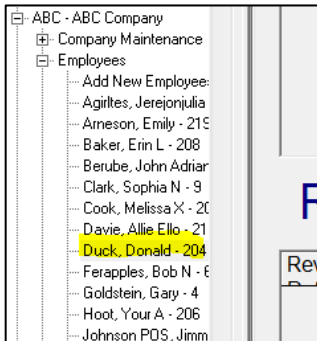


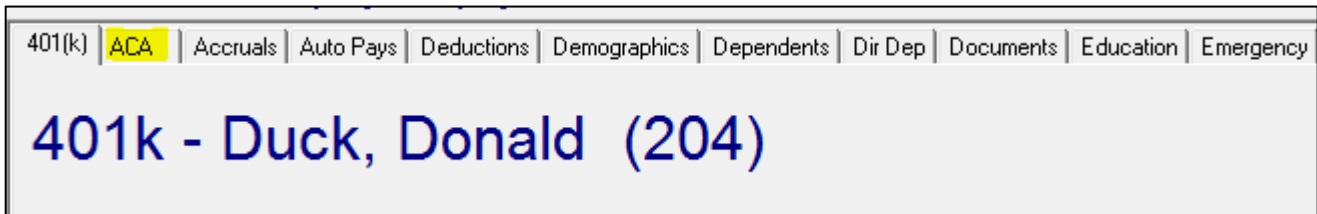
### M3 – ACA Status Tab

Follow the instructions below to make changes to the ACA Status Tab as needed.

1. Login to M3
2. Click on the Employee’s name on the left hand “tree”



3. Click on the ACA Tab



4. Click the Gold Start Add a new status



5. Add the appropriate Status, Start Date, and End Date as needed.
  - a. **Status:** If you are unsure of the status, set as part-time and let the ACA solution track the employee.
    - i. There must be an active ACA Status on all employees in M3 at all times. (from 11/1/14 wages paid forward)
    - ii. If you have a change in position, you can end date the old status (i.e. PT) and create a new statuses (i.e. FT) but always have at least one status with a forever end date.
  - b. **Start Date:** This will need to be the hire date (if a rehire, use original hire date).
  - c. **End Date:** This will ALWAYS be 12/31/2100 and should NEVER be end dated even if EE terms.

Employee ACA Status - Part Time

ACA Status	Description	Start Date	End Date
Part Time	Less than 30 hours a week	11/20/2014	12/31/2100

Variable Hour     
  Exempt from Individual Mandate     
  Premium Credit  
 Seasonal     
  Limited Non Assessment Period

6. Press F11 to save all changes and text will no longer be blue.