

# Quarterly Wage File Upload Instructions

## Security of your information

The security of your wage data is one of our greatest concerns. Normal safeguards have been implemented to ensure security while you are submitting your quarterly wage records. To help protect your privacy while you are using this service, you will be automatically signed out of the Online Tax and Wage Reporting application after 60 minutes of inactivity. You will be alerted should this occur. The 60 minute clock resets each time a button on a page is clicked. You may login again to resume your Wage File Transfer. NOTE: You may lose any unsaved data on the page should a timeout occur.

**Information needed for filing:** To successfully submit your quarterly wage records ALL of the information below is required.

- Georgia Department of Labor account number
- Employees' full first and last names
- Employees' full Social Security Numbers
- Total gross reportable wages paid to each employee during the reporting quarter
- Confirmation the employee was at least 18 years old by the end of the reporting quarter.

**Using the application:** It is recommended that you use the template provided to create your wage file. The maximum number of records per file cannot exceed 5,000. The application only accepts one wage file per employer per quarter. Upon submission, wage files are scanned one record at a time. If a virus is found, the file will immediately reject and you will receive an email stating the issue. Submissions with more than 5,000 records will also result in rejection of the entire file. The status of your wage file will be available within 3 hours of submission. If the file is rejected, you will receive an email stating the file was rejected, and you will have 24 hours to resubmit a corrected file. You will receive an acceptance email containing a confirmation number, if your wage file is accepted.

**Changes or Corrections:** The Wage File Transfer application cannot be used to correct previously filed/accepted wage records. The printable paper form [DOL-3C](#), Report to Add New Wages and/or Correct Reported Wages, must be used if there are changes to a previously filed wages.

[Wage File Specifications](#)

## Questions

If you have questions on submitting a wage file electronically, contact:

The Electronic Filing Unit

Phone: 404-232-3265

E-mail: [UITax\\_ElectronicFileUpload@gdol.ga.gov](mailto:UITax_ElectronicFileUpload@gdol.ga.gov)