



## Agency Edits

HR data edit reports are provided to all agencies through the Employer Web Site on a daily basis. Edits are triggered after agency HR data information was not processed in the load to GaBreeze. To retrieve the Agency Edit report, go to the Reports tab and download. These are reports generated by the GaBreeze system and delivered to the "Your Reports – Download Reports" tab to allow agencies to take action on the information.

Since the edit report is delivered daily, only the latest report needs to be downloaded. Each report is a complete cumulative snap-shot for the given day. If multiple reports are downloaded, only select one report at a time.

This report contains the edits GaBreeze encountered when trying to load the agency data. It includes all edits related to data uploaded to the ER web site. This is a total replace from the prior report, such that prior reports can be discarded. The agency is responsible for resolving edits.

It is recommended agencies create one local folder for each report type that can be downloaded to store the files that have been downloaded from the GaBreeze site. Agencies should also use the following naming standard for the files:

Agency Edit Report - EditRpt-MMDDYYYY.txt  
Substitute the MMDDYYYY with the current date.

Daily reports will be available by 12:00 pm ET Monday – Friday.



## Agency Edit Report Layout

Data Element	Format	Description
Agency/Group ID	CHAR(10)	This will be the same as Department Code for some agencies and an Agency Group ID for agencies with regions.
Department Code	CHAR(10)	This is Agency ID
Mail Drop	CHAR(10)	Enveloped in Double Quotes
SSN	CHAR(11)	Format 999-99-9999 includes '-'
Employee ID	CHAR(15)	Positionally required, provide space if none exists Enveloped in Double Quotes For agencies who have an Employee ID they should provide it, otherwise provide a value of space.
Employee Name	CHAR(50)	Full Name Enveloped in Double Quotes
Edit Effective Date	MM/DD/YYYY	
Days Invalid	9999	Days between system date and Edit Effective Date
Edit ID	CHAR(15)	
Edit Description	CHAR(200)	Enveloped in Double Quotes

- **Searching for Reports** - The site will allow for agencies to search for reports based on Report Type, Year and Month.
- **Report Storage** - The GaBreeze site will retain reports for up to 24 months. Agencies should keep copies on a local secure server if they need history for more than 24 months.

## Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the SPA Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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