Sage 300 U.S. Payroll

Q4 SR1 2024 Release Notes

January 2025

Contents

Contents

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 Q4 SR1 2024

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 8.0, which is supported in Sage 300 2025, 2024 PU3, 2023 PU7, and 2022 PU8.

> **Note:** If running Sage 2025 and Payroll Web Screens,
>
> - Sage 2025 PU1 is required.
> - If Canadian and US Payroll are installed, you must install the same Payroll Tax Update otherwise you will not be able to login to Sage 300 Web Screens.

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 http://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 2024.

- **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 Sage Knowledgebase article: [Which forms should I order for year-end? (Solution ID: 223924750040172)](#).

Payroll Tax Updates

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 $51,700 for 2025.

Arkansas

Arkansas withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

Hawaii

- Hawaii withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

- The Unemployment Insurance wage base limit changes to $62,000 for 2025.

- State disability insurance rate is updated for 2025.

    - The temporary disability insurance (TDI) maximum weekly wage base will increase to $1,441.72.

    - The maximum weekly deduction from employee wages will increase to $7.21.

    - The tax rate of .5% of the wage base remains unchanged.

    For more details about setting up related local tax codes, see Knowledgebase article

    [231030191128320.](231030191128320.)

Idaho

The Unemployment Insurance wage base limit changes to $55,300 for 2025.

Illinois

Illinois withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

Indiana

Indiana withholding tables and instructions have been updated for 2025. 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
IN0016	Switzerland 78 CO Regular (NR) IT	1.45%	01/01/2025
IN0024	Rush 70 CO Regular (NR) IT	2.15%	01/01/2025
IN0040	Monroe 53 CO Regular (NR) IT	2.14%	01/01/2025
IN0055	Jay 38 CO Regular (NR) IT	2.5%	01/01/2025
IN0067	Gibson 26 CO Regular (NR) IT	1.3%	01/01/2025
IN0071	Floyd 22 CO Regular (NR) IT	1.89%	01/01/2025
IN0107	Switzerland 78 CO Regular IT	1.45%	01/01/2025
IN0115	Rush 70 CO Regular IT	2.15%	01/01/2025
IN0132	Monroe 53 CO Regular IT	2.14%	01/01/2025
IN0147	Jay 38 CO Regular IT	2.5%	01/01/2025
IN0159	Gibson 26 CO Regular IT	1.3%	01/01/2025
IN0163	Floyd 22 CO Regular IT	1.89%	01/01/2025

Kentucky

- The Unemployment Insurance wage base limit changes to $11,700 for 2025.

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

Code	Description	Rate	Effective Date
KY0282	Lyndon CT Regular IT	0.75%	01/01/2025

Maryland

- Maryland withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

- For more details about changes to local income brackets, see Knowledgebase article 240311184255530.

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

Code	Description	Rate	Effective Date
MD3191	Calvert, Maryland Regular IT	3.2%	01/01/2025
MD3205	St. Mary's, Maryland Regular IT	3.2%	01/01/2025

Michigan

The Unemployment Insurance wage base limit changes to $9,000 for 2025.

Minnesota

- Minnesota withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

- The Unemployment Insurance wage base limit changes to $43,000 for 2025.

Mississippi

Mississippi withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

Montana

Montana withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

New Mexico

The Unemployment Insurance wage base limit changes to $33,200 for 2025.

North Carolina

- North Carolina withholding tables and instructions, including rates on supplemental wages, have been updated for 2025. Refer to the state publication for more details.

- The Unemployment Insurance wage base limit changes to $32,600 for 2025.

North Dakota

- North Dakota withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

- The Unemployment Insurance wage base limit changes to $45,100 for 2025.

Ohio

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

Code	Description	Rate	Effective Date
OH1077	Hamersville VI Regular IT	1%	01/01/2025
OH0218	Sidney CT Regular IT	1.5%	01/01/2025
OH0620	Danville 4202 SD Regular IT	1.75%	01/01/2025
OH1076	Mifflin VI Regular IT	1%	01/01/2025

Effective November 19, 2024, the following local tax has been expired:

Code	Description
OH1033	Jefferson TP-Whitehall JEDD CT Regular IT

Oregon

Oregon withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

Pennsylvania

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

Code	Description	Rate	Effective Date
PA4565	New Castle CT, New Castle SD (NR) Regular IT	1.148%	01/01/2025
PA2935	Washington CT, Washington SD (NR) Regular IT	1%	12/15/2024

