Contents

Product Update Release Notes .......................................................... 2
  Product Update Information .............................................................. 2
  About Product Updates for Sage HRMS ............................................... 2
  Important Information Regarding Future Updates .................................. 2
  Support and Resources ..................................................................... 2

Payroll Tax Updates ........................................................................... 4
  Federal Legislative Updates ................................................................. 4
  State and Local Legislative Updates ...................................................... 4
    Idaho ................................................................................................ 4
    Kentucky ......................................................................................... 4
    Ohio ............................................................................................... 5
    Pennsylvania .................................................................................. 5

Product Updates ................................................................................ 7
  Payroll Product Updates .................................................................... 7
  HR Product Updates ........................................................................ 7
  My Workforce Analyzer Updates ....................................................... 7
  Sage Source Updates ....................................................................... 7

Product Update Installation Instructions .......................................... 9
  Downloading the Product Update ....................................................... 9
  Installing the Product Update ............................................................ 9
  Updating Sage HRMS Client Files .................................................... 10
  Verifying the Product Update ............................................................ 10
  Updating the Local Tax Repository and Rates .................................... 11
Product Update Release Notes

**Important!** All customers who update, maintain, and use Sage HRMS 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 HRMS 2015 U.S. Payroll  
**Version:** Product Update Q3 2016

**About Product Updates for Sage HRMS**

Sage HRMS Payroll product updates are cumulative. This means that supported taxes, rates, and forms, all previous updates for this product and version, and any hot fixes or patches previously released are incorporated into this update.

**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>Release</th>
<th>Q1 2016</th>
<th>Q2 2016</th>
<th>Q3 2016</th>
<th>Q4 2016</th>
<th>Q1 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage HRMS 2015</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td><strong>Last Update</strong></td>
</tr>
<tr>
<td>Sage HRMS 2016</td>
<td>Yes</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 City:** Visit [https://sagecity.na.sage.com](https://sagecity.na.sage.com) for blogs, tips, and guidance specific to Sage HRMS.

- **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, state, and local tax changes are included in this update.

Federal Legislative Updates

State and Local Legislative Updates

This section lists 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.

Idaho

The Idaho State Tax Commission has issued new percentage method and wage bracket withholding tables, effective January 1, 2016. Refer to the state publication for more details.

Kentucky

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY0046</td>
<td>Russell CT Regular IT</td>
<td>1.15%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0063</td>
<td>Greensburg CT Regular IT</td>
<td>1.5%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0117</td>
<td>Rowan CO Regular IT</td>
<td>1.5%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0164</td>
<td>Hillview CT Regular IT</td>
<td>1.8%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0225</td>
<td>Simpsonville CT Regular IT</td>
<td>0.5%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0231</td>
<td>Vine Grove CT Regular IT</td>
<td>1.5%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>KY0254</td>
<td>Corbin CT Regular IT</td>
<td>1%</td>
<td>7/1/2016</td>
</tr>
</tbody>
</table>
Ohio

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH0854</td>
<td>Eaton JEDD CT Regular IT</td>
<td>2.25%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>OH0935</td>
<td>Toledo Express Airport JEDD CT Regular IT</td>
<td>0.5%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>OH0936</td>
<td>Richfield JEDD CT Regular IT</td>
<td>2%</td>
<td>1/1/2005</td>
</tr>
<tr>
<td>OH0937</td>
<td>Clarksville VI Regular IT</td>
<td>1%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>OH0938</td>
<td>Darbyville VI Regular IT</td>
<td>1%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>OH0939</td>
<td>Millersport VI Regular IT</td>
<td>1%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>OH0940</td>
<td>Zanesville-Newton TP JEDD CT Regular IT</td>
<td>1.9%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>OH0941</td>
<td>Zanesville-Springfield TP JEDD CT Regular IT</td>
<td>1.9%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>OH0942</td>
<td>Lebanon-Turtle Creek TP JEDD CT Regular IT</td>
<td>1%</td>
<td>12/3/2013</td>
</tr>
<tr>
<td>OH0943</td>
<td>Hubbard TP-Hubbard CT JEDD CT Regular IT</td>
<td>1.5%</td>
<td>12/3/2001</td>
</tr>
<tr>
<td>OH0944</td>
<td>Saybrook TP JEDD II CT Regular IT</td>
<td>1.8%</td>
<td>10/1/2016</td>
</tr>
</tbody>
</table>

