



ACA Maintenance Notifications

Benefit Eligibility 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.

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.





Maintaining and Correcting ACA Data

First, ensure Payroll Hours are up-to-date.
Then, determine the Effective Date:
Gain Coverage – Use Stability Period Start Date as effective date for coverage to begin.
Lose Coverage – Use the day before the Stability Period Start Date for coverage to end



Enter criteria of the employee and click on Search

SEARCH

Sign into TIMS

Last, First, Middle Name

Employee Number

Social Security Number

2.

- ▶ Billing History
 - ▶ Work Status Event History
 - ▶ ACA Payroll Data
 - ▶ ACA Measurement
 - ▶ **ACA Timeline**
 - ▶ Life Events
 - ▶ Audit
 - ▶ Specify Enrollment Restriction
3.

4.

Monthly Measurement [+add]	
Measurement	40 40
Stability (FT/PT)	FT FT
Look Back Measurement [+add]	
Standard 2018	40.0

Use your cursor to hover over the Look Back Measurement

Look Back Measurement	
Measurement Starts On	04/01/2017 - 03/31/2018
Admin Starts On	04/01/2018 - 04/30/2018
Stability Starts On	05/01/2018 - 04/30/2019
Manual Entry	No
Calculation	40.0 = 742.86 hours / ((130
Calculation Time-Frame	2017-04-01 - 2017-08-08

In this example,
If the employee was Gaining Coverage, the effective date would be **5/1/2018**
If the employee was Losing Coverage, the effective date would be **4/30/2018**



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Maintaining and Correcting ACA Data

Create a Life Event to Open or Close an Enrollment Window

While in the Employee Profile,

- ▶ Work Status Event History
- ▶ ACA Payroll Data
- ▶ ACA Measurement
- ▶ ACA Timeline
- ▶ Life Events
- ▶ Audit
- ▶ Specify Enrollment Restriction

1. Notes

The Event Date is the Effective Date determined by the Stability Period (Page 2 of booklet)

If Gaining Coverage – The enrollment period is now open and the employee can be notified. (Page 4 of booklet)

If Losing Coverage – Go through the enrollment and terminate coverage.

Remember to approve Life Event per instructions below.

Things that need your attention

- ▶ Open Life Events (5)
- ▶ Open EDI (0)
- ▶ New Hire Tracking (0)
- ▶ Work Status Processing (1)
- ▶ Open Tickets (168)
- ▶ Create Renewal Blueprint
- ▶ Create EDI Dashboard

1.

Accept Reject All

3.

Life Event

Event	Event Date	Coverage Change Date	Created On	Status
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Back > New Life Event

2.

Life Event:

- Dependent Loses Coverage (Add Coverage)
- Dependent Judgement Decree or Court Order
- Gain Eligibility Medicare/Medicaid
- Lose Eligibility Medicare/Medicaid
- ACA Full Time Status Change
- Administrative override

Event Date:

Event Date

Notes:

Notes

Back

Continue

3.

Active Only

Live Event: ACA Full Time Status Change

SSN:

Name:

> Search

Name	SSN	Plan Year	Life
Lincoln, Abe	XXX-XX-9985	01/01/2017 to 12/31/2017	ACA Full Tim

2.

Showing 1 to 1 of 1 entries



Maintaining and Correcting ACA Data

If MarketLink stores employee email addresses, notify the employee using the Notification feature.

Affordable Care Act

- Daily Status
 - Gaining Full Time Status (1)
 - Losing Coverage (1)
 - ACA Calculation (509)
- Payroll Import

1.

OR

Things that need your attention

- Open Life Events (5)
- Open EOI (0)
- New Hire Tracking (0)
- Work Status Processing (1)
- Open Tickets (168)
- Create Renewal Blueprint

1. Create EDI Dashboard

2.

Employee	Event Name
Smith, John	ACA Enrollment

3.

Create Life Event Recalculate Cost

Run Auto/Default Process Terminate Coverages

Send Message To Employee

Customize the Notification Message.
 You can include attachments and also send a preview of the employee's notification to yourself. Remember to click on Run to kick off the process of sending the notification to the employee.

Configure Action

Notification Message

From address: "MarketLink Administrator"<no-reply@mmamarketlink.com>

Email subject: It's time to Enroll in Benefits!

Email message body: It's time to Enroll in Benefits!

Signature: Your Benefits Manage

E-mail Attachments

Coverage Type: Current Coverages

Include benefits summary for: Current Plan Years

Upload a file

Note: There is a 5MB limit on email attachments. Please plan accordingly.

Send preview to: [] Send Preview Email

4. Run Cancel