



Sage HRMS 2017

U.S. Payroll

Q4 2018 Release Notes

December 2018

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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 2017 U.S. Payroll

Version: Product Update Q4 2018

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.

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.
- **Tax forms:** Because all printed forms have variations, Sage HRMS 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 Knowledgebase article 40182: [Which forms should I order for year-end?](#)

Payroll Tax Updates

The following federal, state, and local tax changes are included in this update.

Federal Legislative Updates

This section lists federal legislative updates available with this release.

Federal Withholding Tax Changes for 2019

The IRS released new withholding and allowance amount tables for wages paid on or after January 1, 2019.

Social Security Wage Base Changes for 2019

For 2019, the maximum amount of earnings subject to the Social Security tax (taxable maximum) is \$132,900.

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 HRMS 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 \$39,900 for 2019.

California

- California withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.
- State disability insurance tax (CASDI) information is updated for 2019. Effective for wages paid on or after January 1, 2019:
 - The withholding rate is 1%.
 - The taxable wage limit is \$118,371 for each employee per calendar year.

Georgia

- Georgia withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.
- Effective January 1, 2019, the supplemental withholding rate changes to 5.75%.

Hawaii

The Unemployment Insurance wage base limit changes to \$46,900 for 2019.

Indiana

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

Code	Description	Rate	Effective Date
IN0010	Vigo 84 CO Regular (NR) IT	2%	10/1/2018
IN0068	Fulton 25 CO Regular (NR) IT	2.38%	10/1/2018
IN0071	Floyd 22 CO Regular (NR) IT	1.35%	10/1/2018

Code	Description	Rate	Effective Date
IN0076	Dekalb 17 CO Regular (NR) IT	2.13%	10/1/2018
IN0101	Vigo 84 CO Regular IT	2%	10/1/2018
IN0160	Fulton 25 CO Regular IT	2.38%	10/1/2018
IN0163	Floyd 22 CO Regular IT	1.35%	10/1/2018
IN0168	Dekalb 17 CO Regular IT	2.13%	10/1/2018

Iowa

Iowa withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.

Kentucky

- Kentucky withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.
- The following local taxes have updated rates in the supported tax tables:

Code	Description	Rate	Wage Base Limit	Effective Date
KY0022	Crestview Hills CT Regular IT	1.15%	\$132,900	1/1/2019
KY0119	Radcliff CT Regular IT	2.25%	no change	1/1/2019
KY0144	Maysville CT Regular IT	1.99%	no change	1/1/2019
KY0180	Fort Mitchell CT Regular IT	1.25%	no change	1/1/2019

- Wage base limits have been updated for the following local taxes:

Code	Description	Wage Base Limit	Effective Date
KY0002	Simpson CO Regular IT	\$132,900	1/1/2019
KY0013	Newport CT Regular IT	\$132,900	1/1/2019
KY0020	Florence CT Regular IT	\$132,900	1/1/2019
KY0023	Covington CT Regular IT	\$132,900	1/1/2019

Code	Description	Wage Base Limit	Effective Date
KY0024	Cold Spring CT Regular IT	\$132,900	1/1/2019
KY0027	Boone CO Regular IT	\$62,012	1/1/2019
KY0029	Alexandria CT Regular IT	\$132,900	1/1/2019
KY0093	Wilder CT Regular IT	\$132,900	1/1/2019
KY0161	Jackson CT Regular IT	\$132,900	1/1/2019
KY0178	Fort Wright CT Regular IT	\$132,900	1/1/2019
KY0188	Edmonton CT Regular IT	\$132,900	1/1/2019

Maine

Maine withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.

Michigan

The following local taxes have been added in the supported tax tables:

Code	Description	Rate	Effective Date
MI0047	East Lansing CT Regular IT	1%	1/1/2019
MI0048	East Lansing CT Regular (NR) IT	0.5%	1/1/2019

Minnesota

The Unemployment Insurance wage base limit changes to \$34,000 for 2019.

New Jersey

- State disability insurance tax (NJSDI) information is updated for 2019. Effective for wages paid on or after January 1, 2019:

- The Disability Insurance rate for both employers and employees is 0.17%.
- The taxable wage limit is \$34,400 for each employee per calendar year.
- The following local tax has been added in the supported tax tables:

Code	Description	Rate	Effective Date
NJ0004	Jersey City CT Payroll Tax	1%	1/1/2019

New York

- New York withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.
- City of Yonkers Income Tax (NYCIT) has been updated for 2019. Refer to the state publication for more details.

