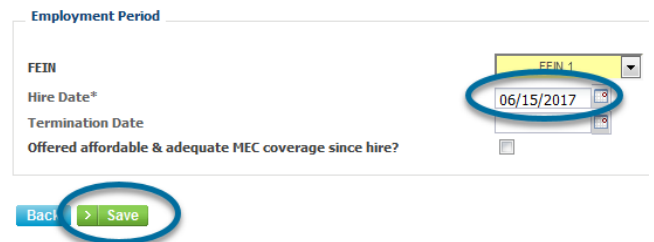


3. Click on **Add Employment**



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

ACA Employment Period



FEIN: FEIN 1

Hire Date*: 06/15/2017

Termination Date: [empty]

Offered affordable & adequate MEC coverage since hire?

Buttons: Back, Save