

ACA MANAGER REFERENCE



LOG IN—WWW.MUSTMT.COM

Enter your assigned Username (email address) | Enter your password | Click on Login button

ADD VARIABLE HOUR EMPLOYEE

1. Click on **Employees** in the Home page ribbon
 2. Click on Add Employee from the menu
 - a. Enter the employee data—fields marked with * are required; all alpha characters should be capitalized
 - b. Structure—select the **VARIABLE HOUR PT** structure group when adding non-benefit eligible employees
 - c. Variable Hours—True
- If the employee is not a new hire, then the following applies:
 - ACA Benefit Eligible—Eligible / Ineligible (This indicates that the employee is / is not eligible for benefits due to not working enough hours)
 - Date of ACA Benefit Status—1/1
 - ACA Average Hours—Blank (the system will calculate this when hours are entered on system)
 - ACA Eligibility Begin Date—1/1
 - ACA Eligibility End Date—12/31
 - ACA Reporting Override—Blank
 - If the employee is a new hire, then the following applies:
 - ACA Benefit Eligible—Eligible / Ineligible (This indicates that the employee is / is not eligible for benefits due to not working enough hours)
 - Date of ACA Benefit Status—Date of hire
 - ACA Average Hours—Blank (the system will calculate this when hours are entered on system)
 - ACA Eligibility Begin Date—Date of hire
 - ACA Eligibility End Date—12/31
 - ACA Reporting Override—Blank

3. Select the function you wish to complete the Add Employee wizard:
 - Done—Employee will have to sign in to select their own benefits
 - Add Another Employee—You can add another employee (Employees will have to sign in to select their own benefits)
 - Employee Data—Once you have added your employee's information, you can proceed to select their benefit elections

MANUALLY LOAD/CORRECT SERVICE HOURS

1. Access the employee record
 2. From the action drop down menu select **View Time Tracking**
 3. Click on the **Time Tracking** tab
- If you need to correct a line:
 - Click in the box on the row that needs correcting
 - Click on the **Edit** button
 - Update the data
 - Click **Save**
 - If you need to add service hours:
 - Click on the **Insert New Row** button
 - Enter the data—one row per pay period
 - Location—MUST
 - Begin—Beginning of the pay period
 - End—End of the pay period
 - Hours—amount of hours worked by employee
 - Click **Save**
 - If you need to remove a line:
 - Click in the box on the row that needs to be removed
 - Click on the **Remove Selected Rows** button
 - Click on **Yes** for the pop up "Are you sure you want to remove?"





MANUALLY LOAD/CORRECT EDUCATION BREAK

1. Access the employee record
2. From the action drop down menu select **View Time Tracking**
3. Click on the **Protected Leave** tab

- If you need to correct a line:
 - Click in the box on the row that needs correcting
 - Click on the **Edit** button
 - Update the data
 - Click **Save**
- If you need to add an Educational Break:
 - Click on the **Insert New Row** button
 - Enter the data—one row per break
- Begin - Beginning of the summer break
- End - End of the summer break
 - Click **Save**
- If you need to remove a line:
 - Click in the box on the row that needs to be removed
 - Click on the **Remove Selected Rows** button
 - Click on **Yes** for the pop up "Are you sure you want to remove?"

SERVICE HOURS REPORT

Prepare an excel spreadsheet with the following data fields—one line per employee per pay period

- Employee's SSN
- Location—Group Name
- Begin—Beginning of the pay period
- End—End of the pay period
- Hours - amount of hours worked by employee

Send prepared spreadsheet to MUST

GENERATE THE ACA 1095 REPORT

1. Access the MUST Online Market and click on the **Reports** area on the home page ribbon
2. Select **Standard Reports**—Complete the following:
 - a. Report Type—ACA 1095 Export
 - b. Available Groups - Assign All
 - c. Dates from 1/1 to 12/31
 - d. Format—Excel View
3. Click Generate Report—You will receive email notification once the report has been generated.
4. Access the generated report—click on the **Reports** area on the home page ribbon
 - a. Select Reports Dashboard
 - b. Click on the blue report name (ACA 1095 export)



LOG OUT

Click on the Log Out link in the top right corner

If you are in the middle of a change, the system will ask you if you want to continue the change or abandon the change.

