January 2016
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Release Notes


Version: Product Update Q4 2015 SR1

Intended Audience

It is important that all customers who update, maintain, and use Sage Abra Suite or Sage Employee Self Service (U.S. versions), read this document to obtain important information about changes to their products.

Before You Begin

Before installing the product update, perform an external back up of your Sage Abra Suite data and read this document in its entirety.

Important Update Information

Sage Abra Suite product updates are cumulative. Even if you have omitted any previous updates or hot fixes for the version you have installed, this Q4 2015 SR1 update will bring your Sage Abra Suite environment up to date.

Important Information Regarding Future Updates

The following chart outlines the Sage Abra Suite product versions supported with product updates for each period.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage Abra Suite 9.1</td>
<td>Final Update</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Sage Abra Suite 9.2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Support and Documentation

Sage strives to provide you with the very best support in the industry. If you have a question, we provide the following methods for you to get your answer as soon as possible:

- **Help and documentation.** Many answers to common questions can be found in the in-product Help system and documentation included with Sage Abra Suite.

- **Online resources.** For additional articles and resources, visit the [Sage Knowledgebase](https://www.sage.com/en-us/sage-knowledgebase). Join the Sage Abra Suite community on [Sage City](https://www.sagecity.com) to find additional support and to contribute to product discussions.
- **Customer Support.** Contact us at 800-829-0170 (please have your Customer ID handy).

- **Tax forms.** Because all printed forms have variations, Sage Abra Suite only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at [https://www.sagechecks.com/estore/](https://www.sagechecks.com/estore/).

**Local Taxes**

Sage is always striving to provide you with the tax codes you need to set up payroll processing for your employees. If you require a local tax that is not listed in the System Tax Tables, please send the related tax documentation from the state or locality with your request to Support.EmployerSolutions@Sage.com.
State and Local Legislative Updates

This section contains the state and local 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.

Connecticut

Effective January 1, 2016, Table A (Personal Exemptions) and Table E (Personal Tax Credits) are updated for filing status F. Refer to the state publication for more details.

District of Columbia

Effective January 1, 2016, the following changes are made to the withholding tables:

- The amount for each personal exemption withholding allowance will remain at $1,775 for each exemption claimed.
- The withholding tables now have 6 tax rates of 4%, 6%, 6.5%, 8.5%, 8.75%, and 8.95%. The tax amounts and/or wage increments are updated as applicable.

Illinois

Effective January 1, 2016, the personal allowance is increased from $2,150 to $2,175. The tax rate remains unchanged at 3.75%.

Indiana

Effective January 1, 2016, the following local taxes are updated in the system tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTA</td>
<td>Clinton County N/R Income Tax</td>
<td>0.5%</td>
</tr>
<tr>
<td>INBF</td>
<td>Delaware County Income Tax</td>
<td>1.5%</td>
</tr>
<tr>
<td>INEY</td>
<td>Delaware County N/R Income Tax</td>
<td>0.8625%</td>
</tr>
<tr>
<td>INY</td>
<td>Fountain County Income Tax</td>
<td>1.55%</td>
</tr>
<tr>
<td>INYA</td>
<td>Fountain County N/R Income Tax</td>
<td>0.5%</td>
</tr>
</tbody>
</table>
Maryland

- Effective January 1, 2016, the following local taxes are updated in the system tax tables:
### Tax Updates

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD50</td>
<td>Anne Arundel County</td>
<td>2.5%</td>
</tr>
<tr>
<td>MD20</td>
<td>Worcester County</td>
<td>1.75%</td>
</tr>
<tr>
<td>MDNR</td>
<td>Non-residents</td>
<td>1.75%</td>
</tr>
</tbody>
</table>

- The Comptroller of Maryland has posted the W2 reporting instructions and specifications for tax year 2015 reporting. The NAICS code field on the RV record is now required.

### Massachusetts

Effective January 1, 2016, the withholding rate decreases from 5.15% to 5.1% and the following credits are changed as follows:
- Head of Household subtraction is changed to $122.40 annually.
- Blind subtraction is changed to $112.20 annually.

