



Downloading Benefit Deductions Report

To retrieve the weekly or Annual Benefit Deductions 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.

Benefit Deduction Reports:

- Benefit Deductions – This report contains benefit deductions for your employees. Agencies can use this information to map their specific payroll setup. It contains changes since the prior week's file.
- Annual Benefit Deductions – This report contains benefit deduction instructions following annual enrollment for the next plan year. It contains the full file of all employee benefit deductions for the new plan year.

For the weekly Benefit Deduction report, agencies can select just a single week or multiple weeks. If multiple weeks are selected, they will be combined into one download file. Agencies that process monthly payrolls may want to wait until the end of the month once all the weekly reports have been posted, then select all reports and download them as one file to process. Agencies could also opt to download each weekly report individually as they become available and update their payroll system weekly rather than waiting until the end of the month. The recommended approach would be to process each week's files and if there are issues, work through them well in advance of the pay run.

For the annual reports, agencies should only select one report at a time to download.

There are two ways agencies can process the reports after downloading from the GaBreeze Employer Web site.

- Automatically import the reports into another system. For example, you may want to import reports directly into your payroll system. You should work with your payroll vendor to determine if their system supports importing comma delimited files.
- The other option is to manually enter data from the report into your HR or Payroll System. Note: the GaBreeze Reporting Tool will be needed to download historical reports prior to September, 2011. Once it is imported into the tool, it will be easier to view and manually enter data from the report into your HR or Payroll System. Note: when using the GaBreeze Reporting Tool, it will prompt upon opening if it is okay to enable macros. Select "Enable Macros."

It's recommended that 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:

- Benefit Deduction Report - BnftDed-MMDDYYYY.txt
 - Annual Benefit Deduction Report - AnnlBnftDed-MMDDYYYY.txt
- Substitute the MMDDYYYY with the current date.

The following is the schedule agencies can expect to find the reports available on the site.

- Weekly reports will be available by 12:00 pm ET Friday.
- Annual reports will be scheduled as part of annual enrollment planning.

Benefit Deduction and Annual Benefit Deduction 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(30)	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.
Plan Type	CHAR(6)	DENTAL – Dental Plan VISION – Vision Plan EELIFE – Employee Life Plan ADD – AD&D Plan STD – STD Plan LTD – LTD Plan EESPC – Employee Specified Illness Plan SPSPC – Spouse Specified Illness Plan SPLIFE – Spouse Life Plan CHLIFE – Child Life Plan LEGAL – Legal Plan LTC – Long Term Care HCFSA – HC FSA Plan DCFSA – DC FSA Plan TOTAFT – Total After Tax Amount TOTPRE – Total Pretax Amount (does not include HC or DC FSAs) Enveloped in Double Quotes
Instruction Code	CHAR(6)	Indicates the type of coverage
Tax Type	CHAR(1)	A – After Tax B – Before Tax
Start Date	MM/DD/YYYY	Deduction Date
Deduction Amount	NUMR(5.2)	Monthly Amount of employees benefit deduction (Explicit Decimal; Example 12345.67). Deductions include the admin fees.
Goal Amount	NUMR(7.2)	Contains HC/DC FSA Goal Amount for the FSA instructions (informational only, Payroll doesn't do anything with the goal). (Explicit Decimal; Example 1234567.89).

- **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

200 Piedmont Avenue, West Tower
Atlanta, GA 30334-5100