North Carolina

- North Carolina withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.
- Effective January 1, 2019, the supplemental withholding rate changes to 5.35%.

Ohio

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

Code	Description	Rate	Effective Date
OH0062	Celina 5401 SD Regular IT	1%	1/1/2019
OH0143	Marietta CT Regular IT	1.85%	1/1/2019
OH0196	Macedonia CT Regular IT	2.5%	1/1/2019
OH0224	Tiffin CT Regular IT	2%	1/1/2019
OH0294	Germantown CT Regular IT	1.5%	1/1/2019
OH0324	Wellington VI Regular IT	1.75%	1/1/2019
OH0411	Woodlawn VI Regular IT	2.3%	1/1/2019

Code	Description	Rate	Effective Date
OH0534	Mt Orab VI Regular IT	1.35%	1/1/2019
OH0590	Ottawa-Glandorf 6907 SD Regular IT	1.5%	1/1/2019
OH0735	Middlefield VI Regular IT	1.25%	1/1/2019
OH0788	Macedonia Northfield Ctr JEDD CT Regular IT	2.5%	1/1/2019
OH0870	Gibsonburg 7203 SD Regular IT	1%	1/1/2019
OH0978	Geneva 0404 SD Regular IT	1.25%	1/1/2019
OH0979	Madison-Plains 4904 SD Regular IT	1.25%	1/1/2019
OH0981	Jackson-Canton FP JEDD CT Regular IT	2.5%	1/1/2019
OH0982	Jackson-Canton SM JEDD CT Regular IT	2.5%	1/1/2019
OH0983	Jackson-Canton TWR JEDD CT Regular IT	2.5%	1/1/2019
OH0984	Sylvania FHC RS CT Regular IT	1.5%	1/1/2019
OH0985	Lake TP-Toledo JEDD CT Regular IT	2.25%	1/1/2019
OH0986	Oregon-Toledo JEDZ CT Regular IT	2.25%	1/1/2019
OH0987	Williamsburg JEDD CT Regular IT	1%	1/1/2019
OH0988	James A Garfield 6704 SD Regular IT	1.5%	1/1/2019
OH0989	Norton 7711 SD Regular IT	0.5%	1/1/2019
OH0990	St Marys 0604 SD Regular IT	1%	1/1/2019
OH0991	Green 8503 SD Regular IT	0.5%	1/1/2019
OH0992	Granville 4501 SD Regular IT	0.75%	1/1/2019
OH0993	Bloomville VI Regular IT	1%	1/1/2019
OH0994	Wayne Lakes VI Regular IT	1%	1/1/2019

- Effective January 1, 2019, the following local taxes have been expired:

Code	Description
OH0968	Washingtonville VI Regular IT
OH0977	Jackson CT Regular IT

- Wage base limits have been updated for the following local taxes:

Code	Description	Wage Base Limit	Effective Date
OH0891	Green TP JEDD II CT Regular IT	\$109,218	1/1/2019
OH0892	Green TP Western Ridge JEDD CT Regular IT	\$115,300	1/1/2019
OH0948	Harrison Greene JEDD IV CT Regular IT	\$106,119	1/1/2019

Oregon

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

Code	Description	Rate	Effective Date
OR0005	Tri-Met Transit District Excise Tax	0.7637%	1/1/2019
OR0006	Lane County Transit District Excise Tax	0.74%	1/1/2019

Utah

The Unemployment Insurance wage base limit changes to \$35,300 for 2019.

Product Updates

The following product updates are included with this release.

Payroll Product Updates

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.

Application Server Configuration when using Aatrix forms

If you use Aatrix to submit forms, you must set up Windows security on the application server. The typical location for this on the application server is: C:\ProgramData\Sage\SageHRMSServer\Payroll\Aatrix.

Allow access to the "Aatrix" folder for only users who are submitting Aatrix forms.

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.

Sage 100 Payroll Link Updates

This update does not include any new features or improvements to Sage 100 Payroll Link.

Sage Payroll Tax Forms and eFiling by Aatrix

Sage Payroll Tax Forms and eFiling by Aatrix is a feature included with Sage HRMS. 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/sagehrms>

Supported W-2 Forms

For information about ordering W-2 forms, see the article [Which forms should I order for year-end?](#) on the Sage Support website.

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:

- Printing and filing W-2s
- Entering employee supplemental information
- Information about processing year-end 2018 reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix
- 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.

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.