Uploading Agency Reports

Agencies must upload their Payroll Results file to the GaBreeze Employer Web site.
The Payroll Results file:
- o Contains the results of the payroll run.
- o Is posted each time payroll runs and includes only Health Care and Dependent Care Spending Account deductions. This information is then passed on to the FSA administrator by GaBreeze.

Note: Agencies that have automated payroll interfaces with GaBreeze would not post this report to the GaBreeze Web site.

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 is recommended 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:

Payroll Results – PyrlRslt-MMDDYYYY.txt
Substitute the MMDDYYYY with the current date.

Upload Reports

Payroll Reports

Create Payroll Results Template

Export Payroll Results as a TXT File

Instructions for Uploading Reports

Payroll Result files can be created by agencies either automatically by exporting it from the payroll system or by manually keying them into the spreadsheet in this GaBreeze Reporting Tool.

To manually key enter the Payroll Results, follow these instructions:

1) Click on the first button to the left titled "Create Payroll Results Template".

2) Enter the Health Care and Day Care FSA deductions into the spreadsheet.

3) Save this Excel file to a secure local agency drive as a XLS file.

4) Select the 'Export Payroll Results as TXT File' button to the left to save the file as TXT.

5) Import the saved TXT file into the GaBreeze Employer Website.

Contact your payroll vendor to see if they support automatically exporting the Payroll Results report in the format defined on the GaBreeze Website.

Common Uploading Errors:

- Two reports of the same file uploaded on the same day of the same customers. This will cause the rows not to load, which requires manual processing by Hewitt.

- Entering Invalid Plan names (e.g. General Purpose HCSA or HC FSA – with an incorrect space added) will cause rows not to load, which requires manual processing by Hewitt.

- Make sure the Plan name is input as either HCFSA or DCFSA.

- **Searching for Reports** - The site will allow 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 DOAS 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.

www.hra.doas.ga.gov

2 Martin Luther King, Jr. Drive, SE
Atlanta, GA 30334-5100