

# DOL UI Quarterly Wage Files and Error Reports

Beginning September 2023, the State Accounting Office (SAO) will use a new automated process to submit the UI Tax and Wage Reports to the Georgia Department of Labor (GA DOL) for all agencies that participate in HCM payroll. These reports will be electronically transmitted via secure FTP and will contain BOTH Part I and Part II of the DOL-4N Report.

Starting with the Third Quarter of 2023, State agencies <u>will no longer be required</u> to use GA DOL's Employer Portal to manually submit quarterly Tax Reports (Part I).

As part of this new process, each agency will receive a new report that displays the results of their agency's file upload. Included will be a status report indicating whether your agency's file passed or failed validation along with any warnings GA DOL reports. Certain errors may cause an employer's entire file to be rejected. If there is any kind of data error that causes an individual agency's report to fail validation, agency employers will be required to correct that error and manually upload a corrected file via GA DOL's Employer Portal in the same manner as they have been doing for the first two quarters of 2023.

These instructions describe this new process.

### **DOL Acknowledgement files**

SAO will transmit the UI Tax and Wage file on the last working day of each quarter. Within 24 hours, GA DOL will transmit to SAO an Acknowledgement report. This report will contain the results of each individual agency's file upload. SAO will retrieve these results and send each agency a report via Report Manager.



The report will be called "TAX810GE" and will be found in the payroll folder.

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Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 TAX810GE	40700 - TX810E - GA QTRLY U/I WAGE ERROR REPORT	40700_PY	07/24/23 3:08PM	1649052	1840316

Here is a sample of that report:

Company			GEC	STATE OF GEORGIA 8 1st Quarter 2023 RGIA QUARTERLY UI WAGE WARNING/ERROR REPORT	Report ID: TX4280810 Page No. 2 Run Date 06/27/2023 Run Time 07.57-31
Employer Number 11	Tax Period 20232	Report Status Passed	Error Code	Errors	And The Of Stat

If the file was accepted by the GA DOL, the Report Status will indicate as "Passed." Even when a file is "Passed," you may see additional warnings.

There are several errors that may cause the file to be rejected by GA DOL. If this occurs, the error report will list the Report Status as "Failed" and will then list the errors and reasons why it failed.

Company	407 State	Accounting	g Office GEORGIA	STATE OF 1st Quart QUARTERLY UI WAG	GEORGIA er 2023 E WARNING/ERROF	R REPORT	Report ID: TX4070810 Page No. 1 Run Date 06/26/2023
Employer Number	Tax Period 20232	Report Status Failed	Error Code	Errors			Run 11me 08:28:44
Employee Eri SSN Cod	ror Messag le	e					
	11 DUPLIC	ATE SSN T VALID					



### **Corrections to UI Wage File**

If the file is rejected, it is the Employer Agency's responsibility to correct the error in TeamWorks. If assistance is required to correct an error, a service request will need to be submitted to SAO's Help Desk. Once the error is corrected, <u>SAO must be notified</u> so a corrected UI Quarterly Wage File (only) can be produced.

Once complete, you will be able to download the Quarterly Wage Reports from Report Manager in TeamWorks and submit it to GA DOL via the Employer Portal. Once this has been submitted, the Tax portion of the DOL-4N must also be manually entered as each agency has been doing historically.

NOTE: The Quarterly Wage file will be distributed in a **.CSV** format. It cannot be opened with Microsoft Excel. Opening this file in Excel will cause all SSNs to drop any leading zeros. To allow the GA DOL Employee Portal to accept the file, the .CSV file must first be downloaded to a local directory and uploaded to GA DOL's Employer Portal as is.

Use the steps below to download and upload the corrected file to the GA DOL Employer Portal:

Navigate to your agency's <u>payroll</u> folder in Report Manager. (Note: <u>Two</u> Reports/Files
should be displayed)

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Folder	40700_PY	✓ Instance	to	Refresh			
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Re	port	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	
1 TA	X860GX	40700 - TX860 - GA QTRLY UI WAGE RPT	40700_PY	03/23/23 9:35AM	1571753	1745646	
2 TA	X860GF	40700 - TX860 - GA QTRLY UI WAGE CSV	40700_PY	03/23/23 9:35AM	1571684	1745577	
Save List   Exp	plorer   Adminis	tration   Archives					

The **TAX860GX** is a new PDF report that contains the quarterly TOTALS for Taxable Gross, No-Limit Gross, and Non-Taxable gross.

