

[How to Load Retro ACA Payroll Hours \(For Hourly Employees Only\)](#)

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**.

ACA Measurement

New ACA Worksheet

- [ACA New \(empty\) Worksheet](#)
- [ACA New \(full employee list\) Worksheet](#)

Update ACA Worksheet

- [ACA Update Worksheet](#)

ACA Worksheet

Choose File

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 name under **Attached** files to open the Excel Worksheet.

Attached Files

abx-7145998.xls	Generate Aca import worksheet (abx-7145998.xls)	Fears, Jennifer - 06/14/2022 12:27 PM
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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.

O	P	Q	R	S
Lock Date	Measurement Type	Look Back Measurement Type	FEIN	Delete?
10/31/2020	LB	STD	853261538	
10/31/2021	LB	STD	853261538	TRUE
	LB	STD	853261538	TRUE
11/1/2019	MO		853261538	TRUE
11/30/2019	MO		853261538	
12/31/2019	MO		853261538	
1/31/2020	MO		853261538	
2/29/2020	MO		853261538	

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

ACA Measurement

New ACA Worksheet

- ▶ [ACA New \(empty\) Worksheet](#)
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Update ACA Worksheet

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ACA Worksheet

Choose File No file chosen

> Upload

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
Start data here - do not skip rows.							

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

Choose File No file chosen

> Upload

Review the file import results for any errors.