Employer News

2019 Annual Tax Rate Notices

Since 2019, Annual Unemployment Insurance (UI) Tax Rate Notices are no longer mailed to employers. The UI Tax Rate Notices are available on the Georgia Department of Labor's (GDOL) Employer Portal. If you are not registered on the Employer Portal, be sure to register immediately to avoid delays in receiving this important information.

To register for the Employer Portal, go to **dol.georgia.gov** and select **Employers...Employer Portal**. Download the Administrator Guide on the landing page, and follow the instructions. Register now to begin enjoying GDOL's preferred method for managing your UI tax account. You can use the following services for one or multiple accounts:

- View employer account information (e.g. tax rates, account status, and payment details)
- File Quarterly Tax and Wage Reports
- Submit tax payments
- Update employer addresses
- File partial claims
- Email your Field Tax Representative

SIDES E-Response Registration

SIDES (State Information Data Exchange System) E-Response is Georgia's preferred method for employers to provide separation information on UI claims. SIDES E-Response is a free service that sends email notifications when claims are filed against your account, and enables you to respond online. Register for SIDES E-Response today on the GDOL website at **dol.georgia.gov**. Select **Employers...Use Employer Separation SIDES E-Response** under Taxes & Unemployment Insurance Claims.

Report New Hires—It's the Law!

Georgia employers are required to report all new hires and rehires to the Georgia Department of Human Services at **ga-newhire.com** within 10 days after employees are hired, re-hired, or return to work. It is critical employers report both new hires and quarterly wages using the same FEIN to help prevent UI fraud.

Three Ways to File Quarterly Tax and Wage Reports

Employers are required to file Quarterly Tax and Wage Reports on or before the last day of the month following the end of each calendar quarter. There are three ways to file your Quarterly Tax and Wage Reports:

1. **Internet Tax and Wage System:** Optimal for employers with 100 or less employees. File reports via direct entry of tax and wage records within the Employer Portal on the GDOL website at **dol.georgia.gov**. Receive confirmation of filing within 24 hours. Technical expertise is not required.

2. **Internet Wage File Upload System:** Optimal for employers with more than 100, but less than 15,000 employees. Upload tax and wage records within the Employer Portal on the GDOL website at **dol.georgia.gov**. CSV and Excel files are accepted, which is perfect for employers who use software, e.g., QuickBooks, to manage payroll. Submission results are returned within a few hours, notifying you if file updates are required. Technical expertise is not required.

3. **Tax and Wage SFTP Process:** Optimal for large employers with over 15,000 employees and payroll service providers (PSPs) submitting reports for multiple employers. Reports are uploaded to GDOL's Secure File Transfer Protocol (SFTP) server. Technical expertise is required to establish a GDOL SFTP account and test connectivity. Submission results are returned within a few hours, and may require coding to correct errors. Contact **EmployerPortal@gdol.ga.gov** to learn more.