> To access this report, click the **TAX860GX** link.



< List					Report Index
Report					
Report ID	1571753	Process Instance	1745848	Message Log	
Name	TAX880GX	Process Type	SQR Report		
Run Status					
SAO Qtrly UI Wag	ge CSV - Ga				
Distribution D	etails				
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Disciputon	INODE Reprodering				
File List					
Name		File S	ize (bytes)	Datetime Created	
TAX860GX_D230	0323_T0898424_B40700	).PDF 2,738		03/23/2023 9:35:49.860050AM EDT	

Click on the PDF Report link. (Note: Once the PDF is displayed, click the Return button to return to the Report Manager).

The **TAX860G**<u>F</u> is the actual file that should be uploaded to GA DOL's Employer Portal.

Click on the TAX860GF link.

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I	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
1	TAX860GX	40700 - TX860 - GA QTRLY UI WAGE RPT	40700_PY	03/23/23 9:35AM	1571753	1745848		
2	TAX860GF	40700 - TX860 - GA QTRLY UI WAGE CSV	40700_PY	03/23/23 9:35AM	1571684	1745577		
Save	e Explorer   Adminis	stration   Archives						

<u>Right</u>-click on the .CSV file link.



✓ List			
Report			
Report ID 1571684	Process Instance	1745577	Message Log
Name TAX860GF	Process Type	SQR Report	
Run Status			
40700 - TX860 - GA Qtriy UI W	/age CSV		
Distribution Details			
Distribution Node Rep	NodeRPS Expiration	Date 03/30/2023	
File List			
Name	File \$	ize (bytes) Date	time Created
TAX860GF_D230323_T08984	424_B40700.CSV 5,480	03/2	8/2023 9:35:45.880204AM EDT

Select "Save link as..."

Name		File Size (bytes) Datetim	e Created
TAX860GF D230323 T089	8424 B40700	Open link in new tab	9:35:45.860204AM EDT
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Role	GA_RI	Cause linely an	
Role	GA RE	Save link as	
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Return			-
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Save the document as a local file on your system. (Note: This file contains Personal Identifying Information, thus, it needs to be saved in a <u>secure folder</u> where only authorized employees can access it).



Save As						×
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File name: TAX8	60GF_D230323_T0898424_B40700.csv					~
Save as type: Micro	osoft Excel Comma Separated Values File (*.csv)					~
∧ Hide Folders				Save	Cance	

Note: The file name should not exceed 30 characters.



# **Reviewing the file**

To review a file before uploading it to the GA DOL, <u>do not open the file in Excel</u>. Excel will automatically re-format the file. There are three options to review a .CSV file:

- 1. Option 1: Use TextPad, NotePad or some other text editor to review it.
- 2. Option 2: Download a second copy or go back to Report Manager and open a new copy of the report to review it.
- 3. Option 3: Using the Data Import functionality within Excel, IMPORT the data from the .CSV file into a new Excel spreadsheet. From the Excel Ribbon bar located at the top of the page, use the following steps for this option.
  - Click on Data.
  - Select Get Data.
  - Select From File.
  - Select From Text/CSV.

File	Home	Insert	Page	Layout F	Formula	as	Data	Review	View	Automate	
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Click the Import button.

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File name: TAX860GF	_D230323_T0898424_B40700.csv	<ul> <li>✓ All Files (*.*)</li> <li>Tools ▼ Import C</li> </ul>	∼ ancel

**Note**: When using this option, the first column of data must be TRANSFORMED into text before saving the Excel file:

Click the Transform Data button.

File Origin			Delimiter			Data Type Detection	г
1252: Wes	tern European (Wi	ndows) *	Comma		Ť	Based on first 200 rows	L
SSN	Last Name	First Nam	e MI	Wage Amount	Under 18		
				13892.37	N		
				12973.7	N		
				11014.25	N		
				7776.12	N		
				8531.91	N		
-				14326.48	N		
				4573.72	N		
				6854.36	N		
				8323.75	N		
				10268.63	N		
				7235.54	N		
				4161.58	N		
				10061.75	N		
				11847.42	N		
				12642.2	N		
				9557.46	N		
				5297.12	N		
				19357.84	N		
				21919.28	N		
				12734.82	N		
The d	ata in the preview	has been trur	ncated due f	o size limits.			



