

### **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 will no longer be required 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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**View Reports For**

Folder:  Instance:  to  Refresh

Name:  Created On:  Last:  2 Days

**Reports**

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

Here is a sample of that report:

```

Company          STATE OF GEORGIA
                  1st Quarter 2023
                  GEORGIA QUARTERLY UI WAGE WARNING/ERROR REPORT
Report ID: TX4280810
Page No.      2
Run Date 06/27/2023
Run Time 07:57:31

Employer Tax Report Error
Number Period Status Code Errors
11 20232 Passed
    
```

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 Office
                  STATE OF GEORGIA
                  1st Quarter 2023
                  GEORGIA QUARTERLY UI WAGE WARNING/ERROR REPORT
Report ID: TX4070810
Page No.      1
Run Date 06/26/2023
Run Time 08:28:44

Employer Tax Report Error
Number Period Status Code Errors
11 20232 Failed

Employee Error Message
SSN Code
000000000 11 DUPLICATE SSN
000000000 12 SSN NOT VALID
    
```

### Corrections to UI Wage File

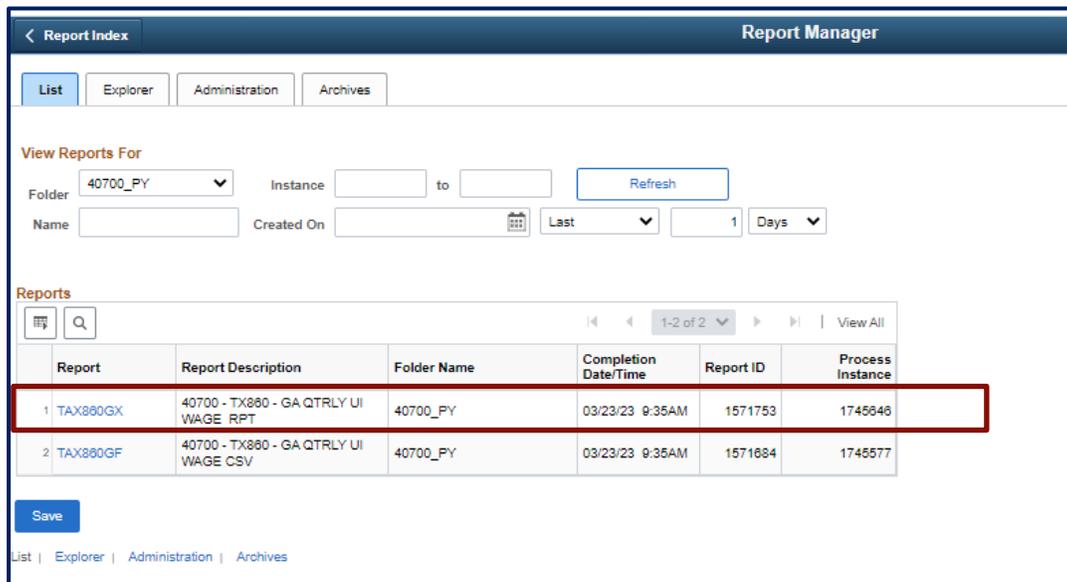
If the file is rejected, it is the Employer Agency’s responsibility to correct the error in TeamWorks. If assistance is required to correct an error, a service request will need to be submitted to SAO’s Help Desk. Once the error is corrected, SAO must be notified so a corrected UI Quarterly Wage File (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 payroll folder in Report Manager. (**Note:** Two Reports/Files should be displayed)



