Sage HRMS 2015
Canadian Payroll

January 1, 2016 Release Notes

December 2015
Document version: December 22, 2015

This is a publication of Sage Software, Inc.

Copyright © 2015 Sage Software, Inc. All rights reserved.

Sage, the Sage logos, and the Sage product and service names mentioned herein are registered trademarks or trademarks of Sage Software, Inc. or its affiliated entities. All other trademarks are the property of their respective owners.

Windows ® and the Windows logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or in other countries.

The names of all other products and services are property of their respective owners.

Your use of this document and the Sage product(s) described herein is governed by the terms and conditions of the Sage End User License Agreement ("EULA") or other agreement that is provided with or included in the Sage product. Nothing in this document supplements, modifies or amends those terms and conditions. Except as expressly stated in those terms and conditions, the information in this document is provided by Sage "AS IS" and Sage disclaims all express, implied or statutory warranties of any kind, including but not limited to the warranties of merchantability, fitness for a particular purpose or of non-infringement. No implied license is granted to you under any Sage intellectual property or trade secret right. Sage reserves the right to revise, supplement or remove information in this document at any time without notice to you or others.

Sage End User License: www.sage.com/us/legal/eula
Year-End Processing Guide ................................................................. 15

Product Update Installation Instructions ......................................... 16
  Downloading the Product Update ................................................... 16
  Installing the Product Update ....................................................... 16
  Updating Sage HRMS Client Files ................................................ 17
  Verifying the Product Update ........................................................ 18

Sage Employee Self Service Update Installation Instructions ............. 19
  Downloading the Update .............................................................. 19
  Installing the Sage Employee Self Service Update .......................... 20
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


Important Information Regarding Future Updates

The following chart outlines the Sage HRMS product versions supported with Product Updates or Quarterly Tax Updates for each period this year.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage HRMS 2014</td>
<td>Final Update</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Sage HRMS 2015</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sage HRMS 2016</td>
<td>–</td>
<td>First Update</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.
• **Sage University:** Learn pro tips for year-end processing in online or classroom courses. Visit [http://SageU.com](http://SageU.com) and log on or create an account to register for training.

• **Sage City Year-End Center:** Visit [http://sagecity.na.sage.com/p/yearend](http://sagecity.na.sage.com/p/yearend) for help, guidance, documents, and downloads specific to Sage HRMS Payroll and Year End 2015.

• **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com) or contact Customer Support at 800-829-0170 (U.S. and Canada). Please have your Sage Customer Number handy when contacting Support.
Payroll Tax Updates

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

Federal Legislative Updates

This section lists the Federal legislative updates available with this release.

T4s for 2015

At the time of this release, the 2015 T4 forms are not available from the CRA. Sage has been advised by the CRA to use the 2014 T4 forms. If an updated form is provided by the CRA, we will update the form in Sage HRMS Payroll and notify you.

EI Maximum Insurable Earnings and Premium Rates for 2016

The Employment Insurance premium rates and maximum insurable earnings have been released for 2016. The annual maximum insurable earnings for 2016 is set to $50,800.

The premium rates are:

- 1.88% (the same as 2015) for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.52% (compared to 1.54% for 2015) for residents of Québec.

The annual maximum contributions for the general rate are:

- Employee contributions - $955.04
- Employer contributions - $1337.06

The annual maximum contributions for Québec are:

- Employee contributions - $772.16
- Employer contributions - $1081.02
Pension Plan Rates and Maximum Pensionable Earnings for 2016

The Canada Revenue Agency announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2016 will be $54,900 (up from $53,600 in 2015). Contributors who earn more than $54,900 in 2016 are not required or permitted to make additional contributions to the CPP based on earnings exceeding this amount. Additionally:

- The basic exemption amount for 2016 remains $3,500.
- The maximum contributory earnings increase to $51,400.
- The employee and employer contribution rates for 2016 remain unchanged at 4.95%.
- The maximum employee and employer contribution to the plan for 2016 is $2,544.30 each.

Note: The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with the CPP and QPP rates for 2016.

