



# How to Read an Employee ACA Timeline

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### What can be found on the ACA Timeline page?

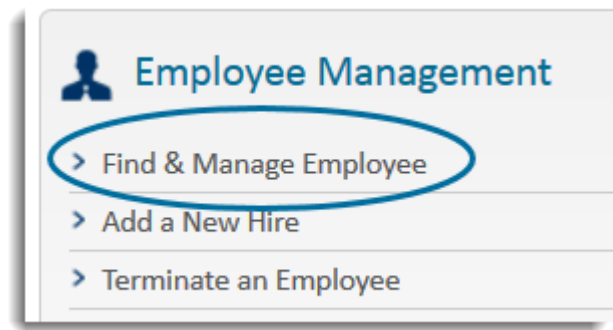
- Details on how an employee is currently being measured and what ACA status the employee is currently trending.
- Direct results of the data that has been entered (loaded into MarketLink) for the employee.  
\*\*Payroll and employee status must be current for the results to appear accurately.
- An option to print, or re-print, 1095-C forms, both current and prior years.



## Part 1: How to navigate to the individual employee’s ACA Timeline



1.



### Manage Employees

SEARCH

Sign into TIMS

Last, First, Middle Name

Employee Number

Social Security Number

> Search

2.

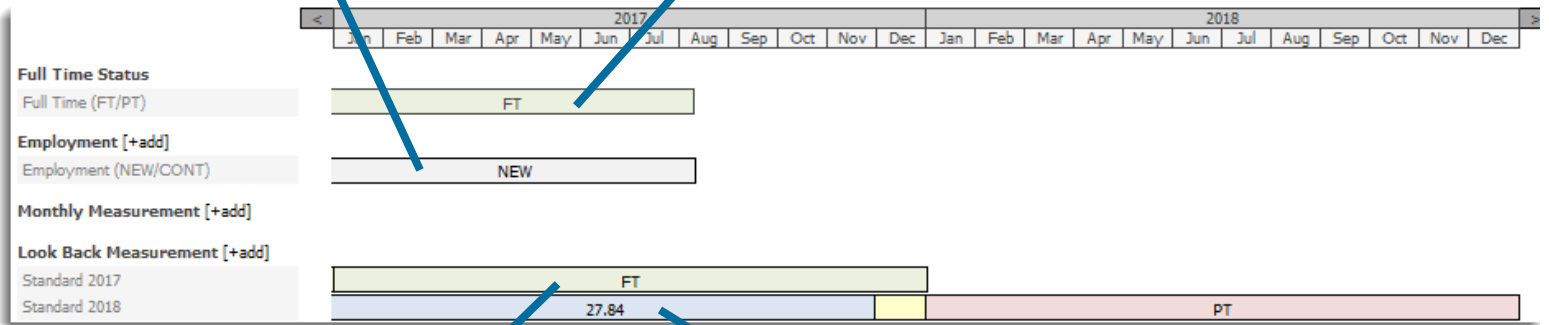


3.

## Part 2: How to read the ACA Timeline portion above 'Show Details'

Employment	
Hire Date	11/29/2010
Termination Date	08/11/2017
Is Continuing Employee	No

The average based off of actual payroll hours or Weekly Equivalency (40 hour/week default).



### Measurement Results

Look Back Measurement	
Measurement Starts On	12/01/2015 - 11/30/2016
Admin Starts On	12/01/2016 - 12/31/2016
Stability Starts On	01/01/2017 - 12/31/2017
Manual Entry	No
Calculation	40.0 = 2091.43 hours / ((366.0 days)/7)
Calculation Time-Frame	2015-12-01 - 2016-11-30

Look Back Measurement	
Measurement Starts On	12/01/2016 - 11/30/2017
Admin Starts On	12/01/2017 - 12/31/2017
Stability Starts On	01/01/2018 - 12/31/2018
Manual Entry	No
Calculation	27.84 = 1451.43 hours / ((365.0 days)/7)
Calculation Time-Frame	2016-12-01 - 2017-11-30

**2017 Look Back Measurement** In the example above, the employee measured ACA FT for the 2017 year. This is broken down by the measurement from 12/1/2015 to 11/30/2016. The employee worked an average of 40 hours. (ACA FT is considered 30+ hours) This measurement results in the employee being FT for ACA during the stability of 1/1/2017 – 12/31/2017.