Note: To ensure that the correct amount is withheld for this tax, do not add this new local tax to your employees until the payroll for which the tax is effective (wages paid on or after October 1, 2016).

Pennsylvania

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA0566</td>
<td>Youngstown BO, Greater Latrobe SD (NR) LST</td>
<td>$52.00</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA0919</td>
<td>Liberty TP, Keystone Central SD (NR) LST</td>
<td>$52.00</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA1246</td>
<td>McClure BO, Midd-West SD (NR) LST</td>
<td>$52.00</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Rate</td>
<td>Effective Date</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA2216</td>
<td>Harrisburg CT, Harrisburg SD (NR) LST</td>
<td>$156.00</td>
<td>1/1/2016</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> To ensure that the 2016 tax year ends with the correct amount withheld, this rate is set to $260.00 in the tax table.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA2983</td>
<td>Long Branch BO, California SD (NR) Regular IT</td>
<td>1%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA3001</td>
<td>Ellsworth BO, Bentworth SD (NR) Regular IT</td>
<td>1%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA6940</td>
<td>Union TP, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>PA7093</td>
<td>Philadelphia City SD (NR) Regular IT</td>
<td>3.4741%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA7094</td>
<td>Philadelphia CT, Philadelphia City SD Regular IT</td>
<td>3.9004%</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>PA7166</td>
<td>Mt Pleasant TP, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>PA7174</td>
<td>Mt Joy TP, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>PA7246</td>
<td>Littlestown BO, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>PA7378</td>
<td>Germany TP, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
<tr>
<td>PA7618</td>
<td>Bonneauville BO, Littlestown SD Regular IT</td>
<td>1.6%</td>
<td>7/1/2016</td>
</tr>
</tbody>
</table>
Product Updates

The following product updates are included with this release.

Payroll Product Updates

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

HR Product Updates

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

Secure Query without Showing in Groups

Prior to this release, some customers would receive an error when using Secure Query with a company that is using groups by Org level description instead of code, and if the Show Details in Group check box was cleared. This issue has been fixed. (17004)

Employees from Sage 100

With this release we fixed the issue where some customers who transferred employees from Sage 100 could not view the employee without receiving a runtime error. The error would occur only when the Sage HRMS to Sage 100 field when the Original Hire Date was mapped but left blank. (16983)

My Workforce Analyzer Updates

This update does not include any new features or improvements to My Workforce Analyzer.

Sage Source Updates

Sage Source will be discontinued on September 30, 2016, at which point your employees will no longer be able to log on to Sage Source. If people at your company use Sage Source to manage HR or Payroll information (such as for their electronic pay stubs or W-4s), the information will no longer be available. If you need a replacement self-service solution, Sage Employee Self Service may work for your company. Please call 866-271-6050 for more information.
Note: We removed the in-product links to Sage Source from the Welcome Page, the Help drop-down menu, and the Quick Launch toolbar in Sage HRMS.
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.

Downloading the Product Update

To download the update:

1. Visit the Sage Knowledgebase at https://support.na.sage.com, click Log on, and then log on to the site.
2. In the Support by product section, click Select your product, and then click more products.
4. In the Latest updates section, click an update to download.
5. 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 verifying that the version number corresponds with the 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: September 30, 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.
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 HRMS.

2. On the Local/Other Tax Codes 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 HRMS to access all employees. Otherwise you may not receive the prompts as described above and employee rates will not be updated.