Federal Indexation for 2016

The federal indexation factor effective January 1, 2016 is 1.3% (changed from 1.7% in 2015). This factor will be applied in the same format as it has been in the past few years and the indexation excludes pension, tuition, and education amounts. Note the exclusion of these three credits from indexation does not apply to the provinces of Alberta and Ontario. All credits in Alberta and Ontario are subject to indexation.

Provincial and Territorial Legislative Updates

This section lists provincial and territorial 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.

To confirm the amounts and to receive the forms for 2016, contact your tax services office or visit the government websites:

- CRA: http://www.cra-arc.gc.ca/
### WCB Maximum Assessable Earnings for 2016

The 2016 Workers Compensation Board Maximum Assessable Earnings are:

<table>
<thead>
<tr>
<th>Province</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>98,700</td>
<td>95,300</td>
</tr>
<tr>
<td>British Columbia</td>
<td>80,600</td>
<td>78,600</td>
</tr>
<tr>
<td>Manitoba</td>
<td>125,000</td>
<td>121,000</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>61,800</td>
<td>60,900</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>62,540</td>
<td>61,615</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>88,600</td>
<td>86,000</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>58,200</td>
<td>56,800</td>
</tr>
<tr>
<td>Nunavut</td>
<td>88,600</td>
<td>86,000</td>
</tr>
<tr>
<td>Ontario</td>
<td>88,000</td>
<td>85,200</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>52,200</td>
<td>52,100</td>
</tr>
<tr>
<td>Québec</td>
<td>71,500</td>
<td>70,000</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>69,242</td>
<td>65,130</td>
</tr>
<tr>
<td>Yukon</td>
<td>84,837</td>
<td>84,837</td>
</tr>
</tbody>
</table>

### Personal Tax Credits for 2016

Effective January 1, 2016, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2016 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

<table>
<thead>
<tr>
<th>Province</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>11,474</td>
<td>11,327</td>
</tr>
<tr>
<td>Alberta</td>
<td>18,451</td>
<td>18,214</td>
</tr>
<tr>
<td>British Columbia</td>
<td>10,027</td>
<td>9,938</td>
</tr>
</tbody>
</table>
Provincial and Territorial Legislative Updates

<table>
<thead>
<tr>
<th>Province/McLlitar</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manitoba</td>
<td>9,134</td>
<td>9,134</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>9,758</td>
<td>9,633</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>8,802</td>
<td>8,767</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>14,081</td>
<td>13,900</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>8,481</td>
<td>8,481</td>
</tr>
<tr>
<td>Nunavut</td>
<td>12,947</td>
<td>12,781</td>
</tr>
<tr>
<td>Ontario</td>
<td>10,011</td>
<td>9,863</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>7,708</td>
<td>7,708</td>
</tr>
<tr>
<td>Québec</td>
<td>11,550</td>
<td>11,425</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>15,843</td>
<td>15,639</td>
</tr>
<tr>
<td>Yukon</td>
<td>11,474</td>
<td>11,327</td>
</tr>
</tbody>
</table>

Provincial and Territorial Indexation for 2016

Effective January 1, 2016, the following provinces and territories have released updated indexing factors:

<table>
<thead>
<tr>
<th>Province/McLlitar</th>
<th>2016</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta</td>
<td>1.3%</td>
<td>2.4%</td>
</tr>
<tr>
<td>British Columbia</td>
<td>0.9%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Manitoba</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>1.3%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>0.4%</td>
<td>2.2%</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>1.3%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Nunavut</td>
<td>1.3%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Province</td>
<td>2016</td>
<td>2015</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Ontario</td>
<td>1.5%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Québec</td>
<td>1.09%</td>
<td>1.06%</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>1.3%</td>
<td>1.7%</td>
</tr>
<tr>
<td>Yukon</td>
<td>1.3%</td>
<td>1.7%</td>
</tr>
</tbody>
</table>

**British Columbia**

Effective for the 2016 tax year, B.C. tax reduction, designated as Factor S, decreased. Tax brackets are indexed and have changed for 2016. To confirm the amounts, contact your tax services office or visit the government websites.

**New Brunswick**

New Brunswick provincial tax brackets are indexed and have changed for 2016. Some rates for higher tax brackets have changed. To confirm the amounts, contact your tax services office or visit the government websites.

