



## PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/21/2018

Section D: Monthly/Quarterly/Annual/  
Fiscal Report Processing

*[Topic 2: Processing Quarterly Reports,  
V2.7]*

## *Revision History*

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12/21/2018	2.7	18.04.00 – Update menu screenshots.	D. Ochala
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## Overview

**\*\*\* Attention \*\*\***

**Quarterly payroll processing must be complete before beginning this procedure.**

**Georgia Department of Labor (Ga DOL) Quarterly Payroll Report:** The *DOL Quarterly Report* lists employees alphabetically by Social Security Number (SSN), and includes the employees' quarterly gross salary. This report also includes the gross salary amount that exceeds the *Gross-Over* amount, the totals for each page, and the overall total.

Because the *Quarterly Payroll Report* accumulates totals based on employees' earnings history information, you must make sure this information is correct to allow accurate reporting.

The Georgia Department of Revenue has issued *Policy Statement IT-2010-1-5, Withholding and Taxation of Certain Nonresident Military Spouses*. The purpose of this policy statement is to explain how the GA Department of Revenue will comply with and administer certain provisions of the federal Military Spouses Residency Relief Act.

Under the Act, a spouse of a servicemember may be exempt from Georgia income tax on income from services performed in Georgia if:

1. The servicemember is present in GA in compliance with military orders;
2. The spouse is in GA solely to be with the servicemember;
3. The spouse maintains domicile in another state; and
4. The domicile of the spouse is the same as the domicile of the servicemember.

Affected spouses may immediately suspend withholding on their wages by amending Georgia Form G-4 with their employer(s). The applicable box within Section 8 of Form G-4 should be checked and returned to the employer(s). The employer must submit the Form G-4 to the GA Department of Revenue as provided on the Form G-4. On the W-2 for 2010 and any year thereafter, the employer should not report any of the wages as Georgia wages on the W-2.

**A Georgia marital status of '8' will cause all wages to be exempt from reporting for Georgia state wages**, and will cause zero Georgia tax to be withheld from the employee's paycheck. The *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as exempt wages, and these wages will not be included in these tax reports.

**Elected board members are not reported on Georgia Department of Labor reports**, per Georgia Department of Labor specifications. The Georgia Department of Labor specifications contain the following information concerning elected officials:

- The following type of employment is NOT subject to unemployment taxes: Services performed by government workers who are elected officials or officials in non-tenured major policymaking advisory positions which require less than eight hours of work a week; members of a legislative body or the judiciary; and members of the state National Guard or Air National Guard, except when called to federal duty.

Therefore, a payroll **Class Type** is available to designate board members only. This will allow employees in a board member **Payroll Class Code (Class Type of 'B')** to be skipped for the Ga DOL report. Board member wages will not be reported on the Ga DOL quarterly reports.

To facilitate payroll balancing, the *Board Member Excluded Gross Wages* report is created when running the *Department of Labor Quarterly Payroll Report & Wages Data File*. The report lists the board members excluded from the quarterly gross wages data file submitted to the Georgia Department of Labor.

### **Ga DOL Quarterly Payroll Wage File Submission**

The user has two choices for sending Georgia Department of Labor (Ga DOL) data to the state. The user may either 1) snail-mail the file created in the *C:\SECOND\GOSEND* directory to the Ga DOL, or 2) the user may upload the csv file created in the *C:\EXPORT* directory via the internet to the Ga DOL portal.

PCGenesis will optionally create an Excel .csv spreadsheet to allow the upload of Ga DOL data to the Ga DOL portal. The Excel format may be uploaded to the GA Department of Labor via their web site. This feature facilitates reporting data to the Ga DOL.

### **Ga DOL Quarterly Payroll Wages Magnetic Media Submission and Mailing Via US Postal Service**

PCGenesis has been updated to support the updated Georgia Department of Labor (Ga DOL) file specifications for submitting electronic media. Effective January 1, 2015, the Ga DOL will implement the following changes for employers or service providers who submit quarterly tax and wage reports via magnetic media:

- 3 1/2 inch floppy diskettes will no longer be accepted as a method for submitting electronic quarterly UI tax and wage reports. The acceptable forms of media are DVD, CD-ROM, and USB Flash Drive.
- All wage records must be submitted in the **NASWA Y2K** record format.
- Each wage record must contain complete information, including the employee full first and last name and social security number.
- Files submitted that are not in the acceptable format will be rejected. All corrections and resubmissions must be forwarded to Ga DOL within 15 days of rejection.

The updated electronic media filing specifications are located at:

<http://www.dol.state.ga.us/pdf/forms/dol4606.pdf>

**Georgia Department of Labor (Ga DOL) Quarterly Payroll Wages Data File's Magnetic Media Submission Requirements:** The Department of Labor requires systems employing 100 or more employees to report wage and unemployment information magnetically. Submit this information electronically to the Ga DOL via DVD, CD-ROM, or USB Flash Drive. PCGenesis procedures include updating the State's withholding Tax Table, generating the *Department of Labor Quarterly Payroll Report and Wages Data File*, and transferring the information located at *K:\SECOND\GOSEND→Wfilename.wgs* to the Ga DOL.

