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Product Update Release Notes

Important! All customers who update, maintain, and use Sage Abra Suite or Sage Employee Self Service should read these release notes to obtain valuable information about changes to the software program and payroll legislative database.

Product Update Information

Product: Sage Abra Suite 9.2 and Sage Employee Self Service version 9.2
Version: Product Update Q3 2017

About Product Updates for Sage Abra Suite

Sage Abra Suite 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.

Sage Employee Self Service product updates include the full product build.

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 Abra Suite.
- **Sage City:** Visit [https://sagecity.na.sage.com](https://sagecity.na.sage.com) for blogs, tips, and guidance specific to Sage Abra Suite.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com) or contact Customer Support at 800-829-0170. 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
This section lists federal legislative updates available with this release.

Form W-2
Form W-2 has been updated for 2017, for both paper and electronic filing.

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.

Florida
Effective September 2017, you can electronically submit amended quarterly XML returns (mag media file) for Florida State Unemployment Insurance.

Note: If you have any issues with submitting the Florida SUI returns, please contact Customer Support at 800-829-0170. Due to Hurricane Irma, we were unable to get a final sign-off from the state tax agency, however, we followed specifications precisely and expect no issues.

Idaho
Idaho withholding tables and instructions have been updated, effective January 1, 2017. Refer to the state publication for more details.

Illinois
Illinois withholding tables and instructions have been updated, effective July 1, 2017. Refer to the state publication for more details.
Kansas

Kansas withholding tables and instructions have been updated, effective January 1, 2017. Refer to the state publication for more details.

Kentucky

- Effective July 1, 2017, a wage cap of $127,000 is added to Wilder occupational license fee/tax: KYBQ Wilder License Fee.
- The following local taxes have either been added or have updated rates in the supported tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KYEN</td>
<td>City of Henderson OLT</td>
<td>1.29%</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>KYAS</td>
<td>Danville License Fee</td>
<td>1.9%</td>
<td>10/1/2017</td>
</tr>
<tr>
<td>KYV8</td>
<td>Brodhead License Fee</td>
<td>1%</td>
<td>7/1/2017</td>
</tr>
</tbody>
</table>

Maine

Maine withholding tables and instructions have been updated for the 2017 tax year. Refer to the state publication for more details.

New York

New York withholding tables and instructions have been updated, effective July 1, 2017. Refer to the state publication for more details.

Ohio

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHRD</td>
<td>Mingo Junction N/R Local Tax</td>
<td>2%</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>OH(7)</td>
<td>Macedonia Nfd Ctr JEDD N/R Tax</td>
<td>2.25%</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Rate</td>
<td>Effective Date</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>OH9N</td>
<td>Rush TP-Urichsvl JEDD N/R Tax</td>
<td>2%</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>OHBV</td>
<td>Bedford N/R Local Tax</td>
<td>3%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OHQM</td>
<td>Brunswick N/R Local Tax</td>
<td>2%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OH1D</td>
<td>Brunswick N/R Local Tax</td>
<td>2%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OHKL</td>
<td>Heath N/R Local Tax</td>
<td>2%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OHFS</td>
<td>Munroe Falls N/R Local Tax</td>
<td>2.25%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OHNI</td>
<td>Swanton N/R Local Tax</td>
<td>1.5%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OH3P</td>
<td>Swanton N/R Local Tax</td>
<td>1.5%</td>
<td>1/1/2018</td>
</tr>
<tr>
<td>OHBG</td>
<td>Wapakoneta N/R Local Tax</td>
<td>1.5%</td>
<td>1/1/2018</td>
</tr>
</tbody>
</table>

- Effective October 1, 2017, the following Ohio localities will report to RITA:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHRV</td>
<td>Elmore N/R Local Tax</td>
</tr>
<tr>
<td>OHRX</td>
<td>Fayette N/R Local Tax</td>
</tr>
<tr>
<td>OHNC</td>
<td>West Lafayette N/R Local Tax</td>
</tr>
<tr>
<td>OHFW</td>
<td>Wickliffe N/R Local Tax</td>
</tr>
<tr>
<td>OH3V</td>
<td>Wickliffe N/R Local Tax</td>
</tr>
</tbody>
</table>

**Pennsylvania**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIJQ</td>
<td>PA530403 Genesee TP</td>
<td>1%</td>
<td>1/1/2011</td>
</tr>
<tr>
<td>PJV4</td>
<td>PA320408 Rayne TP NR</td>
<td>0.5%</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>PJH9</td>
<td>PA231302 Millbourne BO NR</td>
<td>0</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>PJH8</td>
<td>PA231302 Millbourne BO</td>
<td>0</td>
<td>1/1/2017</td>
</tr>
<tr>
<td>PAN=</td>
<td>PA110702 Johnstown City NR</td>
<td>1%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Rate</td>
<td>Effective Date</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PAQ</td>
<td>PA110702 Johnstown City</td>
<td>1.5%</td>
<td>1/1/2014</td>
</tr>
<tr>
<td>PAB</td>
<td>PA510101 Philadelphia NR</td>
<td>3.4654%</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>PAA</td>
<td>PA510101 Philadelphia</td>
<td>3.8907%</td>
<td>7/1/2017</td>
</tr>
<tr>
<td>PAV5</td>
<td>PA100101 Butler City NR</td>
<td>1%</td>
<td>1/1/2017</td>
</tr>
</tbody>
</table>

**West Virginia**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVK</td>
<td>Madison City Service Fee, WV</td>
<td>$1.25 / week</td>
<td>1/1/2017</td>
</tr>
</tbody>
</table>
Product Updates

The following product updates are included with this release.

