# Sage HRMS

## U.S. Payroll
## Q3 2019 Release Notes

September 2019

# Contents

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# Product update release notes

> **Important!** All customers who update, maintain, and use Sage HRMS U.S. Payroll should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

## Product update information

**Product:** Sage HRMS 2017 U.S. Payroll

**Version:** Product Update Q3 2019

## About product updates for Sage HRMS

Sage HRMS Payroll product updates are cumulative. This means that supported taxes, rates, and forms, all previous updates for this product and version, and any hot fixes or patches previously released are incorporated into this update.

> **Note:** Sage HRMS 2017 is the only product version that is currently supported. Product Updates and Quarterly Tax Updates are not available for earlier versions of Sage HRMS.

## Support and resources

Sage strives to provide you with the best help and support in the industry. If you have a question, we're here to help!

- **Help and documentation:** Many answers to common questions can be found in the help and documentation included with Sage HRMS. Visit http://cdn.na.sage.com/docs/en/customer/hrms/documentation.htm for more.
- **Sage City:** Visit https://sagecity.na.sage.com for blogs, tips, and guidance specific to Sage HRMS.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at https://support.na.sage.com or contact Customer Support at 800-829-0170 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.

# Payroll Tax Updates

The following federal, state, and local tax changes are included in this update.

## Federal Legislative Updates

There are no federal legislative updates with this release.

## State and Local Legislative Updates

This section lists state and local legislative updates available with this release. If a state or locality is not listed in this section, there are currently no tax updates or product modifications for that state or locality.

> **Note:** Sage HRMS U.S. Payroll includes some system-supported State Disability Insurance (SDI) codes, which are updated automatically (for example, with rate changes) when you install product updates. To use these codes, your SDI codes must match the system-supported codes.
>
> If you use custom tax codes to capture SDI taxes, note the following:
>
> - If your codes match the system-supported tax codes, you should review the tax code setup before processing payroll.
> - If your codes do not match the system-supported tax codes, you can switch to using the system-supported codes. To do this, you must deactivate your custom tax codes, and then set up the system-supported tax codes.
> - Regardless of whether or not your codes match the system-supported tax codes, you must follow your existing procedures for reporting and filing SDI taxes as custom taxes.
>
> Information about changes to specific system-supported SDI codes is included in the sections for the related states.

## Delaware

You can now submit child support payments electronically. To do so, select Delaware in the Case State field on the Generate EFT File window.

# Idaho

Idaho withholding tables and instructions have been updated, effective January 1, 2019. Refer to the state publication for more details.

# Kentucky

- The following local taxes have updated rates in the supported tax tables:

| Code | Description | Rate | Effective Date |
|------|-------------|------|----------------|
| KY0034 | Bath CO Regular IT | 2% | 7/1/2019 |
| KY0054 | Martin CO Regular IT | 2% | 7/1/2019 |
| KY0064 | Jeffersonville CT Regular IT | 2% | 7/1/2019 |
| KY0071 | Camargo CT Regular IT | 2% | 7/1/2019 |
| KY0137 | Montgomery CO Regular IT | 2% | 7/1/2019 |

- The wage base limit has been updated for the following local tax:

| Code | Description | Wage Base Limit | Effective Date |
|------|-------------|-----------------|----------------|
| KY0002 | Simpson CO Regular IT | $10,000,000 | 7/1/2019 |

# Massachusetts

A new Massachusetts Paid Family and Medical Leave plan will be effective October 1, 2019.

For more information, including details about setting up deduction codes, see Sage Knowledgebase article 95277.

# Minnesota

- Minnesota withholding tables and instructions have been updated, effective January 1, 2019. Refer to the state publication for more details.
- The new Minnesota Wage Theft law requires employers to include their phone number on employee paychecks. Refer to the state publication for more details.

# New Jersey

The following local tax has an updated rate in the supported tax tables:

| Code | Description | Rate | Effective Date |
|---|---|---|---|
| NJ0002 | New York-New Jersey Waterfront Payroll Tax | 1.8% | 7/1/2019 |

# New York

The following local tax has an updated rate in the supported tax tables:

| Code | Description | Rate | Effective Date |
|---|---|---|---|
| NY0008 | New York-New Jersey Waterfront Payroll Tax | 1.8% | 7/1/2019 |