The following guidelines apply to the magnetic media submission of the *Department of Labor Quarterly Payroll Wages Data File*:

- Submit a *test* file for approval to the Ga DOL in advance of the actual submission. The *Request for Wage Reporting on Magnetic Media* form must also accompany the *test file*'s submission.
- Submit "*test*" data to the Department of Labor at any time. Note however that it takes 2–4 weeks for verification of test data. It is not necessary to submit the current quarter's data for testing. When submitting the current quarter's data for testing, identify the form as "*TEST DATA*". Notating "*TEST DATA*" on the form identifies the magnetic media's contents as live data for the current quarter.
- After receiving Ga DOL approval to submit this information via electronic file, do not submit the PCGenesis paper copy of the *Quarterly Payroll Report* or *Part I of Form DOL-4* to the Department of Labor.
- Label the magnetic media **Wfilename.wgs**. The *filename* is the 8-digit Department of Labor account number, for example, *W12345678.wgs*. The magnetic media label must also include the quarter and year, and the school district or system's contact name and telephone number, including the area code.

### **Ga DOL Quarterly Payroll Wages CSV File Upload Via the Ga DOL Web Portal**

The Georgia Department of Labor (Ga DOL) offers employers a wage file upload service. The Ga DOL offers all employers the ability to file their quarterly tax and wage reports, make payments via the online services, and receive immediate confirmation of filing. Employers with 100 to 5,000 employees are encouraged to submit their quarterly wage detailed report through the service.

Using the Ga DOL Wage File Upload allows the use of Microsoft Excel or CSV files to submit wage records. The *Wage File Upload Specifications* contains templates employers are required to use and can be found on the Ga DOL's web site.

Access the Georgia Department of Labor's document entitled "*Quarterly Wage File Upload Specifications*" located at: <https://dol.georgia.gov/blog/2017-07-05/online-quarterly-tax-and-wage-filing-options-employers> for information on reporting the quarterly wage information.

## *Procedure A: Updating the State Tax Table*

**\* \* \* Attention \* \* \***

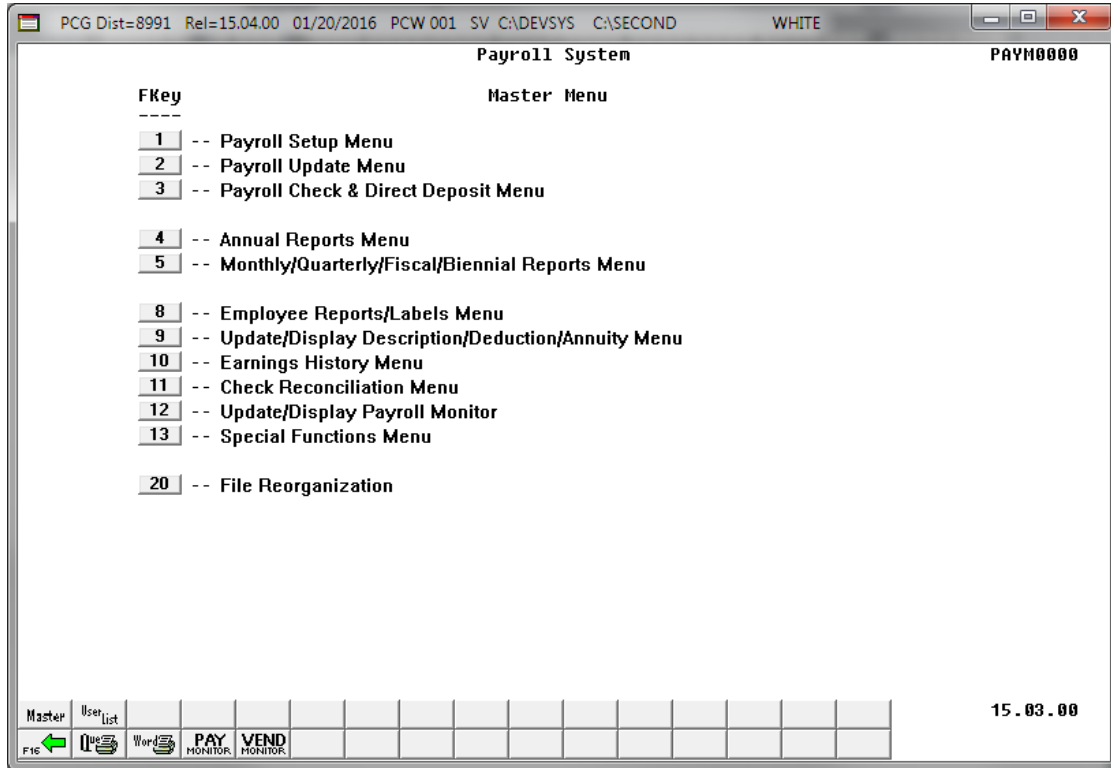
**Update the Ga DOL Gross Over Amount with the current year's unemployment wage limit and verify the Ga DOL Account Number in the State Tax Table before beginning this procedure.**

