



ACA Maintenance Notifications

Ongoing Payroll Hours Missing

ACA ongoing payroll is late. The last payroll we received covered through DATE. It has been ## days since we received payroll. Your daily notification starts 10 days without payroll. There are currently # periods that have finished measurement but can't be completed/locked without this payroll data.

If you've received this notification, you have employees that require loading actual payroll hours. The expectation is that hours be loaded timely into MarketLink.

You will need to use the How to Load Retro Payroll Hours instruction sheet (attached) to update the missing hours.

If you need assistance on how to load hours going forward, use the How to Load Payroll Hours in the MarketLink System instruction sheet (attached). In addition, Page 2 includes a 'What you need to know about loading ACA payroll hours' FAQ' document.

Please contact your MarketLink team for any additional questions.





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 any employees that are not using weekly equivalency. Most commonly used for Variable hour employees.
- 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



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How to Load Retro Payroll Hours

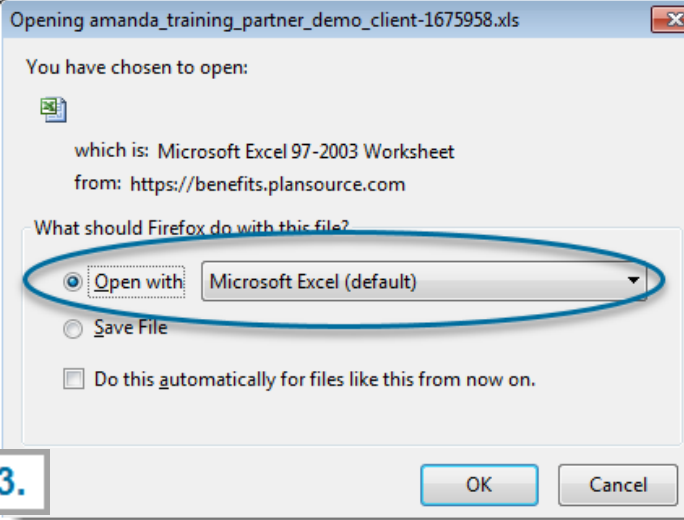
Unlocking ACA Measurement Periods is only required if Payroll Hours are NOT up to date and the employer needs to go back to load them. In order to make a change/add prior payroll hours whose payroll periods have already closed, you must unlock the Measurement Period. All updates must be made timely after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

1. Reports

Data

1.

Select Open and then click on OK



3.

ACA Measurement

New ACA Worksheet

ACA New (empty) Worksheet

ACA New (full employee list) Worksheet

Update ACA Worksheet

ACA Update Worksheet

2. ACA Payroll Import

4.

Yes

No

Help

****If the spreadsheet is too large, you will need to pick up the report at the Tickets section of MarketLink. You would have completed Steps 1 & 2:**

3. ACA

Tickets

Billing

3.

ACA

Tickets

Billing

View All Tickets

4.

Add New Ticket

5.

MarketLink edit details close

Attached Files

Client-825692.xls

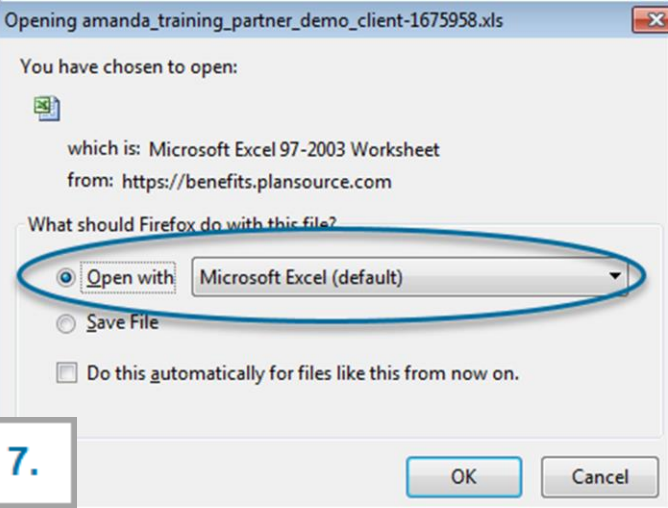
6.

8.

Yes

No

Help



7.

g_partner_demo_client-1675958.xls', is in a different format than specified. Do you want to open the file now?



