



Sage 300 U.S. Payroll

Q4 SR1 2023 Release Notes

January 2024

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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.

Important! If you are using Sage 300 Web Screens AND you install Sage 300 version 2024 Product Update 1 after the US or Canadian Q4 2023 Payroll Tax Update, make sure you apply the recent hotfix. For more information about this hotfix, see Sage Knowledgebase article: [Hot Fix Q4 tax update \(Solution ID 231213165156483\)](#).

Product update information

Product: Sage 300 U.S. Payroll

Version: Product Update Q4 SR1 2023

If we receive additional payroll tax changes for this period and/or this year, a new update will be made available.

Software requirements

To use this product update, you must have Sage 300 U.S. Payroll 7.3 or 8.0, which is supported in Sage 300 2024, 2023, 2022, and 2021.

Payroll 8.0

As of Sage 300 2024 in September 2023, there is a new version of Payroll, 8.0. The tax tables for Payroll 7.3 will be available until March 2024. After this date, tax tables and support will only be available for Payroll 8.0.

Important! If you are upgrading from Payroll 7.3 to Payroll 8.0, make sure you have the latest Payroll 8.0 Tax Update. There might be an activation issue if not using the latest Payroll 8.0 Tax Update.

Note: If you are using an older version of Sage 300, please reach out to your Business Partner for your upgrade options.

	Sage 300 2024	Sage 300 2023	Sage 300 2022	Sage 300 2021
Payroll versions supported up to March 2024	7.3 & 8.0	7.3 & 8.0	7.3 & 8.0	7.3 & 8.0
Payroll versions supported after March 2024	8.0	8.0	8.0	8.0

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. Visit the [Sage 300 Product Documents website](#) for access to more documents.
- **Sage University:** Learn pro tips for year-end processing in online or classroom courses. Visit <https://SageU.com> and log on or create an account to register for training.
- **Community Hub Year-End Center:** Visit <https://communityhub.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage 300 Payroll and Year End 2023.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <https://us-kb.sage.com/portal/ss/> or contact Customer Support at 800-253-1372 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.
- **Tax forms:** Because all printed forms have variations, Sage 300 Payroll only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at www.SageChecks.com.

Tip: For information about ordering W-2 forms, see Knowledgebase article 40172: [Which forms should I order for year-end?](#)

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.

Alaska

The Unemployment Insurance wage base limit changes to \$49,700 for 2024.

Georgia

Georgia withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.

Hawaii

The Unemployment Insurance wage base limit changes to \$59,100 for 2024.

Illinois

Illinois withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Indiana

- Indiana withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
IN0019	Steuben 76 CO Regular (NR) IT	1.99%	1/1/2024
IN0025	Local Tax Changes's tab	2.38%	1/1/2024
IN0027	Putnam 67 CO Regular (NR) IT	2.3%	1/1/2024
IN0029	Posey 65 CO Regular (NR) IT	1.45%	1/1/2024
IN0031	Pike 63 CO Regular (NR) IT	1.2%	1/1/2024
IN0036	Ohio 58 CO Regular (NR) IT	2%	1/1/2024
IN0054	Jefferson 39 CO Regular (NR) IT	1.03%	1/1/2024
IN0059	Howard 34 CO Regular (NR) IT	1.95%	1/1/2024
IN0069	Franklin 24 CO Regular (NR) IT	1.7%	1/1/2024
IN0071	Floyd 22 CO Regular (NR) IT	1.39%	1/1/2024

