



# Sage 300 U.S. Payroll

## Q3 2018 Release Notes

September 2018

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# Product Update Release Notes

**Important!** All customers who update, maintain, and use Sage 300 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 300 U.S. Payroll

**Version:** Product Update Q3 2018

## Software Requirements

To use this update for Sage 300 U.S. Payroll, you must have the correct version of Sage 300 U.S. Payroll for your version of Sage 300:

- Sage 300 U.S. Payroll 7.3 is supported in Sage 300 2019, 2018, and 2017.
- Sage 300 U.S. Payroll 7.2 is supported in Sage 300 2016.

## 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 300.
- **Sage City:** Visit <https://sagecity.na.sage.com> for blogs, tips, and guidance specific to Sage 300.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://support.na.sage.com> or contact Customer Support at 800-253-1372 (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 300 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.

## Alabama

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

Code	Description	Rate	Effective Date
AL0034	Irondale CT Regular IT	1%	8/1/2018

## California

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

Code	Description	Rate	Effective Date
CA0001	San Francisco CT Payroll Expense Tax	0.38%	7/1/2018

## Illinois

Illinois withholding tables and instructions have been updated, effective January 1, 2018. Refer to the state publication for more details.

## Kentucky

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

Code	Description	Rate	Effective Date
KY0103	Stanford CT Regular IT	1.15%	7/1/2018

## New Jersey

- New Jersey withholding tables and instructions have been updated, effective September 1, 2018. Refer to the state publication for more details.
- 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	1.84%	7/1/2018

## 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	1.84%	7/1/2018

## Ohio

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

Code	Description	Rate	Effective Date
OH0923	Milford JEDD V CT Regular IT	1%	7/1/2018
OH0975	Amelia VI Regular IT	1%	7/1/2018
OH0976	Chesterville VI Regular IT	1%	7/1/2018
OH0977	Jackson CT Regular IT	1%	7/1/2018
OH0980	Payne VI Regular IT	1%	9/1/2018
OH0981	Jackson-Canton FP JEDD CT Regular IT	2%	3/10/2017
OH0982	Jackson-Canton SM JEDD CT Regular IT	2%	12/1/2016
OH0983	Jackson-Canton TWR JEDD CT Regular IT	2%	8/23/2011

## Pennsylvania

- The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
PA0022	Richlandtown BO, Quakertown SD (NR) LST	\$52	1/1/2018
PA1513	Portersville BO, Slippery Rock SD (NR) LST	\$52	1/1/2018
PA2375	Falls TP, Pennsbury SD (NR) LST	\$52	1/1/2018
PA2993	Hanover TP, Burgettstown SD (NR) Regular IT	1%	1/1/2018
PA3562	Upper Mt Bethel TP, Bangor SD Regular IT	1.325%	1/1/2018
PA3735	Juniata Terrace BO, Mifflin SD (NR) Regular IT	0.5%	1/1/2018
PA4297	Murrysville BO, Franklin Regional SD (NR) Regular IT	0	9/30/2018
PA4323	Irwin BO, Norwin SD (NR) Regular IT	0.5%	1/1/2018
PA4865	Chester CT, Chester-Upland SD (NR) Regular IT	1%	1/1/2018
PA5431	Summerhill BO, Forest Hills SD (NR) Regular IT	1%	1/1/2018