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.

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**Report**

Report ID 1571753      Process Instance 1745646      [Message Log](#)  
 Name TAX860GX      Process Type SQR Report  
 Run Status

SAO Qtrly UI Wage CSV - Ga

**Distribution Details**

Distribution Node RepNodeRPS      Expiration Date 08/04/2024

**File List**

Name	File Size (bytes)	Datetime Created
TAX860GX_D230323_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 **TAX860GF** is the actual file that should be uploaded to GA DOL’s Employer Portal.

- Click on the TAX860GF link.

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**View Reports For**

Folder 40700\_PY      Instance  to       [Refresh](#)  
 Name       Created On       Last       1 Days

**Reports**

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	1745646
2 TAX860GF	40700 - TX860 - GA QTRLY UI WAGE CSV	40700_PY	03/23/23 9:35AM	1571684	1745577

[Save](#)

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- **Right-click** on the **.CSV** file link.

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**Report**

Report ID 1571684      Process Instance 1745577      [Message Log](#)  
 Name TAX860GF      Process Type SQR Report  
 Run Status

40700 - TX860 - GA Qtrly UI Wage CSV

**Distribution Details**

Distribution Node RepNodeRPS      Expiration Date 03/30/2023

**File List**

Name	File Size (bytes)	Datetime Created
TAX860GF_D230323_T0898424_B40700.CSV	5,480	03/23/2023 9:35:45.860204AM EDT

- Select “Save link as...”

**File List**

Name	File Size (bytes)	Datetime Created
TAX860GF_D230323_T0898424_B40700.CSV	5,480	03/23/2023 9:35:45.860204AM EDT

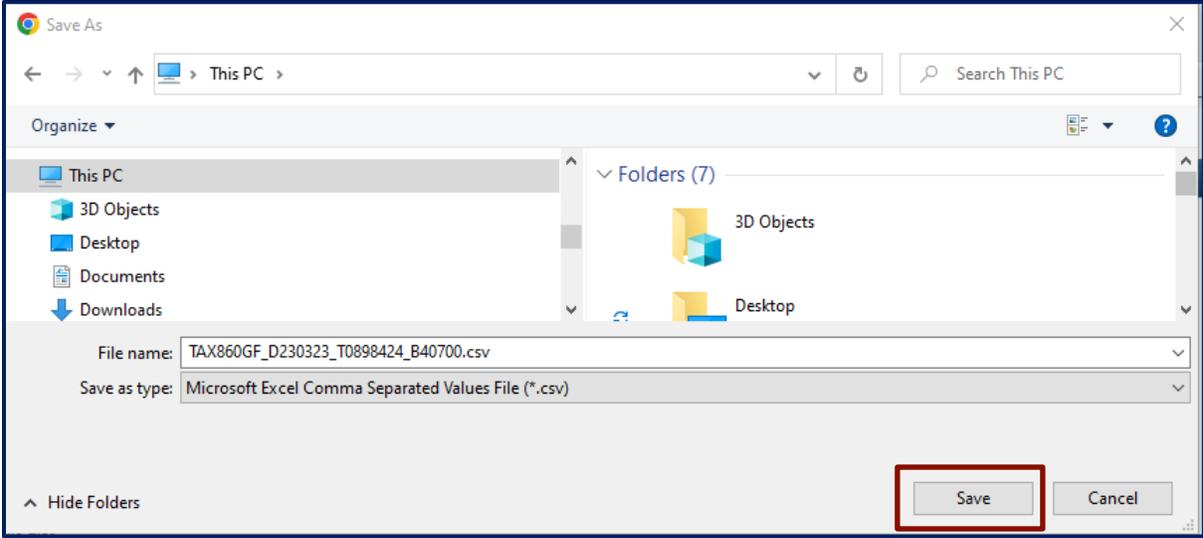
**Distribute To**

Distribution ID Type      -Distri  
 Role      GA\_RF  
 Role      GA\_RF

[Return](#)

- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect

- **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 **secure folder** where only authorized employees can access it).



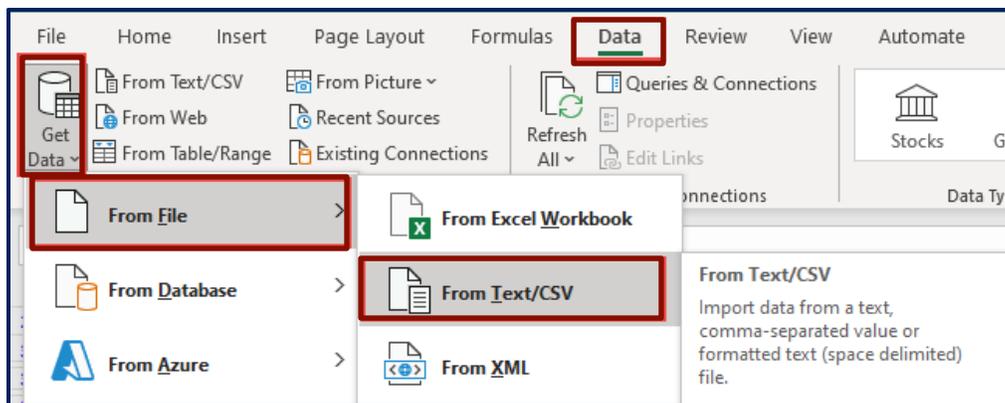
**Note:** The file name should not exceed 30 characters.

## Reviewing the file

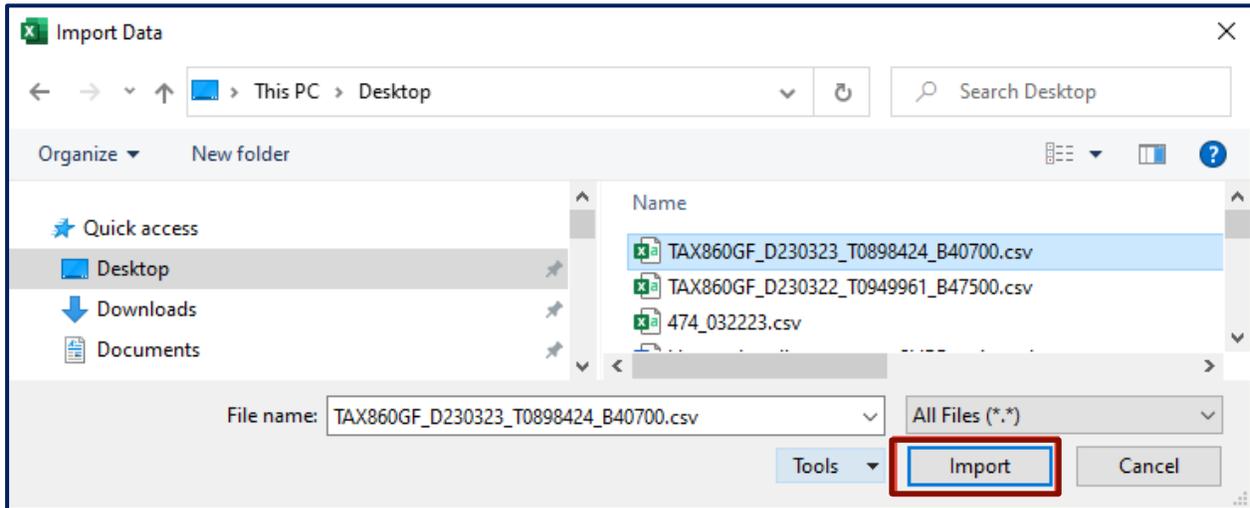
To review a file before uploading it to the GA DOL, do not open the file in Excel. Excel will automatically re-format the file. There are three options to review a .CSV file:

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.

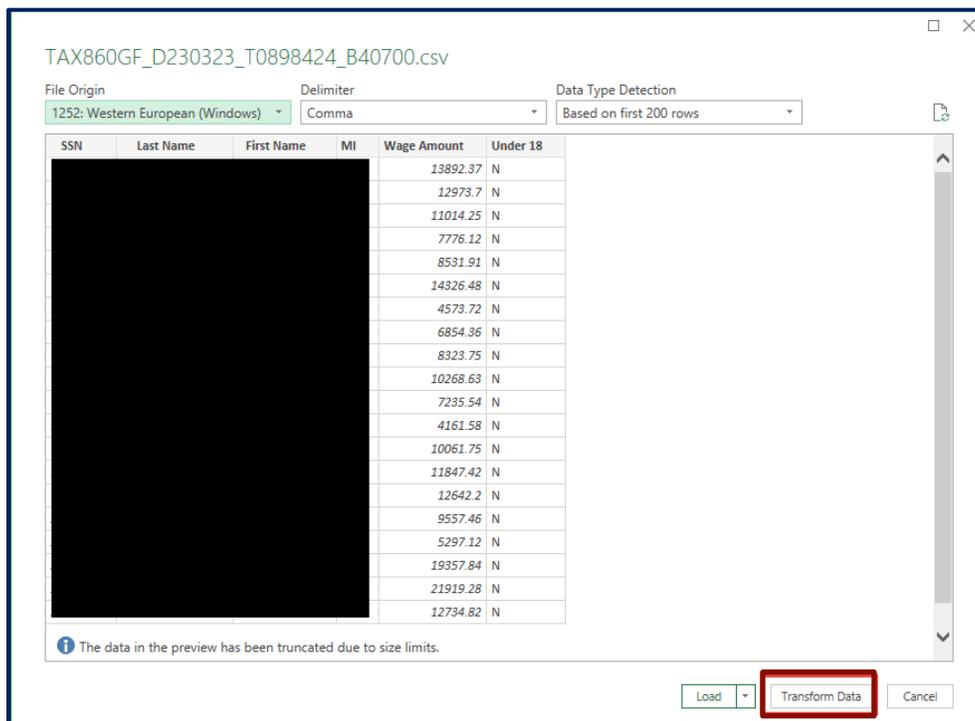


- Click the **Import** button.

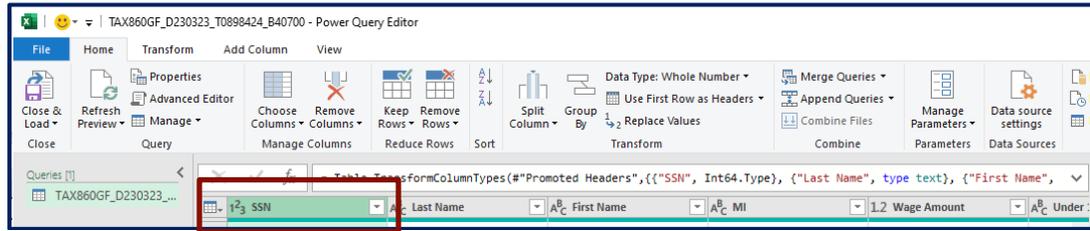


**Note:** When using this option, the first column of data must be TRANSFORMED into text before saving the Excel file:

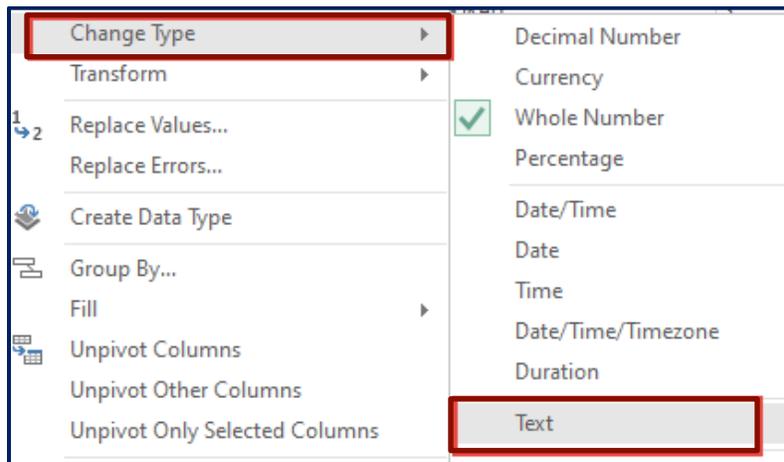
