



Sage HRMS

Canadian Payroll

July 1, 2020 Release Notes

June 2020

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Contents

- Product update release notes** 1
 - Product update information 1
 - About product updates for Sage HRMS 1
 - Support and resources 2

- Payroll Tax Updates** 3
 - Provincial and Territorial Legislative Updates 3
 - British Columbia 3

- Product updates** 4
 - Payroll product updates 4
 - Sage HRMS product updates 4
 - Additional features for the subscription version of Sage HRMS 5
 - Sage Employee Self Service product updates 6
 - Additional features for the subscription version of Sage Employee Self Service. 7

- Product update installation instructions** 8
 - Downloading the product update 8
 - Installing the product update 8
 - Updating Sage HRMS client files 9
 - Verifying the product update 9

Product update release notes

Important! All customers who update, maintain, and use Sage HRMS Canadian 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 Canadian Payroll

Version: Product Update July 1, 2020

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 2015 and 2016 are no longer supported. Product Updates and Quarterly Tax Updates are not available for these older 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 the **Product Documents** website at <http://cdn.na.sage.com/docs/en/customer/hrms/documentation.htm> for access to more documents.
- **Sage City:** Visit <https://sagecity.na.sage.com> for blogs, tips, and guidance specific to Sage HRMS.
- **Customer Support:** For support resources, visit the [Sage City Customer Resources page](#), select your country, and then select your product.

Payroll Tax Updates

The following federal, provincial, and territorial tax changes are included in this update.

You may need to adjust your employee records to reflect these tax changes.

Provincial and Territorial Legislative Updates

This section lists provincial and territorial legislative updates available with this release. If a province or territory is not listed in this section, there are currently no tax updates or product modifications for that province or territory. For details about each update, review the CRA July 1, 2020 government publication or visit the CRA website.

British Columbia

There is a new tax bracket for income above \$220,000 in British Columbia. For more information, contact your tax services office or visit the government website.

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.

Sage HRMS product updates

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

More relevant menu structure

For code tables and reports, the menu items are grouped based on country.

- There is a new **Canadian Employees** submenu that contains the codes/reports relevant only to Canada (such as Employment Equity and OHS) as well as those common to both countries.
- The **Employees** submenu no longer contains the codes/reports relevant only to Canada. It contains the codes/reports relevant only to the United States (such as EEO and OSHA menu items) as well as those common to both countries.

If your enterprise is set up for the United States, the **Canadian Employees** submenus are hidden. If your enterprise is set up for Canada, the **Employees** submenus are hidden. If your enterprise is set up for both countries, you have access to both the **Employees** and **Canadian Employees** submenus.

Payroll status dates

When an employee's **Payroll Status** is set to **Inactive** or **Terminated**, the **Inactive Date** or **Termination Date** in Payroll is no longer updated when other changes are made to the employee's information (such as the **Pay Effective Date**).

Sage Employer Resources

Due to low adoption, the agreement to use Sage Employer Resources (provided by Zywave/HR360) within Sage products was not renewed. Therefore, Employer Resources was removed from the product.

Secure Query

If a Secure Query contains fields that are no longer available, you can now access the query without getting a warning message.

Additional features for the subscription version of Sage HRMS

Sage branding updates

The subscription version of Sage 100 Payroll Link, Sage Time Employee Export, and General Ledger link programs now have the updated blue scheme (such as for buttons and links) and a white background (instead of gray) to match the Sage branding updates in HRMS.

Sage Employee Self Service product updates

The following fixes and enhancements are included with this update to Sage Employee Self Service.

Time Off to date

When the **To Date** on the **Employees Time Off** page does not have a value, the **To Date** will now show a blank date instead of an invalid date on the **Summary** and **Detail** pages.

Benefit plan beneficiaries and dependents

- If a benefit plan was set up as a dependent-only plan but you select a beneficiary to enroll in the plan during Open Enrollment, you now see a message advising you to check with your benefit administrator.
- The Enrollment Report and Provider Enrollment Report now include the dependent or beneficiary type for the people enrolled in each plan to highlight if the proper types were selected.

Revised stylesheets

The stylesheets that control the look of the Sage Employee Self Service pages were revised.

Important! If you use customized stylesheets for your organization, you **must** follow these instructions or some pages may not display properly.

If you customized the logon stylesheet, add these two classes to the end of your customized **.css** file:

```
.logonTableBanner
{
border-color: #9A9B9C;
border-bottom-color: #E0E1DD;
background-color: #E0E1DD;
}

.externalLogonTableBanner
{
background-color: #E0E1DD;
}
```

If you customized the product stylesheet, add these five classes to the end of your customized **.css** file:

```
.tableRowTopMenuClass
{
background-color: #4D4F53
;}
```

```

.tableHeaderPhoneClass
{
POSITION: absolute;
font-family: Arial;
font-size: 9pt;
background: #9A9B9C;
height: 25px;
color: #FFFFFF;
}

.viewbuilderNameClass
{
font-family: Arial;
font-size: 12pt;
font-weight: bold;
color: #9A9B9C;
}

.progressbar
{
background-color: #0000FF;
}

.reportRowClass
{
background-color: #E0E0E0;
font-family: Arial;
font-size: 8pt;
}

```

Additional features for the subscription version of Sage Employee Self Service.

Sage branding updates

The subscription version of Employee Self Service now has the new Sage branding updates applied. You have a choice from four themes (blue, green, purple, and red). The selected theme color is used for items in the interface, such as the main menu, buttons, and links. Icons are now used in the upper right corner of the home page instead of links. An Eye icon is now next to the **Password** to let you see the password that you typed. Employee photos now have a rounded border.

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://www.sagecity.com/global-resources>.
2. Select your **Country or Region** from the drop-down list.
3. Select **Sage HRMS** from the **Products** drop-down list.
4. In the **Solve** tile, click the **Search Sage Knowledgebase** link.
5. Click **Log on**, and then log on to the site.
6. In the Support by product section, click **Select your product**, and then click **more products**.
7. Under Sage HRMS, click your product and version.
8. In the **Latest updates** section, click an update to download.
9. 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.

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: July 1, 2020.

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.