



# **Georgia State Requirements**

## *User Guide*

Revised: 8/19/11



---

**© 2004 New World Systems Corporation. All Rights Reserved.**

All rights reserved. Information within this document is the sole property of New World Systems Corp. and is protected by copyright and or trade secret regulations. Unauthorized copying or dissemination of this information without the written permission of New World Systems is strictly prohibited. Information within this document is subject to change without notice.

Printed in the United States of America



# Contents

<b>Georgia State Requirements</b>	<b>1</b>
Overview .....	1
Georgia Quarterly Tax and Wage Report.....	2
Command Buttons .....	2
Report Output.....	3
Submitting the Quarterly Tax and Wage Report .....	4
Printing a Report.....	5



# GEORGIA STATE REQUIREMENTS

## Overview

---

The “Georgia Quarterly Tax and Wage Report” page provides the ability to submit and save state requirements reports. For more information about state remittances, please refer to the following Web sites:

- ▶ <http://www.gatax.org>
  - ▶ <http://www.georgia.gov>.
- 1 “Georgia Quarterly Tax and Wage Report” on page 2 provides specific window and field information for the “Georgia Quarterly Tax and Wage Report” page. Use this page to submit a report to myReports. For more information, please refer to “Submitting the Quarterly Tax and Wage Report” on page 4.
  - 2 “Printing a Report” on page 5 provides an overview of the .NET Dashboard from which you can print reports. For more information, please refer to “Printing a Report” on page 5.

## Georgia Quarterly Tax and Wage Report

The “Georgia Quarterly Tax and Wage Report” page, accessed from the Human Resources menu (**Human Resources > State Requirements > GA > Quarterly Tax and Wage Report**), enables authorized users to select the information that appears on the Georgia Quarterly Tax and Wage Report and submit it to **myReports**. Use this page to submit a report to myReports. For more information, please refer to “Submitting the Quarterly Tax and Wage Report” on page 4.



### Entry Control Descriptions

**Table 1** “Georgia Quarterly Tax and Wage Report” Controls

Control	Description
<i>Quarter</i>	This control enables you to select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
<i>Year</i>	This control enables you to specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
<i>GDOL Account Number</i>	This control enables you to enter the Georgia Department of Labor account number for which you want to run the report. The number can be 1-8 numeric characters.
<i>Taxable Wage Limit</i>	This control enables you to specify the taxable wage limit for which you want to run the report. This control is required. The <i>Taxable Wage Limit</i> acceptable range is .01 through 9,999,999.99.
<i>Create Disk File</i>	This control indicates whether you want to save this file to a disk. If this control is selected, the system will open a standard Microsoft File Download popup page when the report is submitted. This page enables you to specify the file location and file type.
<i>No. of Employees Per Page</i>	This control enables you to enter the number of employees to display on each page of the report. The acceptable range is 1 - 999. The default value is 10.

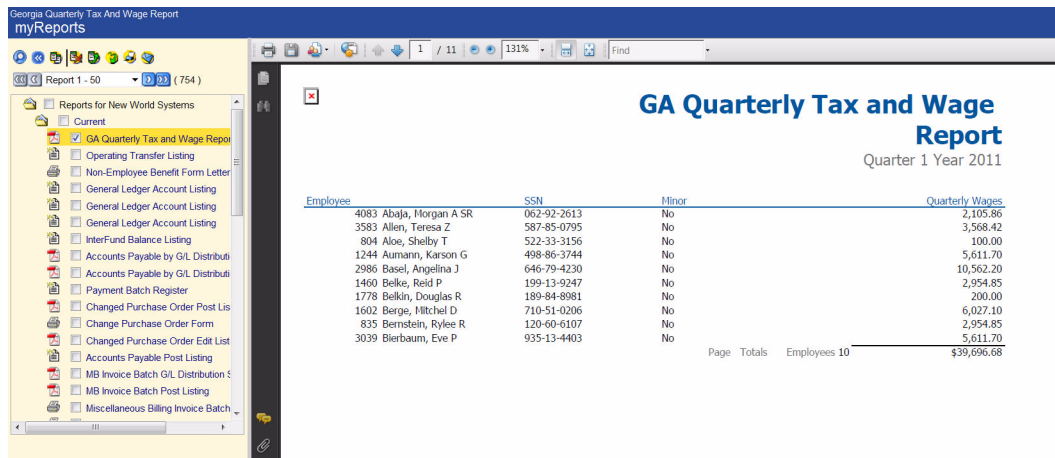
### Command Buttons

**Table 2** “Georgia Quarterly Tax and Wage Report” Command Buttons

Button	Description
<b>Submit</b>	This button automatically sends the “Georgia Quarterly Tax and Wage Report” to <b>myReports</b> .
<b>Reset</b>	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.

