



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 Hourly Employees Only
- **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