



# ACA Safe Harbor Value Import

Previously, in order to get Safe Harbor data into MarketLink, employers would provide a spreadsheet with employee social security numbers in one column and values in the second. MarketLink now offers a required spreadsheet to populate and load with this information. Below are instructions on how to pull, what to populate and how to load.

1. 

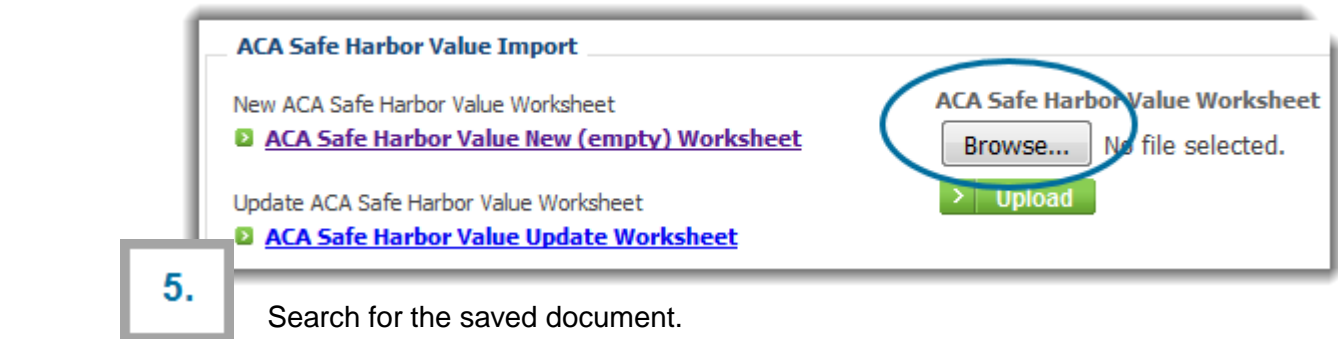
2. 

3. Populate document utilizing the Instructions Tab.

A	B	C	D	E	F	G
SSN	First Name	Last Name	FEIN	Calendar Year	Safe Harbor	Value
↓ Social Security Number – Required (Unique Identifier)	↓ Not Required, but Recommended to identify the individual	↓ Not Required, but Recommended to identify the individual	↓ Not Required, but Recommended to identify the individual	↓ Actual Year, i.e. 2017	↓ Either PAY_RATE or W2	↓ Annualized Salary divided by 1560 to get Pay Rate or W2 Box 1 amount

ACA Safe Harbor Value Instructions

4. Save the populated document in a secure location. Be sure to keep the worksheet in the current format for it has been serialized for the load back into the system.

5. 

6. 