# Ohio

- The following local taxes have been added in the supported tax tables:

| Code | Description | Rate | Effective Date |
|---|---|---|---|
| OH0996 | Bridgeport VI Regular IT | 1% | 8/1/2019 |
| OH0997 | Etna-Reynoldsburg JEDD 1 CT Regular IT | 2% | 9/25/2018 |
| OH0998 | Etna-Reynoldsburg JEDD 2 CT Regular IT | 2% | 9/25/2018 |
| OH0999 | Etna-Reynoldsburg JEDD 3 CT Regular IT | 2% | 9/25/2018 |
| OH1000 | Milford JEDD VI CT Regular IT | 1% | 8/1/2019 |

- The following local taxes have updated descriptions:

| Code | Description |
|---|---|
| OH0784 | Etna JEDZ North CT Regular IT |
| OH0785 | Etna JEDZ South CT Regular IT |

# Pennsylvania

The following local taxes have updated rates in the supported tax tables:

| Code | Description | Rate | Effective Date |
|------|-------------|------|----------------|
| PA4515 | Farrell CT, Farrell SD (NR) Regular IT | 1% | 1/1/2019 |
| PA4865 | Chester CT, Chester-Upland SD (NR) Regular IT | 2% | 1/1/2019 |
| PA7053 | Rankin BO, Woodland Hills SD (NR) Regular IT | 1% | 1/1/2019 |
| PA7093 | Philadelphia CT, Philadelphia City SD (NR) Regular IT | 3.4481% | 7/1/2019 |
| PA7094 | Philadelphia CT, Philadelphia City SD Regular IT | 3.8712% | 7/1/2019 |

# Virginia

Virginia withholding tables and instructions have been updated, effective January 1, 2019. Refer to the state publication for more details.

# West Virginia

The following local tax has been added in the supported tax tables:

| Code | Description | Rate | Effective Date |
|------|-------------|------|----------------|
| WV0010 | Montgomery CT Service Fee | $52 | 7/1/2019 |

# Product updates

The following product updates are included with this release.

## Payroll product updates

The following new features and improvements to payroll are included with this update.

### New Fields for EEO-1 Reporting

New fields are available to support requirements for EEO-1 Component 2 reporting:

- Payroll Options window:
  - Company tab:
    - **Establishment Number**
    - **NAICS Code**
- Employee Payroll window:
  - Class/Schd tab:
    - **Job Category**
  - Other tab:
    - **Ethnicity**

> **Notes:**
> - You file EEO-1 reports from **Government Reports** > **Federal Tax Filing**.
> - To file the EEO-1 Component 2 report, you must have the most current version of Aatrix.

# HR product updates

The following new features and improvements are included with this update to Sage HRMS.

## EEO-1 Component 2 reporting

The following new tasks were added to provide or update the data needed for the EEO-1 Component 2 reports:

- If you use HRMS Payroll, select **Payroll > Processes > Update EEO-1 Pay Data** to update your employees' EEO-1 pay data.

- If you do not use HRMS Payroll, select **Employees > Processes > Import EEO-1 Pay Data** to import your employees' pay data from your payroll program.

After running the new task, you can view the values for the following new items on each employee's **Current Pay** tab:

- **EEO-1 Pay Band**
- **EEO-1 Total Hours Worked**

Both the EEO-1 Headcount Detail and EEO-1 Headcount Summary reports were updated. You use the EEO-1 Headcount Summary report to create the electronic file that you can upload at the NORC.org website.

## Employee IDs

You will no longer see an error if you use "FOR" as part of an employee ID.

## VETS 4212 form

Dates on the top of the VETS-4212 form have been updated for 2019 reporting.

# Sage Employee Self Service product updates

The following new features and improvements are included with this update to Sage Employee Self Service.

## Passwords

When specifying the requirements for passwords on the **Logon Setup** page, Administrators no longer set the maximum length. Also the minimum length must be at least 4 characters.

## Error

The unrecoverable exception error message was removed. Instead, the users see an error page telling them to contact their system administrator. The error information is available in the error log.

## Report

The Duplicate Key Report is now reporting duplicate records as expected.  The report is launched from the **System Maintenance** page.

# Sage 100 Payroll Link Updates

The following fix is included with this update to Sage Employee Self Service.

## Audit Report

The spelling of "Veteran" on the Audit Report was corrected.

# Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage HRMS. This functionality provides updated reports and forms at no cost and enables you to fill out and file tax forms electronically for a fee.

To begin using tax forms with Sage Payroll Tax Forms and eFiling by Aatrix, open one of the tax forms available in **Payroll** > **Government Reports** > **Federal Tax Filing** or **State Tax Filing**. You will be prompted to register your organization with Sage Payroll Tax Forms and eFiling by Aatrix. After registering, you have the option to enroll your company (or companies) in the eFiling service.

