

There are times when MarketLink is unable to confirm whether an offer of coverage has been extended to an eligible employee. In those cases, the employer is responsible for manually confirming whether the employee was notified of their opportunity to enroll. Follow the steps below to complete the process.

- ▶ Find Employee
- ▶ Add New Hire
- ▶ Add Enrolled
- ▶ EOI Processing
- ▶ Document Processing
- ▶ Life Event Processing
- ▶ Work Status Processing
- ▶ Enrollment Passwords
- ▶ New Hire Processing
- ▶ **ACA Corrections**
- ▶ **Medical Offers**

Medical Offers

Starts On: From Thru

Population:

Origin:

Test Employees:

Approval:

Manual:

Eligible:

Log in to the HR Admin portal and go to Employees. At the bottom of the options list to the left, select Medical Offers. The criteria should be completed by entering January 1, 2018 in the **From** date, December 31st, 2018 in the **Thru** date, and selecting **Not Accepted** from the **Approval** field, before clicking **Search**.

Medical Offers

Apply Action to all 87 records found

	Employee	Origin	Offer		Enrollment		Approval	Eligible for Offer	Offer Calc Date	Max Tier Offered	Self-Only Employee Share	Provides Minimum Value?	Manual	Last Update
			Starts On	Ends On	Starts On	Ends								
<input type="checkbox"/>	Smith, Erin	New Hire	07/01/2016	06/30/2017			Not Accepted		06/12/2016	ALL	95.33	Yes	No	06/15/2017 by System
<input type="checkbox"/>	Tyler, Perry	New Hire	08/01/2015	03/31/2016			Not Accepted		07/02/2015	ALL	74.48	Yes	No	06/15/2017 by System
<input type="checkbox"/>	Long, Shelly	New Hire	07/01/2017	12/31/2017			Not Accepted		07/01/2017	ALL	122.2	Yes	No	
<input type="checkbox"/>	Apple, Michael	Open Enrollment	07/01/2017	06/30/2018			Not Accepted		06/26/2017	ALL	65.0	Yes	No	

An approval of Not Accepted means no action has been taken. If it's determined that the employee was notified of coverage, simply click the box to the left of their name and select Accept. To confirm that the employee was not notified and coverage was not offered, click next to their name and select Reject.

Missing or skipping this step, offers that are not accepted or rejected report as No Offer, which translates to the IRS as the employee not offering coverage.

Notify your MarketLink team once this step is complete, and before running the Monitoring (possible penalty) Report. Please allow for the overnight calculation process to run in between completion of the above and running the Monitoring report.