*Refer to the Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing for instructions.*

## Procedure B: Processing the Quarterly Payroll Report

Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

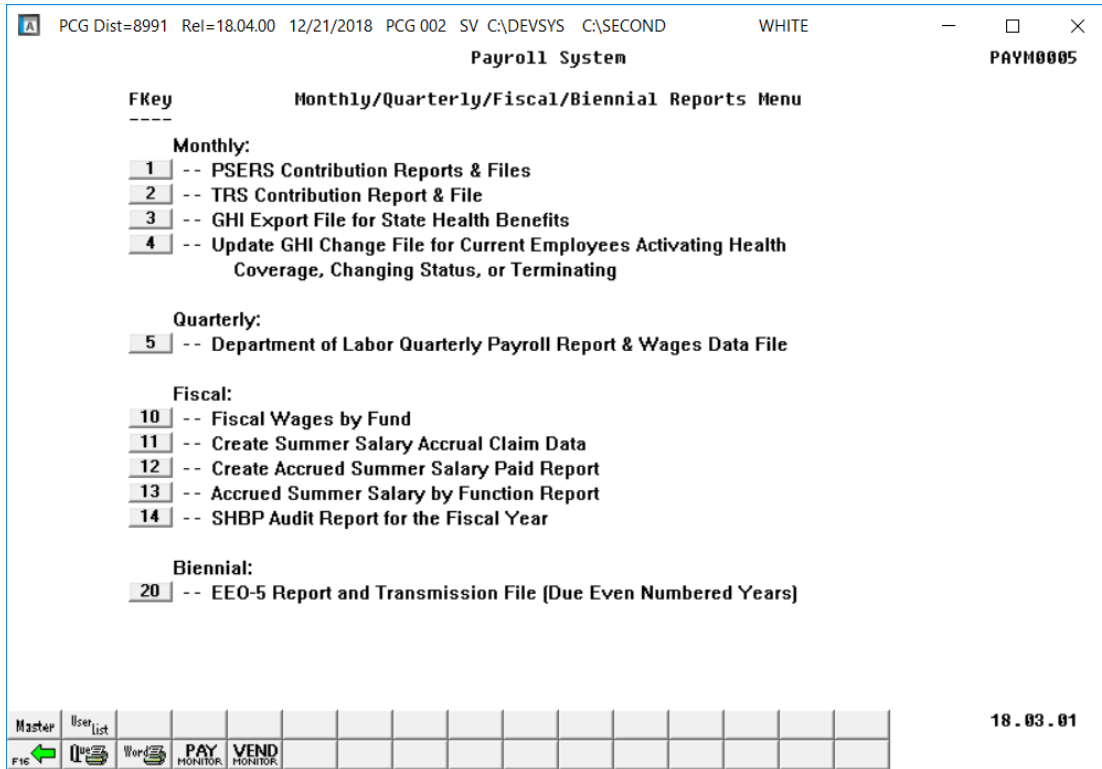
The following screen displays:



Step	Action
2	Select <b>5</b> (F5 - Monthly/Quarterly/Fiscal/Biennial Reports Menu).