**Newfoundland and Labrador**

Newfoundland and Labrador tax brackets are indexed and have changed for 2016. To confirm the amounts, contact your tax services office or visit the government websites.

**Northwest Territories**

The Northwest Territories tax brackets are indexed and have changed for 2016. To confirm the amounts, contact your tax services office or visit the government websites.

**Nunavut**

Nunavut tax brackets are indexed and have changed for 2016. To confirm the amounts, contact your
tax services office or visit the government websites.

Ontario

Ontario provincial tax brackets are indexed and have changed for 2016. Provincial surtax rates and amounts are updated. Provincial tax reduction factor S decreased. To confirm the amounts, contact your tax services office or visit the government websites.

Québec

- Quebec provincial tax brackets are indexed and have changed for 2016. To confirm the amounts, contact your tax services office or visit the government websites.

- The maximum pensionable earnings amount for the Québec Pension Plan for 2016 is $54,900 (from $53,600 for 2015). Additionally:
  - The maximum contributory earnings for QPP increases to $51,400.
  - The QPP rate increases to 5.325%.
  - The maximum employee and employer contributions for QPP are $2,737.05 each.

- The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with the CPP and QPP rates for 2016.

- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2016 as follows:
  - Maximum insurable earnings: $71,500
  - Employee premium rate: 0.548%
  - Employee maximum contributions: $391.82
  - Employer premium rate: 0.767%
  - Employer maximum contributions: $548.41

Saskatchewan

Saskatchewan provincial tax brackets are indexed and have changed for 2016. To confirm the
amounts, contact your tax services office or visit the government websites.

**Yukon**

The Yukon territorial tax brackets are indexed and have changed for 2016. Tax rates for brackets have also changed. To confirm the amounts, contact your tax services office or visit the government websites.
Product Updates

The following product updates are included with this release.

Payroll Product Updates

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

Updated Record of Employment window

The Record of Employment window has been updated to be consistent with new ROE reporting requirements.

**Note:** ROEs must now be printed using Service Canada’s ROE Web application.

Non-periodic Deduction option on Earning/Deduction Codes window

When setting up a deduction on the **Earning/Deduction Codes** window, you can now specify if the deduction is non-periodic.

**Important!** If you have any existing deductions for non-periodic payment types, you must update them by selecting the **Non-periodic Deduction** option. Otherwise, the deduction will not be calculated correctly.

Sage HRMS Product Updates

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

Updates to VETS 4212

The Veterans Employment tab (Setup > Employees > HR Setup) has been updated with this release to include the following new fields: Company No, NAICS Code, Duns No, EIN Number. These fields are required to complete the VETS 4212 reports.
Sage 100 Linked Job Codes

Previously, some customers using Sage 100 with Sage HRMS found that the Labor Codes may not have been able to transfer the full code description between programs. This issue has been fixed with this release. (16739)

Employee Find Calendar Control

When using the Employee Find advanced settings (More Options), the Last Hire Date calendar control has been updated to correctly default to today’s date. (16751)

Sage Employee Self Service Product Updates

The following new features and improvements are included with this update to Sage Employee Self Service.

Logon Verification

Prior to this release, when a user would create a new logon for Sage Employee Self Service using MS Windows authentication and the username was greater than 25 characters, the logon could not be created. We corrected this with this release by expanding the logon username character limit to 100 characters. (16746)
Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage HRMS Payroll. This functionality provides updated reports and forms at no cost and enables you to fill out and file tax forms electronically for a small fee.

To begin using tax forms with Sage Payroll Tax Forms and eFiling by Aatrix, open one of the tax forms available in Federal Tax Filing or State Tax Filing from Payroll > Government Reports after installing this update. 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/index.php/sagehrms
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.

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

- Using the Update TD1 Claim function
- Printing and filing your T4s and Releve 1s
- Information about processing year-end 2015 reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix.
- Preparing for your first payroll of 2016

**Important!** The year 2016 may have an extra pay period. If you process payroll with a bi-weekly or weekly frequency, you may need to update your pay periods per year in Sage HRMS Payroll. See Knowledgebase article ID 54245 for more information.