Payroll Product Updates
This update does not include any new features or improvements to payroll.

HR Product Updates
This update does not include any new features or improvements to HR.

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

Sage ESS Mobile Updates
With this release, we corrected some minor typos that show on the Sage ESS Mobile app. (17298)
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 Log on, and then log on to the site.
2. In the Support by product section, click Select your product, and then click more products.
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.

If the steps above were not performed on the server, copy the unzipped folder to the server before proceeding.

Installing the Product Update

To install the Product Update:

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.

The InstallShield Wizard appears.

2. After the Wizard determines requirements, click Next to resume installing the Product Update.
3. Click Finish to finish the installation.
4. Back up your data. This ensures that you have a backup of the new version of the software.

**Updating Sage Abra Suite Client Files**

To update Sage Abra Suite Client files:

1. Launch the Sage Abra Suite Client to initiate the file update process.
2. Click OK to proceed and update your files.

After you complete installation and activation, and after you have made any adjustments described in this document, you can resume processing payroll.

**Verifying the Product Update**

After the update is complete, you can confirm that the update was installed successfully by selecting Help > About Sage Abra Suite. The version for this update is 9.2071.
Sage Employee Self Service Update
Installation Instructions

After you have downloaded the Sage Employee Self Service update from the Sage Knowledgebase, follow these instructions to install the update and to resume your payroll processing.

Before you start:

- Verify that Sage Abra Suite has been installed and is working correctly.
- Verify that you have Administrator access (Local Administrator access is preferred) and permissions to log on as a service, launch processes, and access Sage Abra Suite data.
- If you are using Sage Employee Self Service and/or Open Enrollment, make sure all enrollment periods are closed, and that all users have exited and logged off from Sage Abra Suite and Sage Employee Self Service.
- When the update is complete, you will be prompted to restart your system. Before you begin installing the update, make any necessary preparations for this required restart.

Downloading the Update

1. Visit the Sage Knowledgebase at https://support.na.sage.com, click Log on, and then log on to the site.
2. In the Support by product section, click Select your product, and then click more products.
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.

**Important!** During this installation process you must enter your Sage Employee Self Service username, organization name, serial number, and install code. You can find this information in System Maintenance under Start > All Programs > Sage Employee Self Service > System Maintenance.

Once you start the installation, your customer information clears from System Maintenance, so please copy or save a screen shot of your company's product information to reference when prompted. Best practice is to collect this information before you start the update.
Installing the Sage Employee Self Service Update

1. **Using your external backup procedures, back up the Sage Abra Suite and Sage Employee Self Service databases to a media device that is external to your product servers:**
   
   a. Log on to the Sage Employee Self Service server and select **Programs > Employee Self Service > System Maintenance** to open the Sage Employee Self Service System Maintenance window.
   
   b. On the Configuration and Settings tab, in the Employee Self Service section, select the **Locked** check box, and then click **Save**.
   
   c. On the SQL Maintenance tab, verify the Backup File Path is correct, and then click **Backup**.
   
   d. Prepare to update Sage Employee Self Service by closing all Windows applications.
   
   e. Run the setup.exe file provided with the installation package with Administrative privileges (right-click the file and select **Run as Administrator**).

2. The installation program detects that a previous version of Sage Employee Self Service has been installed. Click **Next**, and then follow the prompts on the InstallShield Wizard.

3. On the Ready to Install the Program window, click **Install** to proceed with the installation.

4. The system displays Installation windows indicating the progress of the installation. When the InstallShield Wizard Completed window appears, click **Finish**.

   **Note:** One installation window prompts you to enter your customer information (username, organization name, product serial number, and install code). After you start the update process, your customer information clears from System Maintenance. Best practice is to collect this information before you start the update.

5. When the update is complete, click **Yes** to restart your system.

6. After your Sage Employee Self Service server restarts, from the **Start** menu, select **All Programs > Sage Employee Self Service > System Maintenance** to open the System Maintenance page. Verify that all the information is correct.

7. On the **Configuration and Settings** tab, clear the **Locked** check box.

8. Exit System Maintenance.

9. Log on to Sage Employee Self Service as the MASTER user to complete the process.

The update is now complete and you are ready to start using Sage Employee Self Service.