

How to Update Employment Data for ACA

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

After the employee's census data has been updated, Access the Employee's profile in PlanSource. 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 | Edit |

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?

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 PlanSource 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 | Edit |
| <input type="checkbox"/> | 06/12/2019 (MANUAL) | | No | DEMO 2 | Edit |

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?

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

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 | Edit |
| <input type="checkbox"/> | 06/12/2019 (MANUAL) | | No | DEMO 2 | Edit |

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"/> |
| <hr/> | |
| Is Continuing Employment? | No |

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 |

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"/> |
| <hr/> | |
| 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 |