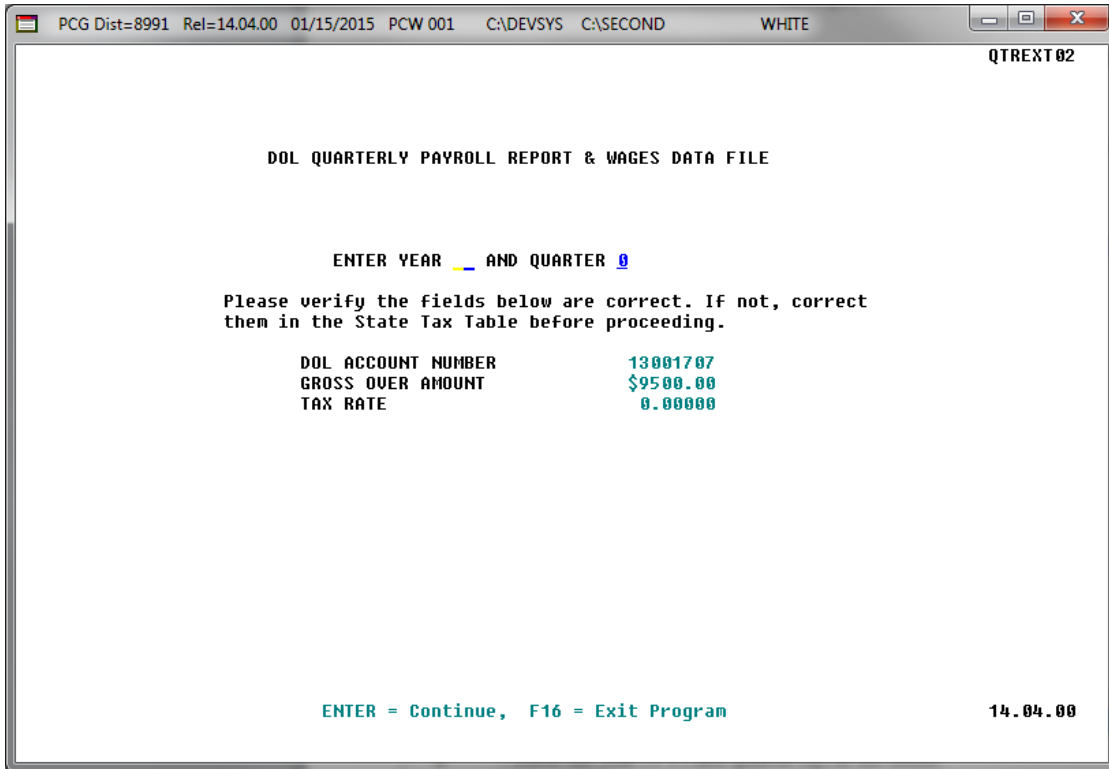


The following screen displays:



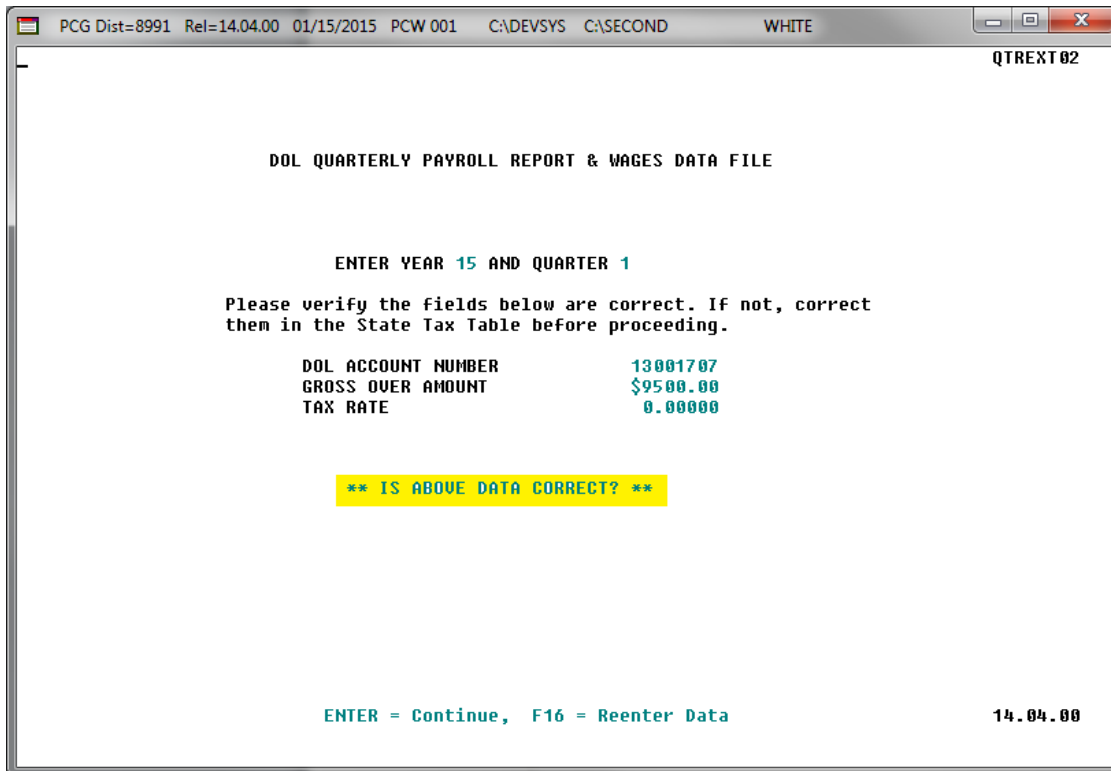
Step	Action
3	Select <b>5</b> (F5 - Quarterly: Department of Labor Quarterly Payroll Report and Wages Data File).