Code	Description	Rate	Effective Date
IN0080	Crawford 13 CO Regular (NR) IT	1.65%	1/1/2024
IN0088	Blackford 05 CO Regular (NR) IT	2.5%	1/1/2024
IN0091	Allen 02 CO Regular (NR) IT	1.59%	1/1/2024
IN0110	Steuben 76 CO Regular IT	1.99%	1/1/2024
IN0116	Ripley 69 CO Regular IT	2.38%	1/1/2024
IN0118	Putnam 67 CO Regular IT	2.3%	1/1/2024
IN0120	Posey 65 CO Regular	1.45%	1/1/2024
IN0122	IT Pike 63 CO Regular IT	1.2%	1/1/2024
IN0127	Ohio 58 CO Regular IT	2%	1/1/2024
IN0146	Jefferson 39 CO Regular IT	1.03%	1/1/2024
IN0151	Howard 34 CO Regular IT	1.95%	1/1/2024
IN0161	Franklin 24 CO Regular IT	1.7%	1/1/2024
IN0163	Floyd 22 CO Regular IT	1.39%	1/1/2024
IN0172	Crawford 13 CO Regular IT	1.65%	1/1/2024
IN0180	Blackford 05 CO Regular IT	2.5%	1/1/2024
IN0183	Allen 02 CO Regular IT	1.59%	1/1/2024

Iowa

- Iowa withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- Effective January 1, 2024, the withholding certificate for 2024 will no longer reference number of withholding allowances but rather withholding amounts on Line 6. Sage 300 will continue to use the **Exemptions** field in the Employee record.
- To convert the withholding amount on Line 6 to Sage 300 **Exemptions**, divide the withholding amount on Line 6 by \$40 and enter the value into the **Exemptions** field in Sage 300.

For example,

Kentucky

- If the Line 6 amount is \$80, ($\$80 / \$40 = 2$), in Sage 300, enter **2** in the **Exemptions** field.
- If the Line 6 amount is \$40, ($\$40 / \$40 = 1$), in Sage 300, enter **1** in the **Exemptions** field.

Kentucky

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

Code	Description	Rate	Effective Date
KY0283	Middletown CT Regular IT	1%	01/01/2024

Massachusetts

Massachusetts withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Minnesota

- Minnesota withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- The Unemployment Insurance wage base limit changes to \$42,000 for 2024.

Mississippi

Mississippi withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

North Carolina

- North Carolina withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.
- The Unemployment Insurance wage base limit changes to \$31,400 for 2024.

North Dakota

The Unemployment Insurance wage base limit changes to \$43,800 for 2024.

Ohio

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

Code	Description	Rate	Effective Date
OH0067	Pleasant Hill VI Regular IT	1%	01/01/2024
OH0098	Yellow Springs 2907 SD Regular IT	2%	01/01/2024
OH0926	Bethel VI Regular IT	1%	01/01/2024
OH1062	Ravenna-Rootstown TP JEDD CT Regular IT	2%	01/01/2024
OH1063	Violet TP-Canal Winchester JEDD CT Regular IT	2%	01/01/2024
OH1064	East Union TP-Apple Creek JEDD CT Regular IT	1%	01/01/2024
OH1065	Apple Creek-East Union TP JEDD2 CT Regular IT	1%	01/01/2024

Oregon

There are changes for the following local taxes for 2024. Refer to state publication for more details.

- Metro Supportive Housing Services Income Tax
- Multnomah County Preschool for All Personal Income Tax

For more information, see Sage Knowledgebase article: [Oregon tax changes that may require manual setup and/or changes \(Solution ID 220924960111399\)](#).