## Report Output

Generated via the “Georgia Quarterly Tax and Wage Report” page, the report provides users with information detailing the quarterly wages paid to each employee. Use this report as a guide in preparing the Georgia Department of Revenue Employer’s Quarterly Report. Data on the report is sorted by *Name*. A sample report appears below.



**GA Quarterly Tax and Wage Report**  
 Quarter 1 Year 2011

Employee	SSN	Minor	Quarterly Wages
4083 Abaja, Morgan A SR	062-92-2613	No	2,105.86
3583 Allen, Teresa Z	587-85-0795	No	3,568.42
804 Aloe, Shelby T	522-33-3156	No	100.00
1244 Aumann, Karson G	498-86-3744	No	5,611.70
2986 Basel, Angelina J	646-79-4230	No	10,562.20
1460 Belke, Reid P	199-13-9247	No	2,954.85
1778 Belkin, Douglas R	189-84-8981	No	200.00
1602 Berge, Mitchell D	710-51-0206	No	6,027.10
835 Bernstein, Rylee R	120-60-6107	No	2,954.85
3039 Blerbaum, Eve P	935-13-4403	No	5,611.70
<b>Page Totals</b>	<b>Employees 10</b>		<b>\$39,696.68</b>

## Report Fields

**Table 3** “Georgia Quarterly Tax and Wage Report” Fields

Column	Description
<i>Employee</i>	This column displays the name of the employee.
<i>SSN</i>	This column displays the Social Security Number of the employee.
<i>Minor</i>	This column displays whether the employee is a minor.
<i>Quarterly Wages</i>	This column displays the wages received for the employee during the selected quarter.

## Submitting the Quarterly Tax and Wage Report

---

Use the “Georgia Quarterly Tax and Wage Report” page to submit a report to **myReports**.

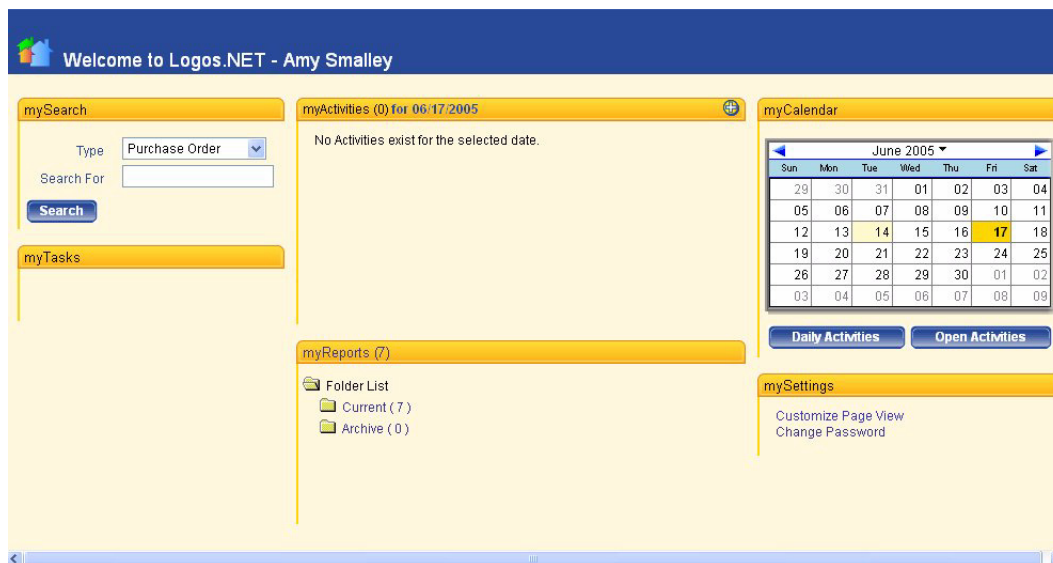
- 1 From the **Human Resources** menu, select **State Requirements > GA > Quarterly Tax and Wage Report**. The “Georgia Quarterly Tax and Wage Report” page displays.
- 2 Complete the controls as detailed in the “Entry Control Descriptions” on page 2.
- 3 Click the **Submit** button.

