



Annual Benefit Salary Updates

The Annual Benefit Salary Update Report is updated each year prior to annual enrollment. Smaller agencies may want to update the salary directly on the Employer Website using the Employee Data Smart Form. Larger agencies upload this report to the Employer web site rather than enter the salary updates employee by employee.

This report is generated by the agency and delivered to the "Your Reports – Upload Reports" tab to update GaBreeze payroll data.

- Annual Benefit Salary Updates
 - o This report is posted by the agency around the beginning of October each year in preparation for the next annual enrollment.
 - o Agencies that have automated HR interfaces with GaBreeze would not post this report to the GaBreeze Web site.

Agencies that are small and use the GaBreeze Smart Forms to process HR data updates don't need to provide this file as long as they use the Employee Data Update Smart Form to update the Annual Benefit Salary, prior to the deadline. Deadlines will be communicated prior to the annual enrollment period.

Uploading Reports

Agencies should select the type of report they want to upload. Then they can use the Browse button to locate the file on the agencies local drives.

Once the report file is selected the user can click on 'Upload'. As the file is being uploaded the GaBreeze site is editing the file. All invalid records will be flagged with an error message and the system will list the counts of valid, invalid and total records. Agencies then can decide if they want to cancel the process (removing the file) or allow the process to complete, which will allow all the valid records to load. Invalid records will be bypassed by the system. A subsequent upload can be provided with just the invalid records corrected. It's recommended agencies only upload one report (of a given type) per day. For example, only upload one Payroll Results file in a given day. It is recommended that if there are errors that agencies cancel the upload process, fix the records and then try uploading again.

Agencies can view the reports they have uploaded on the site. Click on *Upload Report History* and enter in the search criteria. A list of reports will be provided. If needed, agencies can download a report listed in the history to view what data was uploaded.

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

Annual Benefit Salary – AnnlBnftSlry-MMDDYYYY.txt
Substitute the MMDDYYYY with the current date.

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Annual Benefits Salary Report Layout

Data Element	Format	Description
SSN	CHAR(11)	Format 999-99-9999 includes '-'
Employee ID	CHAR(15)	Positionally required, provide space if none exists. This should not be the same as SSN. Enveloped in Double Quotes For agencies who have an Employee ID they should provide it, otherwise provide a value of space.
Annual Benefit Salary	NUMR(7.2)	(Explicit Decimal; Example 1234567.89). ABBR Salary

- **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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