



# Manual ACA Updates to Employee Classification Changes

Census changes applied to MarketLink capture the date that the entry was made, not the **effective date**. For ACA purposes, it's imperative for MarketLink to record the actual effective dates for ACA to be accurate.

**Scenario:** Employee moves from Salary to Hourly. For ACA purposes, she is moving out of Weekly Equivalency (40 hours automatically loaded each week) to Actual hours being loaded; which may vary depending on the hours she works. The change came over on the 5/19/2017 census file, making this the effective date. The real effective date of the change is 5/1/2017.

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



2. Search for Employee. Go to **ACA Measurement** on the left toolbar of the Employee's Profile page.



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

ACA Classification Periods

<input type="checkbox"/>	Starts On	Ends On	Is Expected FT?	Is Seasonal?	Hours Type	Measurement Type	Initial Measurement Configuration	Standard Measurement Population	Manual	Action
<input type="checkbox"/>	01/07/2016		Yes	No	Weekly Equivalency	Look Back	All Employees HIRE_DATE 11	All Employees	No	<b>Edit</b>

Delete selected > Add Classification

4. Populate the **Ends On** date with the date prior to the change and click on **Save**

Employee Classification Period

Classification Period

Starts On\* 05/19/2016

Ends On [Date Picker]

Expected Full-Time?

Seasonal?

Hours Type Weekly Equivalency

Measurement Type Look Back

Look Back Measurement

Initial Measurement Configuration All Employees HIRE\_DATE 11

Standard Measurement Population All Employees

Manual? No

5. Go back to the **ACA Classification Periods** and click on **Add Classification**

ACA Classification Periods

<input type="checkbox"/>	Starts On	Ends On	Is Expected FT?	Is Seasonal?	Hours Type
<input type="checkbox"/>	01/07/2016	04/30/2017	Yes	No	Weekly Equivalency

Delete selected > Add Classification

6. The **Starts On\*** date is pre-populated to the following day, 5/1/2017. Ensure **Hours Type** is populated correctly and click on **Save**

Classification Period

Starts On\*

Ends On

Expected Full-Time?

Seasonal?

Hours Type

Measurement Type

05/01/2017

Actual

Look Back