The following screen displays:



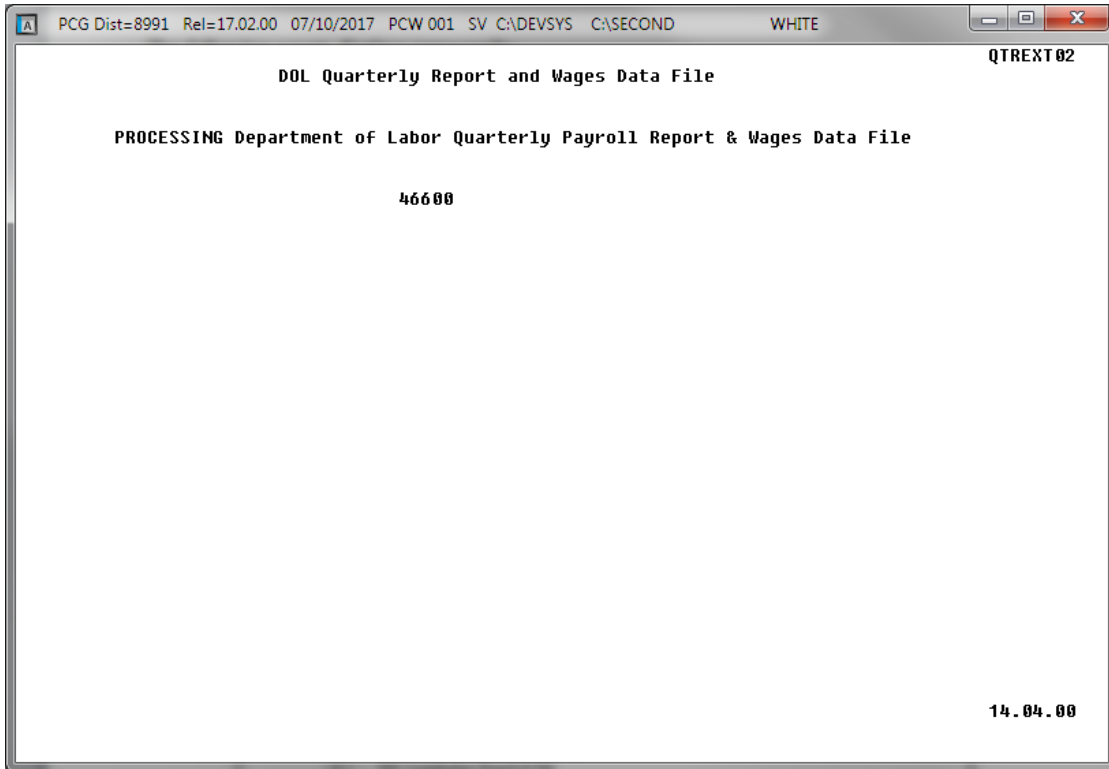
Step	Action
4	Enter the year (YY) and quarter (Q) in the fields.
5	Verify the information in the <b>DOL Account Number</b> , <b>Gross Over Amount</b> , and <b>Tax Rate</b> fields are correct.  <i>These entries default from your entries in the State Tax Table. If incorrect, please refer to Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing for instructions.</i>
6	Select <b>Enter</b> (Continue).

The following screen displays:

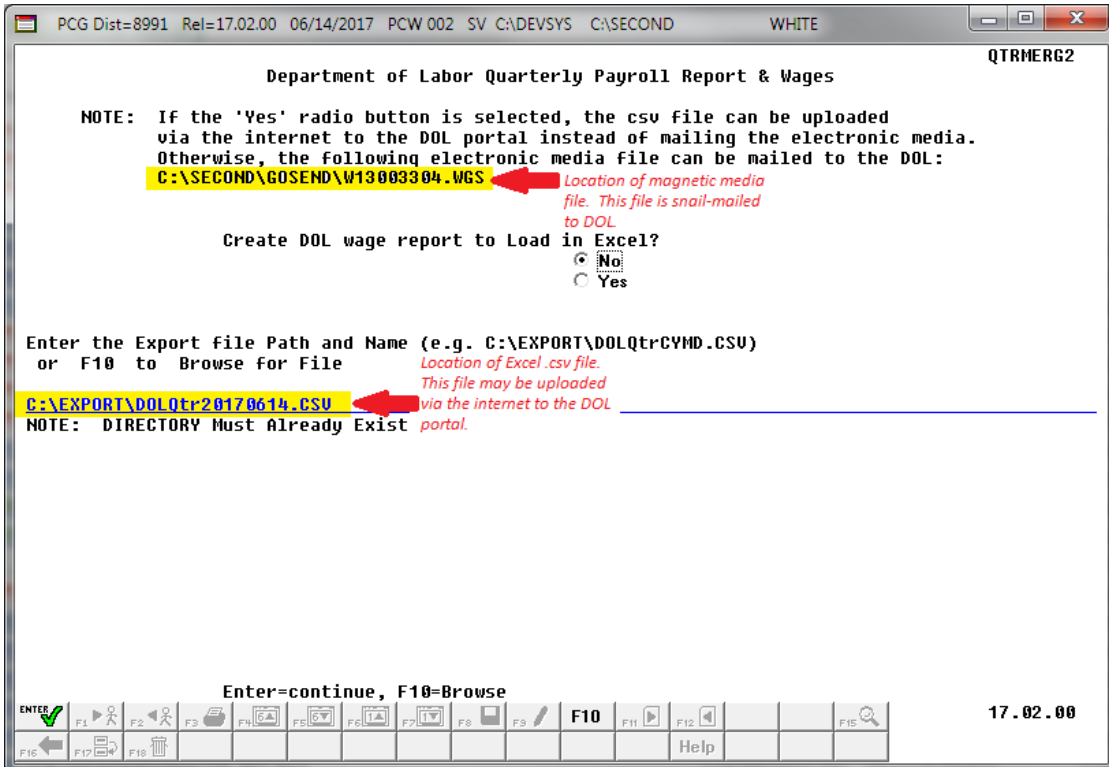





Step	Action
7	<p>Select <b>Enter</b> (continue) in response to the “<b>Is above data correct?</b>” prompt.</p> <p><i>If the information is incorrect, select F16 to enter the correct information.</i></p> <p><i>Where appropriate, “No records for Quarter ## in Year YY” displays. In this instance, select Enter (to continue).</i></p>

The following screen displays temporarily:

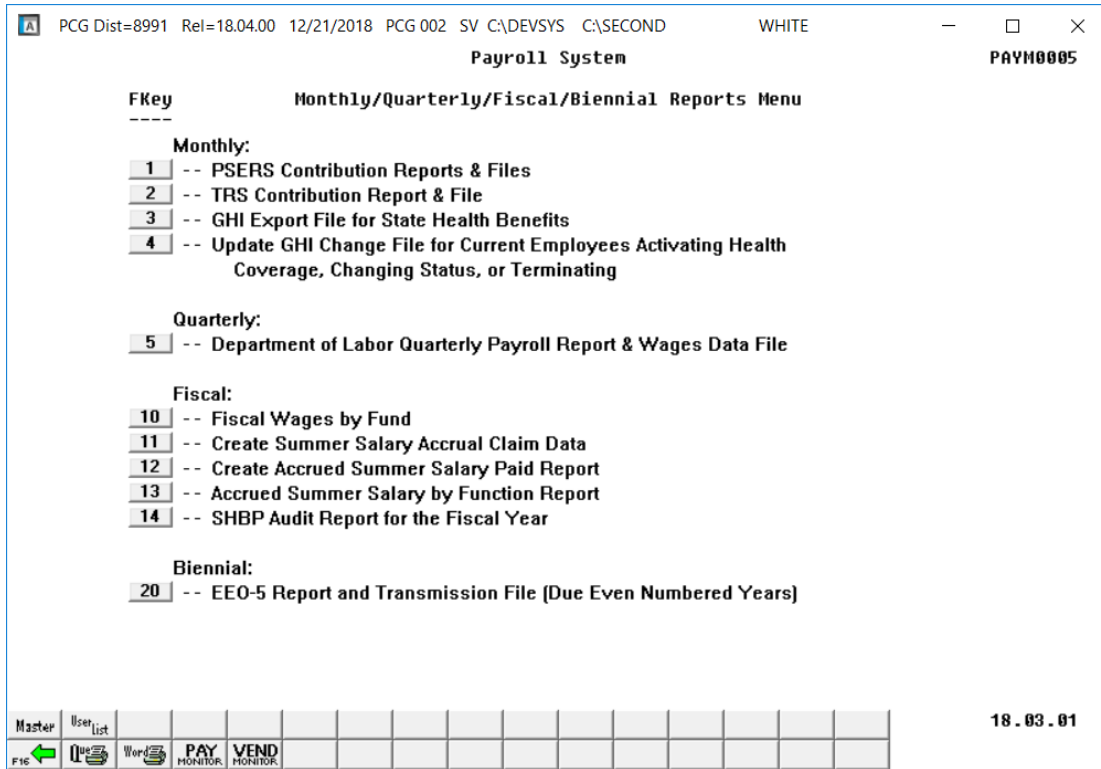






The following screen displays:



Step	Action
8	<p>The user has <u>two</u> choices for sending Georgia Department of Labor (Ga DOL) data to the state. The user may either 1) snail-mail the file created in the <b>C:\SECOND\GOSEND</b> directory to the Ga DOL, or 2) the user may <u>upload</u> the csv file created in the <b>C:\EXPORT</b> directory via the internet to the Ga DOL portal.</p> <p>PCGenesis will <u>optionally</u> create an Excel .csv spreadsheet to allow the upload of Ga DOL data to the Ga DOL portal. The Excel format may be uploaded to the GA Department of Labor via their web site. This feature facilitates reporting data to the Ga DOL.</p>
9	<p>Select the radio button  to left of the appropriate response in the <b>Create DOL Wage Report to Load in Excel?</b> field. In order to create an Excel .csv spreadsheet to allow the upload of DOL data to the Ga DOL portal, select <b>'Yes'</b>. Otherwise, select <b>'No'</b>. The Excel format may be uploaded to the Ga DOL via their web site.</p>
10	<p><b>If creating an export file:</b> Verify the <b>C:\EXPORT</b> folder exists, or create the folder where appropriate.</p>
11	<p><b>If creating an export file:</b> Enter <b>C:\EXPORT\DOLQtrccyymmdd.csv</b> in the <b>Enter File Name and Path for Export File</b> field, or select  (<b>F10</b> - to Browse for file) to locate the file manually.</p>
12	<p>Select  (<b>Enter</b> - Continue).</p> <p><b>If creating an export file:</b> <i>If the filename from Step 11 is invalid, the “UNABLE TO OPEN DOL QTR CSV FILE - 35 = File Not Found” error message displays. In this instance, return to Step 10 to enter the correct information.</i></p> <p><i>“Processing Request” briefly displays where appropriate.</i></p>

The following screen displays:



Step	Action
13	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
14	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
15	<p><b><u>If snail-mailing the file created in the C:\SECOND\GOSEND directory to the Ga DOL:</u></b>          Proceed to <i>Procedure C: Creating the Department of Labor Quarterly Payroll Wages Magnetic Media</i>.</p> <p><b><u>If uploading the file created in the C:\EXPORT directory to the Ga DOL web portal:</u></b>          Proceed to <i>Procedure D: Online Quarterly Tax and Wage Filing Options for Employers</i>.</p>

**B1. Department of Labor – Quarterly Payroll Report – Example**

TRAINING BOARD OF EDUCATION DEPARTMENT OF LABOR QUARTERLY PAYROLL REPORT				
QUARTER END - 03-31-14			PAGE 10	
SOC SEC NO	NAME	QUARTER GROSS	QUARTER GROSS OVER\$ 9,500	REMITTANCE AMOUNT
999-08-9452	WASONER, SH5LTON	12,130.89	2,630.89	9,500.00
999-08-8855	WE2MS, BR2DY	8,702.76		8,702.76
999-08-8383	WE2ZEL, GR2SEL	8,074.02		8,074.02
999-08-9583	WE2ZEL, LA2AWN	1,250.00		1,250.00
999-08-8422	WE3THERS, LA3ERNE	3,535.98		3,535.98
999-08-7797	WE4NSTEIN, TE4INA	2,107.69		2,107.69
999-08-9552	WE9DON, IR9IN	1,082.06		1,082.06
999-08-9990	WH3TTEN, IZ3TTA	10,425.00	925.00	9,500.00
999-08-7690	WH3TTEN, LI3ETH	11,177.07	1,677.07	9,500.00
999-08-7632	WH5TT, DA5CEL	1,475.74		1,475.74
999-08-8506	WH7TLEY, MA7IANO	10,546.50	1,046.50	9,500.00
999-08-8272	WH9ATLEY, EL9O	3,325.65		3,325.65
999-08-7710	WI3HERS, JA3EE	11,480.34	1,980.34	9,500.00
999-08-7798	WI3KS, QU3NTON	11,419.08	1,919.08	9,500.00
999-08-8998	WI3KS, YU3IKO	10,101.54	601.54	9,500.00
999-08-9612	WISLETT, CO5	3,046.65		3,046.65
999-08-8379	WIGHELM, GE6EVIE	900.00		900.00
999-08-9802	WI7SLOW, CA7EY	15,456.27	5,956.27	9,500.00
999-08-9057	WI8DHAM, RI8HIE	12,351.27	2,851.27	9,500.00
999-08-9853	WO4DALL, EL4IOTT	987.80		987.80
999-08-8653	WO4DALL, MA4NARD	258.68		258.68
999-08-8956	WOFORD, AR5ENIINA	5,752.23		5,752.23
999-08-7817	WOFORD, AD8IEN	7,303.17		7,303.17
999-08-9945	YASZIE, HASLEY	4,502.79		4,502.79
999-08-7985	YEB, REGNALDO	5,074.89		5,074.89
999-08-9540	ZESGLER, DOSNETTE	387.45		387.45
TOTAL FOR THIS PAGE		162,855.52	19,587.96	143,267.56
*** GRAND TOTALS		2,443,917.88	395,556.78	2,048,361.10

The final page of the report lists quarterly gross wage totals by location, as well as the total number of employees working at each location, for each month of the quarter.