**2018 Look Back Measurement** In the example above, the employee trended PT for ACA for the 2018 year. This is broken down by the measurement from 12/1/2016 to 11/30/2017. The employee worked an average of 28.84 hours, not meeting the average of 30 hours which is required to be ACA FT. This means that the employer can remove from benefits, for the employee is PT for ACA during the stability of 1/1/2018 – 12/31/2018.

Pulled and magnified from Timeline above

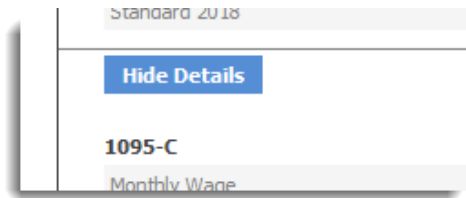
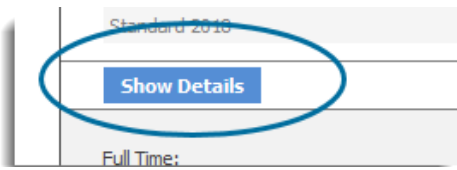
Full Time Status	
Full Time (FT/PT)	FT
Employment [+add]	
Employment (NEW/CONT)	NEW

The information is showing the ACA status that is based off of the current information that was loaded into MarketLink.

**Note:** Ensure you are looking at the correct period that you are measuring. There may be multiple years that reflect on the Timeline depending on your longevity with MarketLink.

### Part 3: How to read the ACA Timeline portion in the 'Show Details' section

1.



The actual 1095-C form details with the option to download the actual form.

**Hide Details**

**1095-C**

Monthly Wage

Per Capita Penalty

Line 14

Line 15

Line 16

**Offer and Enrollment [+add]**

OE : 01/01/2017 - 08/31/2017

**Safe Harbor Values**

Org: W2

**Classification [+add]**

Expected Full Time (YES/NO)

Seasonal (YES/NO)

In Multi-Employer Plan (YES/NO)

Hours (WEEK/DAY/ACTUAL)

**Hours**

Bi-Monthly Hours

**Download** 2017 1095-C Form

1E	1E	1E	1E	1E	1
92	92	92	92	92	9
2C	2C	2C	2C	2C	2

E:OE

45,107.36

	YES
	NO
	NO
	WEEK

13989

**Offer and Enrollment**

Origin	Open Enrollment
Offer	01/01/2017 - 08/31/2017
Enrollment	01/01/2017 - 08/31/2017
Max Tier	ALL
Is Minimum Value	Yes
Employee Share	\$92.04
Manual?	No

Full Time: **FT** = Full Time

Employment: **NEW** = New Employee (first hire/re-hire)

Line 14: **1E** = MV for EE+Deps+Spouse, **1H** = No offer

Line 16: **2A** = Not employed, **2C** = Enrolled

Offer: **OE** = Open Enrollment

Expected Full Time: **YES** = Expected to work 30+ hours per week

Seasonal: **NO** = Employee not seasonal

Hours: **WEEK** = 40 hours per week equivalency

Pulled and magnified from Timeline above

Classification [+add]	
Expected Full Time (YES/NO)	YES
Seasonal (YES/NO)	NO
In Multi-Employer Plan (YES/NO)	NO
Hours (WEEK/DAY/ACTUAL)	WEEK

This area shows what the client/HR has setup for the employee. I.e. If Expected Full Time, then "Yes", if not, then "No". The Hours section will indicate if the system is setup to retrieve hours via Weekly Equivalency, Day or 'Daily' or actual payroll.