



## How to Load Current ACA Payroll Hours (for Hourly Employees Only)

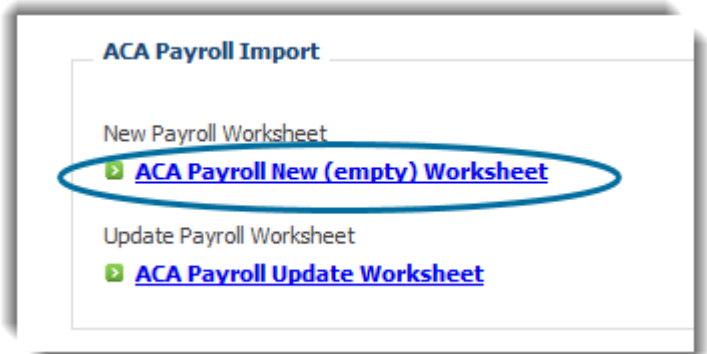
### Items to Note:

- 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**
- 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
- 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

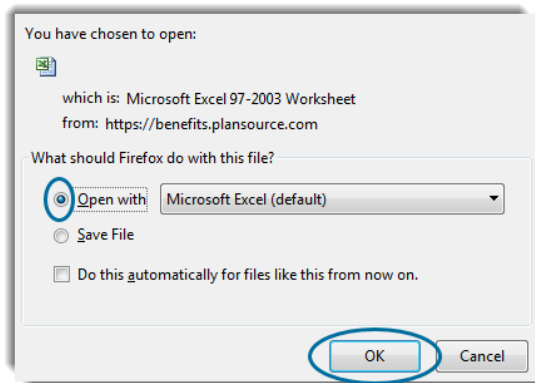
1.



2.



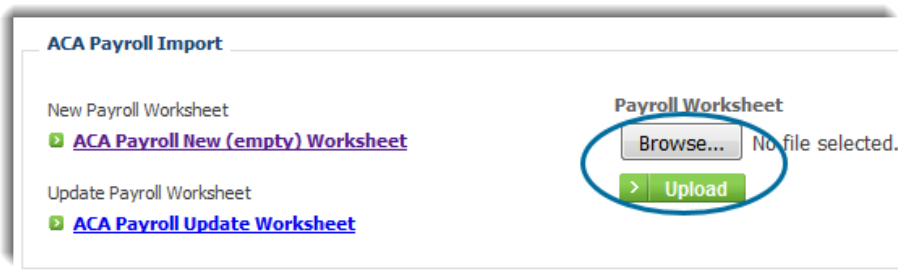
3.



4. Populate the spreadsheet accordingly. (Using the **Items to Note** above for reference.)

5. Save the document to a secure location.

6. Browse & Upload the file.



### Common Errors:

- Employee Doesn't Exist
  - Check SSN
  - Check if Employee is in the system
- System will Not Accept Future Dates