➢ Right-click on the SSN column.

K   🙂	▼ =   TAX860GF_D2303	23_T089	3424_B40700 - Power Qu	ery Editor								
Close & Load • Close	Refresh Preview - Manage Query	d Editor	Choose Remove Columns - Columns -	Keep Remove Rows * Rows * Reduce Rows	Ž↓ Z↓ Sort	Split Column •	Group By	Data Type: Whole Number • Use First Row as Headers • 1.022 Replace Values Transform	Merge Queries  Append Queries Combine	Manage Parameters • Parameters	Data source settings Data Sources	
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Click Change Type and then Click Text.



> Click the **Replace current** button.

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Change Column Type		
The selected column has an existing type conversion. Would you like to replace the existing conversion, or preserve the existing conversion		
and add the new conversion as a separate step?		
Replace current Add new step Cancel		



## Click Close & Load.



If the file appears to be correct after review, upload the original, <u>unaltered</u> file to GA DOL Employer Portal. GA DOL refers to this file as the "Wage File Only" option. This file is to be uploaded to GA DOL's Employer Portal using the following option.

Tax and Wage Re	port Selection
The current processing period is 2 <sup>nd</sup> /2023 , although you may continue to file for past quarters. Please select the Quarter and Year that you wish to file for. Red = InactiveNct Liable. Green = In process. Black = Not StartedComplete Please select the type of report that you would like to file:	
Tax and Wage Report Entry (Manual Entry 100 or less employees) <ul> <li>I have employees and wages to report.</li> <li>I have no employees and \$0 wages to report.</li> </ul>	
Tax and Wage File Upload (acceptable wage formats are CSV, EXCEL, and NASWA Y2K) Upload NASWA Y2K Tax & Wage file, EXCEL, or CSV Wage files. Upload employees' wage records fm employee's wage records from existing EXCEL or CSV file (maximum 25,000 records per tax period). <u>Wage File L</u>	om an existing NASWA Y2K file or upload Joload Specifications
Tax Report Only         O Use this option if the wage report has been filed.	
Upload Wage File Only (acceptable formats CSV and EXCEL) Upload Wage File. Upload employees' wage records from an existing CSV and EXCEL file. Maximum 15.000 w Attempting to upload more will result in an error.	upload Wage File
Check Quarterly File Upload Status (available for File Upload only) O Check Quarterly File Upload Status. Creck the status of the quarterly file uploaded within the last 3 hours.	
Exit	Continue



Select the CSV option when loading the file on DOL's Employer Portal.

Wage Report File Information	Wasa Eila Spacifications
Enter total wage amount for the quarter: *	TING T IN SPECIFICATIONS
Select file type: * csv *	
Select file to be uploaded: * Choose File No file chosen	
Cancel Cancel	Continue

Once the Wage File is uploaded, the Tax Report can then be submitted.

#### **Important Notice**

If a file is rejected or has errors preventing it from being uploaded, GA DOL will send an email notifying the user of this error. The email will provide instructions on how to retrieve the error detail report to include the record that is causing the error. (See example below)

IMPORTANT NOTICE
The 4 <sup>th</sup> quarter 2021 wage file submitted for the submitted for t
contained errors and was the refere rejected. You may access your account by logging into the Georgia Department of
Labor Employer's Portal and selecting File Quarterly Tax and Wage Reports then choose the option to "Check Wage
Upload Status" for error details. Please download and read the Electronic Filing Specifications carefully and use either
Excel or CSV templates for successful submission. A corrected file must be submitted within 24 hours of this notice.
Successful upload of a wage file is not confirmation of a completed and/or accurate tax filing.
Please do not respond to this email as this mailbox is not monitored. For assistance, please contact the Electronic Filing
Unit by email at UITax ElectronicFileUpload@gdol.ga.gov or call 404.232.3265.
*** GEORGIA DEPARTMENT OF LABOR ***

If this occurs, contact the SAO Help Desk to assist with researching the error.

If any further assistance is needed, please contact the SAO Help Desk at <u>HCM@sao.ga.gov</u>.