- Click the **Transform Data** button.



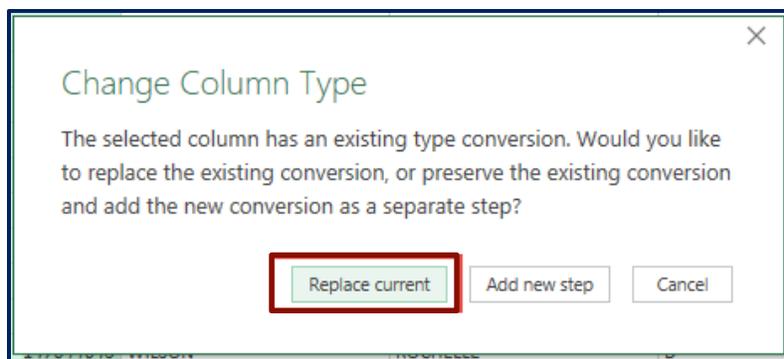
- Right-click on the **SSN** column.



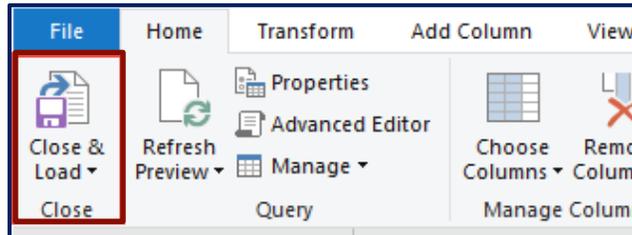
- Click **Change Type** and then Click **Text**.



- Click the **Replace current** button.



➤ Click **Close & Load**.



If the file appears to be correct after review, upload the original, unaltered 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.

A screenshot of a web form titled "Tax and Wage Report Selection". The form contains several sections: "Please select the Quarter and Year that you wish to file for:" with a dropdown menu showing "2nd/2023 (Apr - Jun) Due Jul 31"; "Please select the type of report that you would like to file:" with radio buttons for "Tax and Wage Report Entry", "Tax and Wage File Upload", "Tax Report Only", "Upload Wage File Only", and "Check Quarterly File Upload Status". The "Upload Wage File Only" option is selected and highlighted with a red box. A red callout bubble with the text "Upload Wage File" points to this option. At the bottom of the form are "Exit" and "Continue" buttons.

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



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 [REDACTED] on Mar, 21, 2023 at 04:03 PM EDT contained errors and was therefore 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](mailto: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 [HCM@sao.ga.gov](mailto:HCM@sao.ga.gov).