Pennsylvania

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

Code	Description	Rate	Effective Date
PA0026	Lower Southampton TP, Neshaminy SD (NR) LST	\$52	1/1/2024
PA0154	Sheffield TP, Warren SD (NR) LST	\$52	12/15/2023
PA0298	Frailey TP, Pine Grove SD (NR) LST	\$52	12/15/2023
PA0350	Middle Smithfield TP, E Stroudsburg SD (NR) LST	\$52	12/15/2023
PA0358	Warsaw TP, Brookville SD (NR) LST	\$52	12/15/2023
PA0425	Dalton BO, Lackawanna Trail SD (NR) LST	\$52	12/15/2023
PA0708	Wattsburg BO, Wattsburg SD (NR) LST	\$52	1/1/2024
PA0807	Cussewago TP, Penncrest SD (NR) LST	\$20	12/15/2023
PA0830	Dunnstable TP, Keystone Central SD (NR) LST	\$52	12/15/2023
PA0972	Loretto BO, Penn Cambria SD (NR) LST	\$52	12/15/2023
PA1025	North Towanda TP, Towanda SD (NR) LST	\$52	1/1/2024
PA1057	Bellwood BO, Bellwood-Antis SD (NR) LST	\$35	12/15/2023
PA1161	Aliquippa CT, Aliquippa SD (NR) LST	\$52	1/1/2024
PA1287	Turbot TP, Milton SD (NR) LST	\$52	12/15/2023
PA1455	Williams TP, Williams Valley SD (NR) LST	\$5	1/1/2024
PA1814	Brokenstraw TP, Warren SD (NR) LST	\$52	12/15/2023
PA1970	Wheatland BO, Farrell SD (NR) LST	removed	12/31/2023
PA2610	Wrightstown TP, Council Rock SD Regular IT	1%	12/15/2023
PA2623	Tullytown BO, Pennsbury SD (NR) Regular IT	1%	12/15/2023
PA2624	Tullytown BO, Pennsbury SD Regular IT	1%	12/15/2023
PA4439	Wheatland BO, Farrell SD (NR) Regular IT	removed	12/31/2023
PA4440	Wheatland BO, Farrell SD Regular IT	removed	12/31/2023
PA4506	Greenville BO, Greenville SD Regular IT	2.25%	12/15/2023
PA4565	New Castle CT, New Castle SD (NR) Regular IT	1.332%	12/15/2023

Code	Description	Rate	Effective Date
PA6850	Westtown TP, W Chester SD Regular IT	1.08%	12/15/2023
PA7612	Braddock BO, Woodland Hills SD Regular IT	1.75%	12/15/2023
PA7993	Hermitage CT, Farrell SD Regular IT	2.25%	1/1/2024
PA7994	Hermitage CT, Farrell SD (NR) Regular IT	1%	1/1/2024
PA7995	Hermitage CT, Farrell SD (NR) LST	\$52	1/1/2024

Rhode Island

- The Unemployment Insurance wage base limit changes to \$29,200 for 2024.
- Rhode Island disability insurance tax (RISDI) information is updated for 2024. Effective for wages paid on or after January 1, 2024:
 - The withholding rate is 1.2%
 - The taxable wage limit is \$87,000 for each employee per calendar year.

Vermont

- Vermont withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- Effective January 1, 2024, the Health Care contribution rate will be \$268.24.

Wyoming

The statewide average officers quarterly wage amount has increased to \$14,072.51 for 2024. The amount is for corporate officers and owners only. The quarterly average wage amount is to be used and not actual wages.

For more information, see <https://dws.wyo.gov/dws-division/workers-compensation/owner-officer-information/>

Product updates

Payroll product updates

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

My Workforce Forms updates

This update does not include any new features or improvements to 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>

Supported W-2 Forms

For information about ordering W-2 forms, see the article [Which forms should I order for year-end?](#) on the Sage Support website.

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://us-kb.sage.com/portal/ss/>:

- [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

Preparing for Year-End Processing

Before you start processing your 2024 payroll, visit the Sage Year-End Center, where you can get fast answers from Sage support, peers, and product experts at the busiest time of year. You'll find helpful articles, discussion forums, and other links and resources to help your year-end processing go smoothly.

To get started, visit <https://communityhub.sage.com/p/yearend> and select Sage 300.

The Year-End Center provides you with information on the following topics:

- Printing and filing W-2 forms
- Entering employee supplemental information
- Frequently asked questions for year-end processes
- Information about processing year-end 2023 reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix
- Preparing for your first payroll of 2024

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 asked if you want to continue updating company-level local tax records with information from the local repository, click one of the following:
 - **Yes** to automatically update the company rates for all local taxes.
 - **No** to update local taxes individually (select each tax and click the Update button to apply the rate changes). Doing this enables you to validate rates before and after the changes.
4. Depending on your choice in the previous step, update employee-level local tax records as follows:
 - If you clicked **Yes** in the previous step, when asked if you want to continue updating employee local tax records from the local tax repository, click one of the following:
 - **Yes** to automatically update the employee-level rates for all local taxes.
 - **No** to select each employee or use the Update Taxes tax, then update each tax or employee individually.
 - If you clicked **No** in the previous step, you must 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**.

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.