



**Unlocking ACA Measurement Periods is required if ACA Payroll Hours are not up to date and are now being loaded or updated retroactively. All updates must be made timely after unlocked, as the system will automatically close Measurement Periods overnight.**

Access the **Data Center** and select the **Update ACA Measurement Worksheet**.

When the worksheet is finished generating, it will appear in a ticket. Navigate to the **Ticket Center** and select the **Details** link. Once in the ticket, select the file name under **Attached Files** to open the Excel Worksheet.

Enter **TRUE** in the Delete column for the Employees and Measurement periods which need to have hours loaded or corrected. **Do not** enter any information in the Delete column for Measurement periods which are not being unlocked. **Do not** sort the file. Save the file to a secure location once all information has been populated.

Lock Date	Measurement Type	Look Back Measurement Type	FEIN	Delete?
5/31/2019	LB	STD	123456789	
	LB	STD	123456789	
6/11/2018	LB	INIT	123456789	TRUE
7/31/2018	LB	INIT	123456789	TRUE
8/31/2018	LB	INIT	123456789	TRUE
9/30/2018	LB	INIT	123456789	TRUE
10/31/2018	LB	INIT	123456789	

Navigate back to the **Data Center**, **Browse** and **Upload** the file.

Review the file import results to confirm that the file loaded successfully. Once complete, the Measurement Periods are now unlocked, and you can continue with the process of loading the ACA Payroll Hours.

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
	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 the file import results for any errors.