



Sage HRMS 2017

Canadian Payroll

January 1, 2019 Release Notes

January 2019

This is a publication of Sage Software, Inc.

© 2019 The Sage Group plc or its licensors. All rights reserved. Sage, Sage logos, and Sage product and service names mentioned herein are the trademarks of The Sage Group plc or its licensors. All other trademarks are the property of their respective owners.

Last updated: January 17, 2019

Contents

- Product Update Release Notes 2**
 - Product Update Information 2
 - About Product Updates for Sage HRMS 2
 - Support and Resources 2

- Payroll Tax Updates 4**
 - Federal Legislative Updates 4
 - Provincial and Territorial Legislative Updates 5
 - British Columbia 8
 - Ontario 8
 - Québec 8

- Product Updates 10**
 - Payroll Product Updates 10
 - HR Product Updates 10
 - Sage Employee Self Service Product Updates 11

- Preparing for Year-End Processing 13**

- Product Update Installation Instructions 14**
 - Downloading the Product Update 14
 - Installing the Product Update 14
 - Updating Sage HRMS Client Files 15
 - Verifying the Product Update 15

- Sage Employee Self Service Update Installation Instructions 16**
 - Downloading the Update 16
 - Installing the Sage Employee Self Service Update 17

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.

Action Required

If you have not already entered your Sage customer account number on the About Sage HRMS page, the first person who logs in to Sage HRMS after this product update is installed will be required to enter your Sage customer account number.

Product Update Information

Product: Sage HRMS 2017 Canadian Payroll and Sage Employee Self Service version 2017

Version: Product Update January 1, 2019

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

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.

Sage Employee Self Service product updates include the full product build.

Note: Sage HRMS 2017 is the only product version that is currently supported. Product Updates and Quarterly Tax Updates are not available for earlier versions of Sage HRMS.

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. Visit <http://cdn.na.sage.com/docs/en/customer/hrms/documentation.htm> for more.
- **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.
- **Sage City Year-End Center:** Visit <http://sagecity.na.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage HRMS Payroll and Year End 2018.
- **Customer Support:** For additional articles and resources, visit the Sage Knowledgebase at <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.

You may need to adjust your employee records to reflect these tax changes.

Federal Legislative Updates

This section lists federal legislative updates available with this release.

Note: Pre-printed T4 forms obtained from the CRA are no longer supported. You can continue to print these forms on plain paper.

Note: Box 84 has been removed from the 2019 T4 form, and effective January 1, 2019 you cannot claim amounts that you previously could claim in this box. To give you flexibility when working with information for previous years, Sage HRMS Canadian Payroll still supports box 84. Do not enter amounts for this box for 2019 or later, because this may cause your tax submission to be rejected.

EI Maximum Insurable Earnings and Premium Rates for 2019

The Employment Insurance premium rates and maximum insurable earnings have been released for 2019. The annual maximum insurable earnings for 2019 is set to \$53,100.

The premium rates are:

- 1.62% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.25% for residents of Québec

The annual maximum contributions for the general rate are:

- Employee contributions - \$860.22
- Employer contributions - \$1,204.31

The annual maximum contributions for Québec are:

- Employee contributions - \$663.75
- Employer contributions - \$929.25

Pension Plan Rates and Maximum Pensionable Earnings for 2019

The Canada Revenue Agency announced that the maximum pensionable earnings under the Canada Pension Plan (CPP) for 2019 will be \$57,400. Contributors are not required or permitted to make additional contributions to the CPP based on earnings exceeding this amount. Additionally, for 2019:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$53,900.
- The employee and employer contribution rates increase to 5.1%.
- The maximum employee and employer contribution to the plan is \$2,748.90 each.

Note: The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with rates and amounts for 2019.

Federal Indexation for 2019

The federal indexation factor effective January 1, 2019 is 2.2%. 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 legislative 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 2019, contact your tax services office or visit the government websites:

- CRA: <http://www.cra-arc.gc.ca/>
- Revenu Québec: <https://www.revenuquebec.ca/fr/>

WCB Maximum Assessable Earnings for 2019

The 2019 Workers Compensation Board Maximum Assessable Earnings are:

	2019	2018
Alberta	98,700	98,700
British Columbia	84,800	82,700

	2019	2018
Manitoba	127,000	127,000
New Brunswick	64,800	63,600
Newfoundland and Labrador	65,600	64,375
Northwest Territories	92,400	90,600
Nova Scotia	60,900	59,800
Nunavut	92,400	90,600
Ontario	92,600	90,300
Prince Edward Island	55,000	53,400
Québec	76,500	74,000
Saskatchewan	88,314	82,627
Yukon	89,145	86,971

Personal Tax Credits for 2019

Effective January 1, 2019, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2019 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

	2019	2018
Federal	12,069	11,809
Alberta	19,369	18,915
British Columbia	10,682	10,412
Manitoba	9,626	9,382
New Brunswick	10,264	10,043
Newfoundland and Labrador	9,414	9,247
Northwest Territories	14,811	14,492
Nova Scotia	Use CRA worksheet TD1NS-WS	Use CRA worksheet TD1NS-WS .