Code	Description	Rate	Effective Date
PA5441	Sankertown BO, Penn Cambria SD (NR) Regular IT	1%	1/1/2018
PA5465	Lorain BO, Ferndale SD (NR) Regular IT	1%	1/1/2018
PA5473	Hastings BO, Cambria Hts SD (NR) Regular IT	1%	1/1/2018
PA5491	Ebensburg BO, Central Cambria SD (NR) Regular IT	1%	1/1/2018
PA5493	E Taylor TP, Conemaugh Valley SD (NR) Regular IT	1%	1/1/2018
PA5501	Dale BO, Ferndale SD (NR) Regular IT	1%	1/1/2018
PA5509	Cresson BO, Penn Cambria SD (NR) Regular IT	0.5%	1/1/2018
PA5511	Conemaugh TP, Conemaugh Valley SD (NR) Regular IT	1%	1/1/2018
PA5525	Brownstown BO, Ferndale SD (NR) Regular IT	1%	1/1/2018
PA5875	Manns Choice BO, Bedford SD (NR) Regular IT	1.5%	1/1/2018
PA5939	Patterson TP, Blackhawk SD (NR) Regular IT	0.5%	1/1/2018
PA5941	Patterson Heights BO, Blackhawk SD (NR) Regular IT	0.5%	1/1/2018
PA5943	Ohioville BO, Western Beaver SD (NR) Regular IT	1%	1/1/2018
PA5961	Industry BO, Western Beaver SD (NR) Regular IT	1%	1/1/2018
PA6017	Baden BO, Ambridge SD (NR) Regular IT	0.5%	1/1/2018
PA6063	Manorville BO, Armstrong SD (NR) Regular IT	1%	1/1/2018
PA6087	Ford City BO, Armstrong SD (NR) Regular IT	1%	1/1/2018
PA6239	New Berlin BO, Mifflinburg SD (NR) Regular IT	0	1/1/2018
PA7053	Rankin BO, Woodland Hills SD (NR) Regular IT	1.1%	1/1/2018
PA7054	Rankin BO, Woodland Hills SD Regular IT	1.2%	1/1/2018
PA7093	Philadelphia CT, Philadelphia City SD (NR) Regular IT	3.4567%	7/1/2018
PA7094	Philadelphia CT, Philadelphia City SD Regular IT	3.8809%	7/1/2018
PA7441	Elizabeth TP, Elizabeth Forward SD (NR) Regular IT	0	1/1/2018
PA7597	Buffalo TP, Freeport SD (NR) Regular IT	1%	1/1/2018
PA7940	Lower Allen TP, Mechanicsburg SD Regular IT	1.8%	1/1/2018



Code	Description	Rate	Effective Date
PA7941	Lower Allen TP, Mechanicsburg SD (NR) Regular IT	1%	1/1/2018
PA7942	Lower Allen TP, Mechanicsburg SD (NR) LST	\$52	1/1/2018

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

Code	Description
PA2147	Shippensburg BO, Shippensburg SD (Fra) (NR) LST
PA2225	Shippensburg BO, Shippensburg SD (Cum) (NR) LST
PA2591	Shippensburg BO, Shippensburg SD (Fra) (NR) Regular IT
PA2592	Shippensburg BO, Shippensburg SD (Fra) Regular IT
PA4897	Shippensburg BO, Shippensburg SD (Cum) (NR) Regular IT
PA4898	Shippensburg BO, Shippensburg SD (Cum) Regular IT

# Product Updates

This update does not include any new features or improvements for payroll or My Workforce Forms.

# Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage 300. 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/sage300>

# Quarterly Wage on Disk(ette)

If you use Sage 300 U.S. Payroll, note that tax filing for Puerto Rico is not currently supported by Sage Payroll Tax Forms and eFiling by Aatrix. To produce State Unemployment Tax (SUTA) quarterly wage reports for Puerto Rico, use the Quarterly Wage on Disk(ette) feature.

For more information, see the following Knowledgebase articles at <https://support.na.sage.com>:

- [Knowledgebase article 32877](#) - Producing Quarterly Wage Reports on Disk(ette) or Hard Disk
- [Knowledgebase article 32876](#) - State-Specific Information for Quarterly Wage on Disk(ette)
- [Knowledgebase article 32880](#) - Entering Employee Supplemental Information

# Product Update Installation Instructions

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

## Before you start:

- Back up your data.
- Make sure all users have exited the program.
- Verify your service pack or product update level. To verify what service pack or product update you have installed, click the **System Information** option on the **Help** menu in Sage 300.

## Installing the Product Update

### To install the Product Update:

1. Right-click the Product Update file to Run as Administrator (or make sure you have administrator rights to run the installation) and launch the installation program.
2. On the Welcome window, click **Next** to continue to the Software License Agreement window.
3. Select the features to install. Click **Next**, then **Install**.
4. On the Setup Complete window, click **Finish** to finish the installation.

## Activating the Tax Update

### To activate the Tax Update:

1. Start Sage 300.
2. In the **Administrative Services** folder, select **Data Activation**.
3. Select the current tax update, and then click **Activate**.
4. If you are prompted to convert a previous payroll tax update to the current version, click **Proceed**.

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 > System Information**. The tax update version will be listed with a product update number.

## 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 300.
2. On the Local and Other Custom Taxes 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 300 to access all employees. Otherwise you may not receive the prompts as described above and employee rates will not be updated.