The “Georgia Quarterly Tax and Wage Report” is automatically sent to **myReports**. For more information on retrieving and printing reports, please refer to the “Printing a Report” topic.

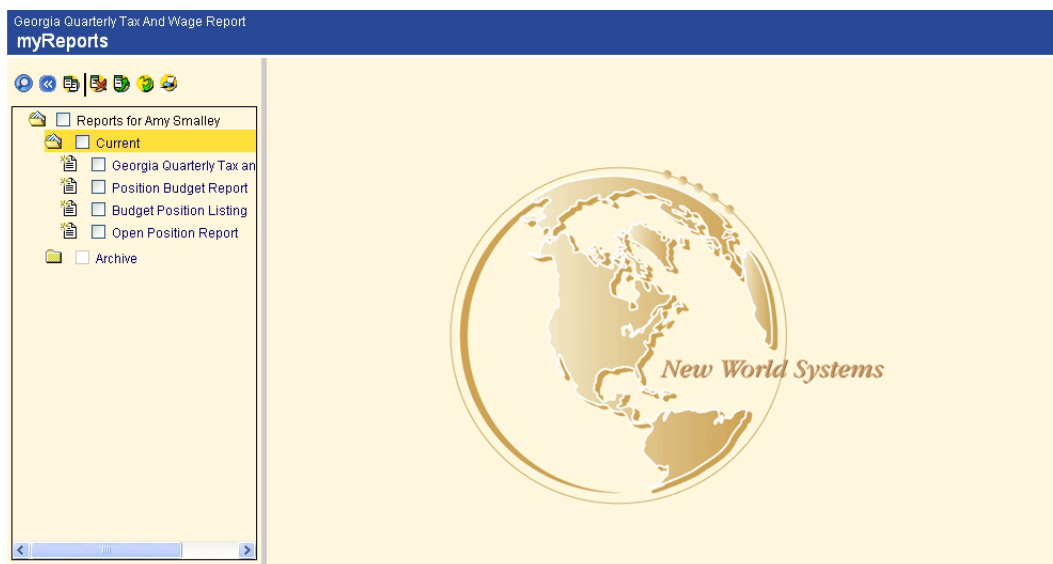


## Printing a Report

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.

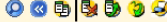









When you click on the **Current** hyperlink next to the folder icon, the **myReports** page will launch. The reports you have run will be listed on the left side of the page:



The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:

Georgia Quarterly Tax And Wage Report  
**myReports**



-  Reports for Amy Smalley
-  Current
  -  [Georgia Quarterly Tax and Wage Report](#)
  -  Position Budget Report
  -  Budget Position Listing
  -  Open Position Report
-  Archive

**New World City**  
**Georgia Quarterly Tax and Wage Report**

SSN	Name	Minor	Quarterly Wages
556-46-1999	Baker, Eric Scott III	No	\$4,848.12
999-26-3099	Brach, Curtis	No	\$5,740.24
939-16-7044	HALL, Brian a	No	\$5,416.20
939-77-7499	Yordy, James	No	\$3,000.00
<b>Page Total</b>			<b>\$19,004.56</b>

Total Wages :	\$19,004.56	FUI Exempt Wages :	\$3,658.92
Federal Taxable Wages :	\$17,261.42	FUI Taxable Wages :	\$15,345.64
Federal Tax Withheld :	\$1,430.74	Total Employees :	4
State Taxable Wages :	\$17,261.42	Number Of Employees in Month 1 :	1
State Tax Withheld :	\$112.54	Number Of Employees in Month 2 :	1
FICA Taxable Wages :	\$18,037.90	Number Of Employees in Month 3 :	0
FICA Tax Withheld :	\$1,118.36		
Medicare Taxable Wages :	\$18,037.90		
Medicare Tax Withheld :	\$261.55		

To print the report, click the **Print** button.