	2019	2018
Nunavut	13,618	13,325
Ontario	10,582	10,354
Prince Edward Island	9,160	8,160
Québec	15,269	15,012
Saskatchewan	16,065	16,065
Yukon	12,069	11,809

Provincial and Territorial Indexation for 2019

Effective January 1, 2019, the following provinces and territories have released updated indexing factors:

	2019	2018
Alberta	2.4%	1.2%
British Columbia	2.6%	2%
Manitoba	2.6%	1.2%
New Brunswick	2.2%	1.5%
Newfoundland and Labrador	1.8%	3%
Northwest Territories	2.2%	1.5%
Nova Scotia	n/a	n/a
Nunavut	2.2%	1.5%
Ontario	2.2%	1.8%
Prince Edward Island	n/a	n/a
Québec	1.71%	0.82%
Saskatchewan	n/a	n/a
Yukon	2.2%	1.5%

Provincial and Territorial Tax Brackets for 2019

Provincial/territorial tax brackets are indexed and have changed for 2019, for the following provinces and territories:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nunavut
- Ontario
- Québec
- Yukon

To confirm the amounts, contact your tax services office or visit the government websites.

British Columbia

A new BC Employer Health Tax comes into effect on January 1, 2019. For more information, see [Knowledgebase article 94549](#).

Ontario

Ontario provincial surtax amounts are updated. To confirm the amounts, contact your tax services office or visit the government websites.

Québec

Note: Pre-printed Relevé 1 forms obtained from Revenu Québec are no longer supported. You can continue to print these forms on plain paper.

- The maximum pensionable earnings amount for the Québec Pension Plan for 2019 is \$57,400. Additionally:

- The maximum contributory earnings for QPP increases to \$53,900.
- The QPP rate increases to 5.55%.
- The maximum employee and employer contributions for QPP are \$2,991.45 each.
- The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with rates and amounts for 2019.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2019 as follows:
 - Maximum insurable earnings: \$76,500
 - Employee premium rate: 0.526%
 - Employee maximum contributions: \$402.39
 - Employer premium rate: 0.736%
 - Employer maximum contributions: \$563.04

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.

Benefit Code for T4 Box 31 - Special Work Site

You can now report an amount for box 31 on an employee's T4. You set up the required benefit code in the **Payroll Earnings and Deductions** window by selecting **T4 - Box 31 - Special Work Site** in the **T4/T4A Reporting** field.

Terminated status changing to Terminated - ROE Pending

The system will no longer change the Status of Terminated back to Terminated - ROE Pending when the address is changed.

Job Title Length

If a Job Title exceeds 25 characters, only the first 25 will be transferred to Payroll.

Deduction Effective Dates When Benefit Type is Used

When the Payroll Employee Configuration for a deduction is mapped using a Benefit Type, the Payroll start date will be the earliest Effective Date or Latest Change to Amounts Date (if it is a later date) of any active plans assigned to the employee with that plan type.

Open Payroll using Update Benefits

The Open Payroll process will run when only the Update Benefit option is selected.

HR Product Updates

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

Licensed Employee Number

The actual licensed employee number now appears in Help > About Sage Help > Additional Info.

Employee Photos

Employee Photos are now saved when you add or change them.

New field in Benefit Savings Plans

On the General tab of the Benefit Savings Plans Setup detail page, a new Employer Calc. Method field is available if you select Percent as your Employer Contribution Type.

The field defaults to “Percentage of Base”, which is what the system currently uses in this calculation.

Setting the Employer Calc. Method to “Percentage of Employee Contribution” on the payroll deduction will ensure that the employer match stops when the employee has met their 401K limit or if they stop their deductions.

If you map the Savings Plan to a Payroll deduction that is using an Employer Calc. Method of “Percentage of Employee Contribution”, you must change the value in the new field on the Benefit Savings Plan to “Percentage of Employee Contribution”. The system will calculate the new percentage to transfer to payroll.

The Savings detail page and reports in Sage HRMS will show the “% of Base” and the correct amount. Payroll reports will show the calculated “Percentage of Employee Contribution” with the correct amount.

Sage Employee Self Service Product Updates

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

Time Off Calendar

Employees with apostrophes in their names will now appear on the monthly view of the Time Off Calendar.

Error Expanding Employee Benefits Page

The condition of receiving an error when expanding the Employee Benefit page has been corrected.

Canadian Employee Using Default SIN

If an employee is set up using the default SIN, when the employee creates an ESS login using active directory, the employee will not be associated with the default SIN.

Custom Logo on Logon Page

If a custom logo has been created, it will now display on the Sage Employee Self Service logon page.

Preparing for Year-End Processing

Before you start processing your 2019 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.

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 T4s and Releve 1s
- Preparing for your first payroll of 2019

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**.
3. Under Sage HRMS, click your product and version.
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.

Tip: Depending on your security system, you may need to right-click on the installation file and select Unblock.

2. After the InstallShield 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. Right-click on the Sage HRMS Client program and select **Run as administrator** 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: January 1, 2019.

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 Sage Knowledgebase, 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 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.
- When the update is complete, you will be prompted to restart your system. Before you begin installing the update, make any necessary preparations for this required restart.

Downloading 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**.
3. Under Sage HRMS, click your product and version.
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.

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 product 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 update 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**).

Tip: Depending on your security system, you may need to right-click on the installation file and select Unblock.

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**.

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 update 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 process.

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