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How to Load Retro Payroll Hours

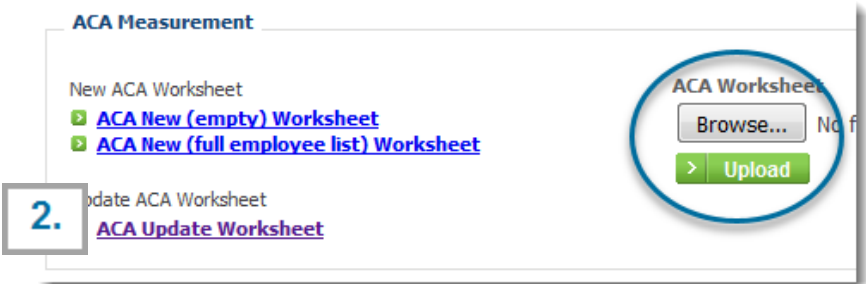
Only remove Lock Dates for employees & Measurement Periods that need to be loaded or corrected. DO NOT SORT!

Average Hours	Notes	Lock Date	Measurement Type
40		3/31/2015	LB
40		3/31/2016	LB
40		1/31/2015	LB
35		1/31/2015	LB
35		3/31/2015	LB
35		3/31/2017	LB

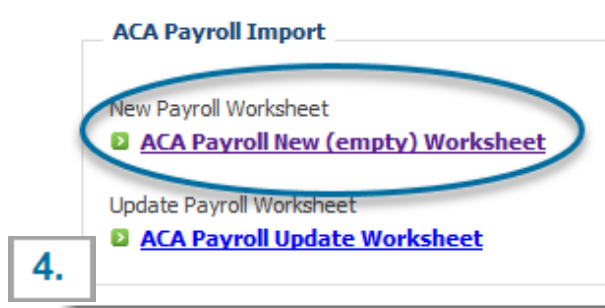
Save updated worksheet with Lock Date(s) removed. Click on Browse to pull the file. Then, click on Upload. Any errors will be displayed in the **Tickets** section. The Measurement Period is now unlocked.



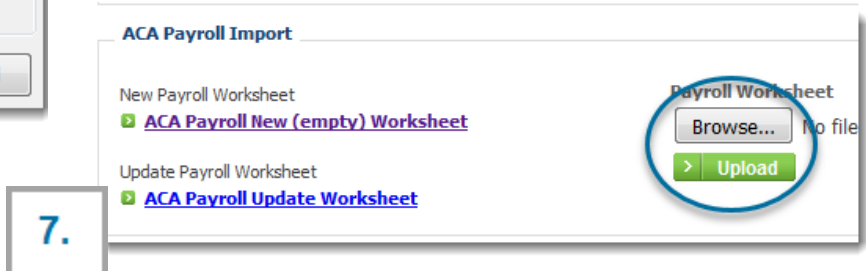
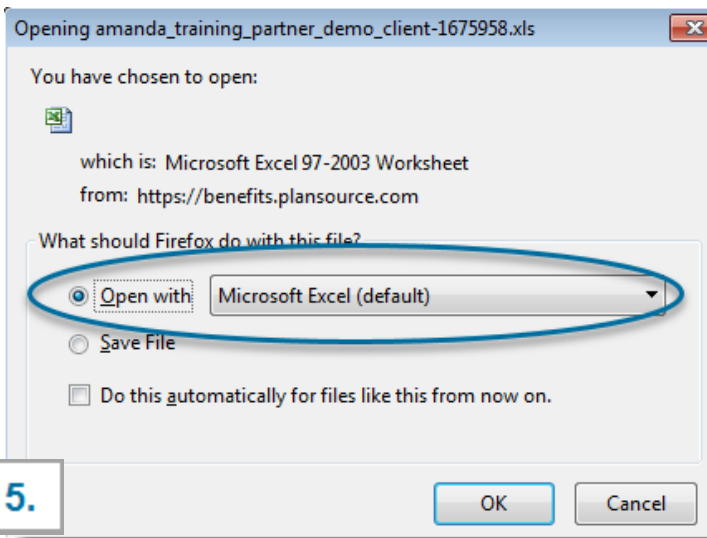
It's now time to load the correct Payroll Hours for the Employee & Measurement Period that you just unlocked. Reminder: The Measurement Period will automatically lock overnight so make the updates timely.



Select Open and then click on OK



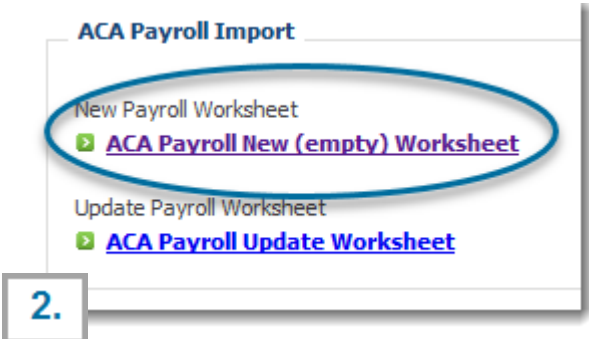
Enter the information into the spreadsheet and save. Click on Browse to pull the file. Then, click on Upload. Any errors will be displayed in the **Tickets** section.