Run Date: 03/26/2014		DEPARTMENT OF LABOR REPORT			Page: 11
		Quarter Ending: 03/31/14			
System: 8991 TRAINING BOARD OF EDUCATION					
Loc#	Location Name	Number of Employees			Quarterly Gross Wages
		Jan	Feb	Mar	
0100	Location 000100	50	49	49	386,510.64
0108	Location 000108	65	63	63	613,025.76
0195	Location 000195	85	85	85	580,053.41
0201	Location 000201	49	49	49	434,306.59
6793	Location 006793	49	49		41,969.03
8010	Location 008010	27	25	24	228,107.43
8012	Location 008012	47	47	31	115,359.50
8013	Location 008013	6	5	5	44,585.52
** Grand Totals **		378	372	306	2,443,917.88
Note: Employees with multiple locations are counted within each location.					

## B2. Board Member Excluded Gross Wages Report – Example

Per Georgia Department of Labor specifications, elected board members should not be reported on Georgia Department of Labor reports. Therefore, a payroll **Class Type** is available to designate board members only. This will allow employees in a board member **Payroll Class Code (Class Type of 'B')** to be skipped for the Ga DOL report. Board member wages will not be reported on the Ga DOL quarterly reports.

To facilitate payroll balancing, the *Board Member Excluded Gross Wages* report is created when running the *Department of Labor Quarterly Payroll Report & Wages Data File*. The report lists the board members excluded from the quarterly gross wages data file submitted to the Georgia Department of Labor.

REPORT ID: QTREXT02		BOARD MEMBER EXCLUDED GROSS WAGES		PAGE
REPORT DATE: 09/08/2014				1
SOC SEC NO	NAME	PAY PER	QTR GROSS	
999-08-8319	SP2IN, WH2TLEY	09	100.00	
999-08-8656	FL9NT, WA9	09	100.00	
999-08-8869	NA4LE, IR4IDA	09	100.00	
999-08-9315	HA6, VA6NA	09	100.00	
999-08-9799	MC2LOUD, RO2	09	100.00	
GRAND TOTALS			500.00	



## *Procedure C: Creating the Department of Labor Quarterly Payroll Wages Magnetic Media*

The Department of Labor allows the submission of quarterly payroll information via magnetic media. Magnetic media includes DVD, CD-ROM, and USB Flash Drive.

Access the Department of Labor’s document entitled “*Tax and Wage Report - Magnetic Media Specs – DOL 4606*” located at: <http://www.dol.state.ga.us/pdf/forms/dol4606.pdf> for information on reporting the quarterly wage information.

PCGenesis procedures include the transfer of payroll wage information to magnetic media.

Step	Action
1	Insert the blank magnetic media.
2	Using <i>Windows® Explorer</i> , access <b>K:\SECOND\GOSEND → Wfilename.wgs</b> . <b>Right-click</b> on <b>Wfilename.wgs</b> , and copy to the selected magnetic media.
3	After successfully copying the file to the magnetic media, remove and label the media. <i>The label must contain the school district or system’s Ga DOL account number, the filename, and the contact’s name and telephone number.</i>
4	Access the “ <i>Tax and Wage Report - Magnetic Media Specs – DOL 4606</i> ” document located at: <a href="http://www.dol.state.ga.us/pdf/forms/dol4606.pdf">http://www.dol.state.ga.us/pdf/forms/dol4606.pdf</a> for the labeling instructions, and the corresponding form to submit the magnetic media to the Department of Labor.

## Procedure D: Online Quarterly Tax and Wage Filing Options for Employers

The Georgia Department of Labor (Ga DOL) offers employers a wage file upload service. The Ga DOL offers all employers the ability to file their quarterly tax and wage reports, make payments via the online services, and receive immediate confirmation of filing. Employers with 100 to 5,000 employees are encouraged to submit their quarterly wage detailed report through the service.

Using the Ga DOL Wage File Upload allows the use of Microsoft Excel or CSV files to submit wage records. The *Wage File Upload Specifications* contains templates employers are required to use and can be found on the Ga DOL's web site.

Access the Georgia Department of Labor's document entitled "*Quarterly Wage File Upload Specifications*" located at: <https://dol.georgia.gov/blog/2017-07-05/online-quarterly-tax-and-wage-filing-options-employers> for information on reporting the quarterly wage information.

Step	Action
1	Follow the instructions in the Ga DOL web portal to upload the Microsoft Excel or CSV file to submit wage records.
2	Using <i>Windows® Explorer</i> , access <b>C:\EXPORT\DOLQtrccyymmdd.csv</b> or the file specified by the user in <i>Procedure B: Processing the Quarterly Payroll Report</i> . Upload the file to the Ga DOL web portal.
3	Access the " <i>Quarterly Wage File Upload Specifications</i> " document located at <a href="https://dol.georgia.gov/blog/2017-07-05/online-quarterly-tax-and-wage-filing-options-employers">https://dol.georgia.gov/blog/2017-07-05/online-quarterly-tax-and-wage-filing-options-employers</a> for the instructions on submitting to the Department of Labor.