

**If there is a change in employment data (Hire Date, Rehire Date, Term Date, FEIN) it needs to be updated in the ACA section(s) of MarketLink after the census data has been updated. The accuracy of ACA relies heavily on Employment Data.**

After the employee's census data has been updated, Access the Employee's profile in MarketLink. Navigate to the **ACA Employee Data** page. Use the Edit links to update the appropriate data within this page.

**Scenario A:** An employee's hire date was initially entered as 4/1/2019, but they did not actually start working until 5/1/2019.

Scroll to the **ACA Employment Periods** section and select **Edit**.

**ACA Employment Periods**

<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	04/01/2019		N/A	DEMO CLIENT	<b>Edit</b>

Make the necessary update to the hire date and select **Save**.

**Employment Period**

FEIN: DEMO CLIENT

Hire Date\*: **05/01/2019**

Origin: MANUAL

Termination Date: [Calendar Icon]

Origin: MANUAL

Offered affordable & adequate MEC coverage since hire?

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Is Continuing Employment? No

Rule of Parity Weeks 13

Prior Employment Days 0

Employment Gap Days 0 (0.0 weeks)

Rule of Parity Result Not a rehire

**Scenario B:** An employee switched to a new FEIN on 4/1/2019, but it was not entered into MarketLink until 6/12/2019.

Scroll to the **ACA Employment Periods** section and select **Edit** next to the initial FEIN.

ACA Employment Periods

<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	01/01/2015 (MANUAL)	06/11/2019 (MANUAL)	N/A	DEMO CLIENT	<a href="#">Edit</a>
<input type="checkbox"/>	06/12/2019 (MANUAL)		No	DEMO 2	<a href="#">Edit</a>

[Delete selected](#) > [Add Employment](#)

Make the necessary update to the termination date to reflect the last date worked under that FEIN and select **Save**.

Employment Period

FEIN: DEMO CLIENT

Hire Date\*: 01/01/2015  
Origin: MANUAL

Termination Date: 03/31/2019  
Origin: MANUAL

Offered affordable & adequate MEC coverage since hire?

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Is Continuing Employment? No  
Rule of Parity Weeks: 13  
Prior Employment Days: 0  
Employment Gap Days: 0 (0.0 weeks)  
Rule of Parity Result: Not a rehire

[Back](#) [Delete Entry](#) > [Save](#)

Next, select **Edit** for the new FEIN.

ACA Employment Periods

<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	01/01/2015 (MANUAL)	06/11/2019 (MANUAL)	N/A	DEMO CLIENT	<a href="#">Edit</a>
<input type="checkbox"/>	06/12/2019 (MANUAL)		No	DEMO 2	<a href="#">Edit</a>

[Delete selected](#) > [Add Employment](#)

Make the necessary update to the hire date to reflect the first day worked under that FEIN. Select **Save**.

**Employment Period**

FEIN	DEMO 2
Hire Date*	04/01/2019
Origin	MANUAL
Termination Date	
Origin	MANUAL
Offered affordable & adequate MEC coverage since hire?	<input type="checkbox"/>

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Is Continuing Employment? No

Back Delete Entry > Save

**Scenario C:** An employee was terminated from employment on 7/1/2019, but it was initially entered as 6/1/2019.

Scroll to the **ACA Employment Periods** section and select **Edit**.

**ACA Employment Periods**

<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	01/01/2015 (MANUAL)	06/01/2019 (MANUAL)	N/A	DEMO CLIENT	Edit

Delete selected > Add Employment

Make the necessary update to the Termination date and select **Save**.

**Employment Period**

FEIN	DEMO CLIENT
Hire Date*	01/01/2015
Origin	MANUAL
Termination Date	07/01/2019
Origin	MANUAL
Offered affordable & adequate MEC coverage since hire?	<input type="checkbox"/>

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Is Continuing Employment? No

Rule of Parity Weeks 13

Prior Employment Days 0

Employment Gap Days 0 (0.0 weeks)

Rule of Parity Result Not a rehire

Back Delete Entry > Save