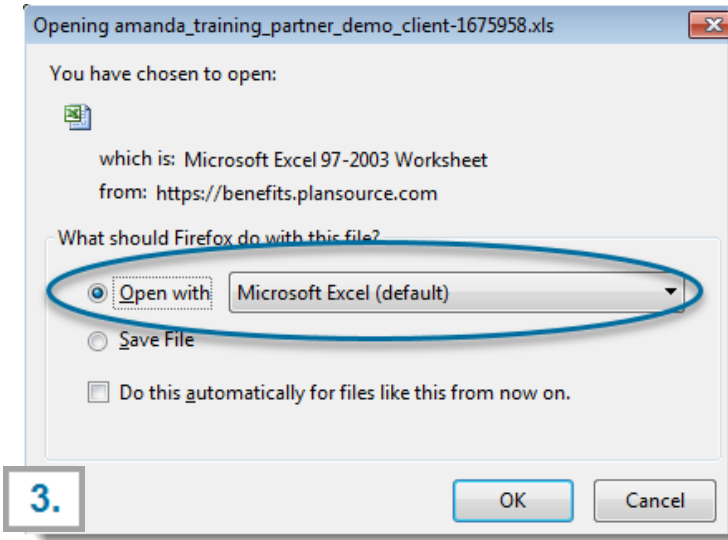


How to Load Payroll Hours

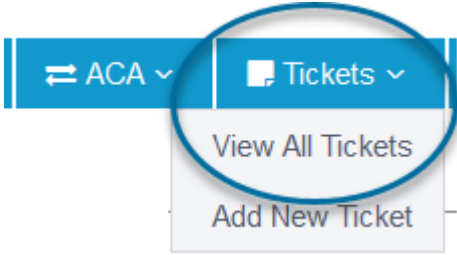
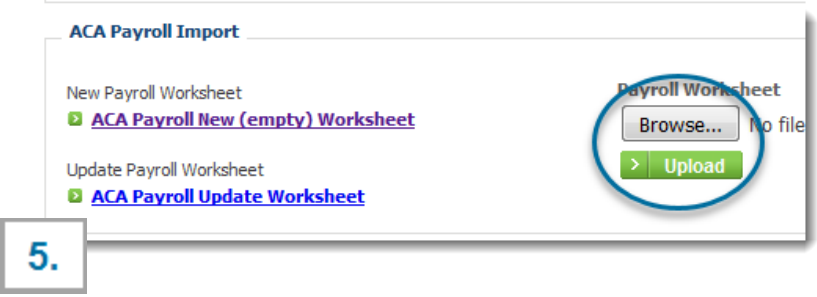
Once you've identified your ACA Employee Types (Full Time Employees or Variable Hour) and MarketLink is not automatically loading 40 hours/week for your employees, you can either opt to utilize an sFTP setup by your MarketLink Team or manually load payroll files. This page of instructions is geared towards payroll hours that are currently up-to-date.



Populate spreadsheet appropriately. Utilize the 'What you need to know about Loading ACA Payroll Hours' guide as a reference.



Click on Browse to pull the file. Then, click on Upload. Any errors will be displayed in the **Tickets** section.



Common Errors

- **Employee Doesn't Exist**
 Troubleshoot by:
 - Checking Social Security Number
 - Confirming if Employee is in the System
- **System will Not Accept Future Dates**



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Review ACA Payroll Hours

Whether you are troubleshooting/confirming accuracy of hours loaded, its good prractice to review ACA Payroll Hours that have been loaded into MarketLink.

1. Home

Employees

1.

Confirmation History

Billing History

Work Status Event History

ACA Payroll Data

ACA Measurement

ACA Timeline

3.

Life Events

Enter criteria of
the employee
and click on
Search

SEARCH

Sign into TIMS

Last, First, Middle Name

Employee Number

Social Security Number

2.

Search

Review the Hours column to
confirm accuracy

ACA Payroll Data

Starts On	Ends On	Type	Hours	Days
12/28/2015	01/03/2016	PAID	40.0	
01/04/2016	01/10/2016	PAID	40.0	
01/11/2016	01/17/2016	PAID	40.0	
01/18/2016	01/24/2016	PAID	40.0	
01/25/2016	01/31/2016	PAID	40.0	
02/01/2016	02/07/2016	PAID	40.0	