### New York

The New York Department of Taxation and Finance has posted the 2016 withholding tables for New York (state), New York City, and Yonkers. A summary of the changes follows:
- New York State:
  - The supplemental withholding rate remains unchanged at 9.62%
  - The deduction allowances for single and married have been updated to $7400 and $7900, respectively.
  - The exemption allowance remains unchanged at $1000 for each exemption claimed.
  - The withholding table wage increments and tax amounts have been updated based on inflation.
- Yonkers (Resident):
  - The supplemental withholding rate remains unchanged at 1.61135%
  - The deduction allowances for single and married have been updated to $7400 and $7900, respectively.
  - The exemption allowance remains unchanged at $1000 for each exemption claimed.
The withholding table wage increments and tax amounts have been updated based on inflation. The annualized tax result is multiplied by 16.75% (hard coded in Suite; stored in a separate surcharge rate table for Kronos). The 16.75% multiplier is unchanged from the January 1, 2015 withholding tables for Yonkers.

There are no changes to Yonkers nonresident withholding.

New York City:
- The supplemental withholding rate remains unchanged at 4.25%
- The deduction allowances for single and married remain unchanged at $5000 and $5500, respectively.
- The exemption allowance remains unchanged at $1000 for each exemption claimed.
- The withholding table wage increments and tax amounts remain unchanged from the June 1, 2015 publication, including the line 7, column 5 tax amount which includes an additional amount to recapture the School Tax Reduction (STAR) Program.

North Carolina
Effective January 1, 2016, the North Carolina Department of Revenue has release the following withholding rate changes:
- Standard deduction amounts are increased. The standard deduction for married filing joint and surviving spouse is $15,500 (previously $15,000); head of household is $12,400 (previously $12,000); and single and married filing separate is $7,750 (previously $7,500). Supplemental withholding rate is increased to 5.85%
- Net annualized taxable wages in the formula is increased to 5.85%
- Standard deduction amounts:
  - Single, married, or qualifying widow(er): increased to $7750
  - Head of household: increased to $12400
- Note: The withholding allowance amount of $2500 for each exemption claimed is unchanged for 2016.

North Dakota
- Effective January 1, 2016, the allowance amount increases to $4050 for each exemption
claimed. Withholding table wage increments and/or tax amounts are updated based on indexing for select tiers. The supplemental withholding rate is decreased to 1.84%.

- North Dakota has reported an increase in the taxable wage base for 1/1/2016. The increase is up to $37,200 from $35,600 in 2015.

**Ohio**

- Effective January 1, 2016, the following Ohio localities will be reported to CCA:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHLW</td>
<td>West Alexandria Local Tax</td>
</tr>
</tbody>
</table>

- Effective January 1, 2016, the following local taxes are updated in the supported tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHIT</td>
<td>Danville LSD Local Tax</td>
<td>1.5%</td>
</tr>
<tr>
<td>OH*6</td>
<td>Kenton CSD Local Tax</td>
<td>1.0%</td>
</tr>
<tr>
<td>OHOJ</td>
<td>Portsmouth Local Tax</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

- With the Q4 2015 release, the tax listed below was expired on 12/31/2015 following information provided by the Ohio School District Tax for Sebring. As of this month, the School District for Sebring changed the expiration date to 12/31/2016. With this release, the following Ohio local tax has been reactivated:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH#K</td>
<td>Sebring LSD Tax</td>
<td>1.0%</td>
</tr>
</tbody>
</table>

- Effective January 1, 2016, the following local taxes are added to the supported tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHW4</td>
<td>Bethel Local Tax</td>
<td>0.5%</td>
</tr>
<tr>
<td>OHW5</td>
<td>Ney Local Tax</td>
<td>1.0%</td>
</tr>
</tbody>
</table>
Oklahoma

Oklahoma has released their 2016 withholding publication with the following updates:

- The value of the allowance for each exemption claimed remains unchanged at $1000.
- The withholding table has been contracted with only 6 tax rates of 0.5%, 1%, 2%, 3%, 4%, and 5% for 2016. In 2015 there were 7 tax rates of 0.5%, 1%, 2%, 3%, 4%, 5%, and 5.25%.
- The supplemental withholding rate decreases from 5.25% to 5%, effective January 1, 2016.