Code	Description	Rate	Effective Date
PA2936	Washington CT, Washington SD Regular IT	1%	12/15/2024
PA4803	Upper Providence TP, Rose Tree SD (NR) Regular IT	1%	12/15/2024
PA4804	Upper Providence TP, Rose Tree SD Regular IT	1%	12/15/2024
PA4871	Aldan BO, William Penn SD (NR) Regular IT	1%	12/15/2024
PA4872	Aldan BO, William Penn SD Regular IT	1%	12/15/2024
PA5686	Altoona CT, Altoona SD Regular IT	1.7%	12/15/2024
PA6390	Shamokin CT, Shamokin SD Regular IT	1%	12/15/2024
PA6628	Lancaster CT, Lancaster SD Regular IT	1.6%	01/01/2025
PA6922	Uwchlan TP, Downingtown SD Regular IT	1.25%	12/15/2024
PA7022	Schuylkill TP, Phoenixville SD Regular IT	1.35%	12/15/2024
PA7092	Phoenixville BO, Phoenixville SD Regular IT	1.1%	12/15/2024
PA7097	Penn TP, Avon Grove SD (NR) Regular IT	0.75%	12/15/2024
PA7098	Penn TP, Avon Grove SD Regular IT	0.75%	12/15/2024
PA7330	Heidelberg TP, Northwestern Lehigh SD Regular IT	1.175%	12/15/2024
PA7438	Elk TP, Oxford SD Regular IT	1.1%	12/15/2024
PA7454	East Whiteland TP, Great Valley SD Regular IT	0.8%	12/15/2024
PA7462	E Pikeland TP, Phoenixville SD Regular IT	1.35%	12/15/2024
PA7889	Ridley Park BO, Ridley SD (NR) Regular IT	1%	12/15/2024
PA7890	Ridley Park BO, Ridley SD Regular IT	1%	12/15/2024
PA7987	Lancaster CT, Conestoga Vly SD Regular IT	1.6%	01/01/2025
PA7990	Lancaster CT, Lampeter-Strbg SD Regular IT	1.6%	01/01/2025
PA0408	East Hanover TP, Northern Lebanon SD (NR) LST	$26	12/15/2024
PA0766	New Cumberland BO, West Shore SD (NR) LST	$52	12/15/2024
PA0933	Summit Hill BO, Panther Valley SD (NR) LST	$52	12/15/2024
PA1289	Shamokin TP, Shamokin SD (NR) LST	$52	12/15/2024
PA1375	Manor TP, Penn Manor SD (NR) LST	$52	12/15/2024
PA1457	White Oak BO, McKeesport SD (NR) LST	$52	12/15/2024
PA1496	Spring City BO, Spring-Ford SD (NR) LST	$52	12/15/2024

Code	Description	Rate	Effective Date
PA1529	Mt Joy TP, Littlestown SD (NR) LST	$52	12/15/2024
PA1530	Mt Joy TP, Gettysburg SD (NR) LST	$52	12/15/2024
PA7931	White Oak BO, Norwin SD (NR) LST	$52	12/15/2024

Rhode Island

- Rhode Island withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

- The Unemployment Insurance wage base limit changes to $29,800 for 2025.

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

Code	Description	Rate	Effective Date
RISDI	Rhode Island Disability Insurance Tax	1.3%	01/01/2025

Vermont

Vermont withholding tables and instructions have been updated for 2025. Refer to the state publication for more details.

West Virginia

The Unemployment Insurance wage base limit changes to $9,500 for 2025.

Wyoming

The statewide average officers quarterly wage amount has increased to $14,768.01 for 2025. 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/employers/wage-reporting-and-coverage/

Product updates

Payroll product updates

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

Payroll Earnings and Deductions W2 Reporting Types

On the Payroll Earnings and Deductions window, you can now create codes for benefits under Medicaid waiver payments. These payments will appear on the W-2 Box 12 with Code II. (Select Medicaid waiver payments under Notice 2014-7 in the W2 Reporting field on the Employer tab.)

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 Sage Knowledgebase article Which forms should I order for year-end? (solution ID 223924750040172) 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 Sage Knowledgebase articles:

- Producing Quarterly Wage Reports on Disk(ette) or Hard Disk (Solution ID: 240315223951660)
- State-Specific Information for Quarterly Wage on Disk(ette) (Solution ID: 240315225836580)
- Entering Employee Supplemental Information (Solution ID: 223924350032880)

Preparing for Year-end Processing

Before you start processing your 2025 payroll, visit the Community Hub 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, select your region, and then select Sage 300.

The Year-End Center includes an FAQ and provides you with information various topics, including employee-related forms, processing reports, and preparing for the first payroll of a new year.

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.