Year-End Processing Guide

Review the Sage HRMS 2015 Year-End Processing Guide for an overview and checklist to help you close out the payroll year, prepare and file tax forms, and prepare for the new payroll year.
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.
- Download the Product Update from the Sage Customer Portal.

Downloading the Product Update

To download the update:

1. Visit the Sage Knowledgebase at: https://support.na.sage.com, click the orange Login button, and log on to the site.

2. Select Sage HRMS under My Products in the left menu bar.

3. Select your product and version under Browse Products in the left menu bar.

4. Click the Download software tab (in the center of the screen), then scroll down to the Product updates section.


6. 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.

     The InstallShield Wizard appears.

2. After the 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. Launch the Sage HRMS Client 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 verify the version number corresponds with 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: January 1, 2016.

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.
Sage Employee Self Service Update
Installation Instructions

After you have downloaded the Sage Employee Self Service update from the Customer Portal, follow these instructions to install the update and to resume your payroll processing.

Before you start:

- Verify that Sage HRMS has been installed and is working correctly.
- Verify that you have Administrator access (Local Administrator access is preferred) and permissions to log on as a service, launch processes, and access the Sage HRMS data.
- If you are using Sage Employee Self Service and/or Open Enrollment, make sure all enrollment periods are closed, and that all users have exited and logged off from Sage HRMS and Sage Employee Self Service before beginning the backup and upgrade.
- When the upgrade is complete, you will be prompted to restart your system. Before you begin the upgrade, make any necessary preparations for this required restart.

Downloading the Update

1. Visit the Sage Knowledgebase at: https://support.na.sage.com and select the orange Login link to log on to the site.
2. Select Sage HRMS under My Products in the left menu bar.
3. Select your product and version under Browse Products in the left menu bar.
4. Click the Download software tab (in the center of the screen), then scroll down to the Product updates section.
6. In the article, click Download Now to launch the Sage Download Manager, or click the direct download link to download the executable file.
Important! During this installation process you must enter your Sage Employee Self Service username, organization name, serial number, and install code. You can find this information in System Maintenance under Start > All Programs > Sage Employee Self Service > System Maintenance.

Once you start the installation your customer information clears from System Maintenance, so please copy or save a screen shot of your company’s product information to reference when prompted. Best practice is to collect this information before you start the update.

Installing the Sage Employee Self Service Update

1. Using your external backup procedures, back up the Sage HRMS and Sage Employee Self Service databases to a media device that is external to your Sage HRMS and Sage Employee Self Service servers.
   
   a. Log on to the Sage Employee Self Service server and select Programs > Employee Self Service > System Maintenance to open the Sage Employee Self Service System Maintenance window.

   b. On the Configuration and Settings tab, in the Employee Self Service section, select the Locked check box, and then click Save.

   c. On the SQL Maintenance tab, verify the Backup File Path is correct, and then click Backup.

   d. Prepare to upgrade Sage Employee Self Service by closing all Windows applications.

   e. Run the setup.exe file provided with the installation package with Administrative privileges (right-click the file and select Run as Administrator).

2. The installation program detects that a previous version of Sage Employee Self Service has been installed. Click Next, and then follow the prompts on the InstallShield Wizard.

3. On the Ready to Install the Program window, click Install to proceed with the installation.

4. The system displays Installation windows indicating the progress of the installation. When the InstallShield Wizard Completed window appears, click Finish.
Installing the Sage Employee Self Service Update

Note: One installation window prompts you to enter your customer information (username, organization name, product serial number, and install code). After you start the update process, your customer information clears from System Maintenance. Best practice is to collect this information before you start the update.

5. When the upgrade is complete, click **Yes** to restart your system.

6. After your Sage Employee Self Service server restarts, from the **Start** menu, select **All Programs** > **Sage Employee Self Service** > **System Maintenance** to open the System Maintenance page. Verify that all the information is correct.

7. On the **Configuration and Settings** tab, clear the **Locked** check box.

8. Exit System Maintenance.

9. Log on to Sage Employee Self Service as the MASTER user to complete the setup.

The upgrade is now complete and you are ready to start using Sage Employee Self Service.