



## LOCAL GOVERNMENT DATA PROCESSING CORPORATION

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To: LGDPC Payroll Customers  
From: LGDPC Customer Support  
Date: 1/4/2005  
Re: Employment Security Wage Report

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Alan Jakes from the TN Department of Labor contacted us recently regarding the format of the employment security wage report. Effective immediately, they will no longer accept reports that are printed on dot matrix printers. For anyone reporting on paper, the report must be printed on a laser printer. Reporting via diskette is the preferred method.

If you are currently reporting your employment security wage report on paper and you print the report on a laser printer, or if you are currently reporting on a diskette, DO NOT change your reporting method.

If you are currently reporting your employment security wage report on paper and you print the report on a dot matrix printer, you should begin reporting on a diskette immediately.

The LGDPC Flexgen software already has the capability to report via diskette. From the employment security menu, option 6 (Build Reporting File) will create the diskette for you. Simply choose option 6 after you have completed your normal process and it will ask you to insert a diskette into your diskette drive (this will have to be inserted in the main server's drive). This diskette can be sent to the same address as you have always used for the TN Department Of Labor.

Please contact LGDPC Phone Support at 800-737-1826 if you have questions regarding our software, or Alan Jakes at the TN Department of Labor at (615) 741-3121 x 246 for any other questions regarding this policy.

