

## FAQs – Make a Payment

### Overview

The LaborFirst application for Delaware Paid Leave provides Make a Payment functionality. Filing Hours and Wage Reports determines the total contributions an employer owes to the Division of Paid Leave, and an invoice will be provided capturing the required payment. Once the Hours and Wage Report has been accepted by the Division and an invoice is available, employers can make a payment in their LaborFirst account. Please make all payments for system-generated invoices exclusively through the LaborFirst Portal, using the 'Make a Payment' link.

### Frequently Asked Questions

Question	Answer										
Who is required to submit payments?	Employers enrolled in the Delaware Paid Leave insurance program are required to submit Hours & Wage reports and subsequent payments quarterly. TPAs can also file reports and make payments on behalf of employers.										
How often are payments due to the Delaware Paid Leave Division?	<p>Payments are due quarterly, 30 days after the end of each quarter.</p> <table border="1"> <thead> <tr> <th>Quarter Being Reported</th><th>Payment Due Date</th></tr> </thead> <tbody> <tr> <td>Quarter 1 (January 1 – March 31)</td><td>April 30</td></tr> <tr> <td>Quarter 2 (April 1 – June 30)</td><td>July 30</td></tr> <tr> <td>Quarter 3 (July 1 – September 30)</td><td>October 30</td></tr> <tr> <td>Quarter 4 (October 1 – December 31)</td><td>January 30</td></tr> </tbody> </table>	Quarter Being Reported	Payment Due Date	Quarter 1 (January 1 – March 31)	April 30	Quarter 2 (April 1 – June 30)	July 30	Quarter 3 (July 1 – September 30)	October 30	Quarter 4 (October 1 – December 31)	January 30
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When can I submit a payment?	Employers currently enrolled in Delaware Paid Leave can currently make payments through their LaborFirst account. Please note: Penalties and interest will not be applied to Quarter 1 and Quarter 2 payments made in 2025.										
I am an employer. Where can I submit my payment?	Payments are submitted in LaborFirst through your employer account. Navigate to the Paid Leave Account Division Screen and select 'Make a Payment' from the Action Items. This will bring you to the Making a Payment to the Delaware Department of Labor Screen. Select 'Division of Paid Leave' and 'Next' to begin the payment process. You will be directed to the GoDE Portal to complete your payment.										
What can I expect if I pay via the GoDE Portal?	<p>The GoDE Portal allows you to make a payment using a credit card, debit card, or directly from a bank account. Please note that you will be navigated to the GoDE Portal directly from LaborFirst when selecting this payment option.</p> <p>To pay via the GoDE portal:</p> <ol style="list-style-type: none"> <li>From the Make a Payment Screen in LaborFirst: When asked "Would you like to make an ACH Debit, Debit Card, or Credit Card Payment?" select "Yes"</li> <li>Enter the Payment Amount</li> </ol>										

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	<ol style="list-style-type: none"> <li>3. Select “Next” to be navigated into the GoDE Payment Portal</li> <li>4. Enter Credit Card / Debit Card / Bank Account Details</li> <li>5. Select “Review and Pay”</li> <li>6. Select “Make Payment”</li> <li>7. Your payment is complete and you will be navigated back to LaborFirst</li> </ol>
How will I know if my GoDE payment was successful?	<p>You will see a confirmation in LaborFirst.</p> <p>The Confirmation Screen contains the Confirmation Number, Account Division Number, and Payment Amount. Please make note of confirmation details for your personal records.</p>
How will I know if my GoDE payment was unsuccessful?	<p>If a payment in GoDE is unsuccessful, you will see a Payment Error Screen when you are navigated back to LaborFirst. You will then be prompted to resubmit your payment.</p>
I am a TPA. Can I make payments in bulk?	<p>Yes, bulk payments are available for TPAs. To submit bulk payments, TPAs will follow the ACH Credit payment process utilizing NACHA files.</p> <p>Bulk Payment Specifications can be found <a href="#">here</a>.</p>
Where can I find my calculated amount due?	<p>The Paid Leave Account Division Screen includes a Financial Summary Section. Here, you can view the Current Quarter Due, Past Quarters Due, Recent Payments and Account Balance.</p>
Where can I see previously submitted payments?	<p>The Paid Leave Account Division Screen includes a Financial Summary section. Select “Payment History” to go to the Payment History screen.</p>
Can I modify a payment?	<p>You are not able to modify payments in LaborFirst. If you believe you made a payment error, please contact the Department of Paid Leave at <a href="mailto:PFML@delaware.gov">PFML@delaware.gov</a>.</p>