For a detailed overview and a price structure of the Sage Payroll Tax Forms and eFiling by Aatrix options, visit our website here:

https://partner.aatrix.com/partners/sagehrms

# Product update installation instructions

Follow the instructions in this section to download, install, apply, and verify this Product Update.

## Before you start:

- Back up your data.
- Make sure all users have exited the program.

## Downloading the product update

### To download the update:

1. Visit the Sage Knowledgebase at https://support.na.sage.com, click <u>Log on</u>, and then log on to the site.
2. In the Support by product section, click **Select your product**, and then click **more products**.
3. Under Sage HRMS, click your product and version.
4. In the Latest updates section, click an update to download.
5. In the article, click **Download Now** to launch the Sage Download Manager, or click the **direct download** link to download the executable file.

## Installing the product update

### To install the product update:

> **Note:** You should launch the product update on the server where Sage HRMS is installed.

1. To launch the installation program, right-click the Product Update file and run as administrator, or as the current user with administrator rights.

   - If applicable, make sure the **Protect my computer and data from unauthorized program activity** check box is *not* selected.
   - If there is no option to run as administrator, log on as an administrator, and then double-click the Product Update file.

> **Tip:** Depending on your security system, you may need to right-click on the installation file and select Unblock.

2. After the InstallShield Wizard determines requirements, click **Next** to resume installing the Product Update.

3. Click **Finish** to finish the installation.

4. Click **Update**.

5. Click **Yes**. The system starts the installation.

6. Follow the instructions on the windows that follow, and then click **Finish**.

7. Open the Sage HRMS Client. A message prompts you to continue.

## Updating Sage HRMS client files

**To update Sage HRMS client files:**

1. Right-click on the Sage HRMS Client program and select **Run as administrator** to initiate the file update process.

2. Click **OK** to proceed and update your files.

   A message displays that Sage HRMS could not detect the current version of one or more Payroll modules.

   - If you have administrator privileges, click **Yes** to install the Payroll modules now.

   - If you do *not* have administrator privileges, click **No**, and then contact your system administrator to proceed with the installation.

When installation of the Payroll modules is complete, you may be prompted to restart Sage HRMS.

> **Note:** If you have not already entered your Sage customer account number on the About Sage HRMS page, the first person who logs in to Sage HRMS after this product update is installed will be required to enter your Sage customer account number.
>
> You can review or change your customer account number in **Help** > **About Sage HRMS**.

## Verifying the product update

After the update is complete, you can confirm that the update was installed successfully by selecting **Help** > **About Sage HRMS** and verifying that the version number corresponds with the version of the update .exe file.

You can also verify the latest tax update is applied to your system by selecting **Payroll** > **Process Payroll** > **Calculate Payroll** and the **Tax Version** listed on the window should display the date: September 30, 2019.

> **Tip:** Now is a good time to update your Sage HRMS Payroll sample data. After installing the Product Update, the next time you log in to your Sample Data, you will be prompted to update files again. Click **OK** to proceed and update your sample data files.

# Updating the local tax repository and rates

This section applies only if you use local tax codes in U.S. Payroll.

**To update the local tax repository and rates:**

1. After the Product Update is complete, log in to Sage HRMS.

2. On the Local/Other Tax Codes window, click the **Install Repository** button to update all of the local tax rates in the system.

3. When you receive the prompt "Install Repository completed. Do you want to continue updating company level local tax records with information from the local repository?":

   - Click **Yes** to automatically update the company rates for all local taxes, or

   - Click **No** if you prefer to select each local tax individually and click the Update button for each one in order to apply the rate changes. This gives you the opportunity to validate rates before and after the changes.

   > **Note:** If you click **No**, you will be required to manually update each employee-level tax. This can be done for all employees at once by tax from **U.S. Payroll** > **Update Taxes**, or by individual employee from **Employee Payroll** > **Taxes**.

4. If you click **Yes**, after the process completes a message displays: "Updating company level local tax records completed. Do you want to continue updating employee local tax records from the local tax repository?".

   - Click **Yes** to automatically update the employee-level rates for all local taxes, or

   - Click **No** if you want to select each employee or use the Update Taxes tax, then update each tax or employee individually.

> **Important!** This process requires security permissions in Sage HRMS to access all employees. Otherwise you may not receive the prompts as described above and employee rates will not be updated.