



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

Follow the steps below to load current ACA payroll hours, and click here to access Common ACA Errors.

Access the **Data Center** and select the **ACA Payroll New (empty) Worksheet**. The worksheet will open in Excel – populate accordingly and save to a secure location.

	A	B	C	D	E	F	G	H	
2	SSN	First Name	Last Name	Pay Period Start Date	Pay Period End Date	Hours	Days	Hours Type	
3	Start data here - do not skip rows.								
4									
5									
6									
7									

Once saved, go back to the **Data Center**, **Browse** and **Upload** the file.

ACA Payroll Import

New Payroll Worksheet
➤ [ACA Payroll New \(empty\) Worksheet](#)

Update Payroll Worksheet
➤ [ACA Payroll Update Worksheet](#)

Payroll Worksheet

**Review any file errors – see link above for common errors.*