Oregon

- Oregon Department of Revenue has released their withholding publication with the following updates:
  - The personal exemption credit is increased to $195.
  - The standard deduction amount is increased to $2,155 for single with <3 allowances and $4,315 for single with 3 or more allowances.
  - The supplemental withholding rate remains unchanged at 9%.
  - There are different withholding formulas for lower and higher income earners (< 50,000 and =>50,000). The wage increments and/or tax amounts are updated based on indexing.
  - The federal tax withheld deduction maximum is increased to $6,500 and there is a phase out for high income earners.
  - Effective January 1, 2016, the taxable wage base for unemployment is decreased to $36,900.

Pennsylvania

Effective January 1, 2016, the following local taxes are updated in the system tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACF</td>
<td>Altoona City</td>
<td>1.6%</td>
</tr>
<tr>
<td>PHHU</td>
<td>Altoona City NR</td>
<td>1.5%</td>
</tr>
<tr>
<td>PAWV</td>
<td>Bald Eagle Twp LST, PA</td>
<td>$52 annually</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Rate</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>PHNW</td>
<td>Bensalem TP</td>
<td>1.0%</td>
</tr>
<tr>
<td>PHNX</td>
<td>Bensalem TP NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PAJ9</td>
<td>Braddock BO</td>
<td>1.4%</td>
</tr>
<tr>
<td>PHMN</td>
<td>Braddock BO NR</td>
<td>1.15%</td>
</tr>
<tr>
<td>PAK2</td>
<td>Farrell City</td>
<td>2.5%</td>
</tr>
<tr>
<td>PIFQ</td>
<td>Farrell City NR</td>
<td>1.8%</td>
</tr>
<tr>
<td>PA&gt;5</td>
<td>Greenville BO</td>
<td>1.125%</td>
</tr>
<tr>
<td>PIJV</td>
<td>Greenville BO NR</td>
<td>1.046%</td>
</tr>
<tr>
<td>PKW0</td>
<td>Jeannette City</td>
<td>1.85%</td>
</tr>
<tr>
<td>PAK7</td>
<td>Jeannette City</td>
<td>1.85%</td>
</tr>
<tr>
<td>PKW1</td>
<td>Jeannette City</td>
<td>1.85%</td>
</tr>
<tr>
<td>PKXV</td>
<td>Jeannette City NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PITC</td>
<td>Jeannette City NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PKXW</td>
<td>Jeannette City NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PAN=</td>
<td>Johnstown City NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PAYJ</td>
<td>Johnstown Ci LST (Ca), PA</td>
<td>$156 annually</td>
</tr>
<tr>
<td>PA2+</td>
<td>Rankin BO</td>
<td>1.4%</td>
</tr>
<tr>
<td>PJTZ</td>
<td>Rankin BO NR</td>
<td>1.3%</td>
</tr>
<tr>
<td>PBSC</td>
<td>S. Middleton Twp LST, PA</td>
<td>$52 annually</td>
</tr>
<tr>
<td>PAY1</td>
<td>Summit Twp LST (Er), PA</td>
<td>$52 annually</td>
</tr>
</tbody>
</table>

**Rhode Island**

Rhode Island released their 2016 withholding publication which includes the following updates:

- The withholding exemption allowance amount is equal to $1,000 for each exemption claimed for wages less than or equal to $215,800 (up from $214,700 in 2015).
The withholding table wage increments and tax amounts are updated based on inflation.

The supplemental withholding rate is unchanged at 5.99%.

**U.S. Virgin Islands**

The Virgin Islands Department of Labor has announced that the taxable wage base for unemployment tax purposes will increase from $22,900 to $23,000 in 2016.

**Vermont**

Vermont released their 2016 withholding tables. The withholding allowance amount for each exemption claimed increases to $4050. The withholding table wage increments and tax amounts have been adjusted for inflation. There are no changes to the supplemental withholding rates.

**West Virginia**

Effective January 1, 2016, the Morgantown, West Virginia city created a new service fee (WVH Morgantown City Svs Fee, WV) that will help fund road repairs and increased police safety. Employees working in Morgantown (full time or part time) are to be withheld $3 per week for the service fee.
My Workforce Analyzer Updates

Now you can conveniently abide by Affordable Care Act reporting requirements and make decisions with confidence. My Workforce Analyzer helps you manage employer-sponsored healthcare, stay compliant with government regulations, and create and distribute Federal Forms 1095-C and 1094-C. The following new features and improvements are included with this update to My Workforce Analyzer.

General Updates to My Workforce Analyzer

Based on IRS legislative changes and feedback from customers, this release includes legislative updates, minor enhancements, and minor fixes to the workforce analyzer engine.

**Tip:** For a checklist and overview of the year-end process using My Workforce Analyzer and Aatrix, review the [My Workforce Analyzer 2015 Year-End Processing Guide](#).

Important Manual Adjustments for Terminated Employees

If you terminated an employee and continued to offer benefits through to the end of month, My Workforce Analyzer should report an offer of healthcare coverage code for that month on line 14 of Form 1095-C (Employer Provided Health Insurance Offer and Coverage). The program currently uses the termination date to determine coverage and reports code 1H (no offer of coverage) for the month of termination.

We are preparing a correction for this issue and will deliver it as soon as possible, but if you must file your forms before we deliver the fix, you must manually adjust the forms before filing.

**Important!** If you terminated an employee in 2015, but your offer of healthcare coverage continued through to the end of the month (or subsequent months), follow these steps:

1. After preparing your forms for 2015, select the form set in the Forms > Forms panel, and click **Edit**. The forms editor opens.

2. Select the **1095-C** tab, then using the right-panel search, find the terminated employee.

3. Select the **Part II** subtab, review **Line 14 Offer of Coverage**.

4. For months that the employee was terminated but continued to receive an offer of coverage from the employer, change the code from 1H to the applicable Offer of Coverage code.

5. Click **Save** in the forms editor, and repeat these steps for each applicable terminated employee.

For more information about Offer of Coverage codes, view My Workforce Analyzer [online help](#) and the [IRS instructions for Forms 1094-C and 1095-C](#).
Preparing for Year-End Processing

Before you start processing your 2016 payroll, visit the Sage City 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.

Sage City Year-End Center

To get started, visit http://sagecity.na.sage.com/p/yearend and select Sage HRMS & Sage Abra Suite.

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

- Printing and filing your W-2s
- Entering employee supplemental information
- Frequently asked questions for year-end processes
- Information about processing year-end reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix.
- Preparing for your first payroll of 2016

Year-End Processing Guide

Review the Sage Abra Suite 2015 Year-End Processing Guide for a comprehensive guide to pre-closing activities, closing activities, preparing and printing tax forms, and preparing for the new payroll year.
Sage Abra Suite Installation Instructions

To verify the version of Sage Abra Suite, from the Main Menu, select Help > About Sage Abra Suite and the current version installed will be displayed. If the version reads 9.20.62, the Q4 2015 SR1 update has already been applied.

Before installing this update, back up your Sage Abra Suite Data folder by using your external backup procedure.

**Note:** Product updates are cumulative. This Q4 2015 SR1 update includes all product enhancements, tax updates, hot fixes, and any other changes since the release date of the version. If you did not install previous updates, you need only to install this Q4 2015 SR1 Product Update to bring your Sage Abra Suite environment up to date.

**Step 1 - Downloading the Product Update**

1. Visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com), and log on to the site.
2. At the top of the page, select My downloads > Sage HRMS.
3. Under the Sage HRMS heading, select your product version (Sage Abra Suite 9.2).
4. Under Downloads and updates > Latest updates, click the article titled Download Sage Abra Suite 9.2 Q4 2015 SR1 product update. The download article opens.
5. 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, please copy the unzipped folder to the server before proceeding.

**Step 2 - Installing the Product Update**

1. Back up your Sage Abra Suite data using your external backup procedure.
2. Open the folder with the extracted files, right-click the .exe (executable) file and run as administrator or the current user with administrator rights. 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 the administrator, double-click the .exe file.
3. After a few minutes, the Install Shield Wizard appears. Click Next.
4. Follow the instructions, and click Finish when prompted.
5. Make another backup of the Sage Abra Suite Data folder using your external backup procedure. This ensures that you have a backup of the new version of the software.

**Step 3 - Launching the Client**

Launch the Sage Abra Suite client from any workstation.

The first time a client is launched after the server update, you will receive the message “You have installed a new version of Sage Abra Suite and your files must be updated”. This message appears only upon the first launch of a client following the server update. Click **OK** to initiate the file update.

**Step 4 - Processing Payroll**

After you have completed installation and activation for all companies, and made any adjustments described in these Release Notes, you can log on to Sage Abra Suite and resume processing payroll.