Sage HRMS 2017

U.S. Payroll
Q4 2018 SR2 Release Notes

February 2019

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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 SR2

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

There are no federal legislative updates with this release.

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.

Alabama

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

Colorado

- The Unemployment Insurance wage base limit changes to $13,100 for 2019.
- Colorado withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.

Iowa

The Unemployment Insurance wage base limit changes to $30,600 for 2019.

Kentucky

The Unemployment Insurance wage base limit changes to $10,500 for 2019.

Minnesota

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

Missouri

The Unemployment Insurance wage base limit changes to $12,000 for 2019.

Montana

The Unemployment Insurance wage base limit changes to $33,000 for 2019.

Nevada

The Unemployment Insurance wage base limit changes to $31,200 for 2019.

New Jersey

- The Unemployment Insurance wage base limit changes to $34,400 for 2019.
- New Jersey withholding tables and instructions have been updated for 2019. Refer to the state publication for more details.

New Mexico

The Unemployment Insurance wage base limit changes to $24,800 for 2019.

New York

The Unemployment Insurance wage base limit changes to $11,400 for 2019.

North Carolina

The Unemployment Insurance wage base limit changes to $24,300 for 2019.

Ohio

- The following local tax has an updated rate in the supported tax tables:

Code	Description	Rate	Effective Date
OH0816	Reynoldsburg EZone CT Regular IT	2.5%	1/1/2019

- Effective January 1, 2019, the following local tax has been expired:

Code	Description
OH0089	Rossford Toledo JEDZ CT Regular IT

Oklahoma

The Unemployment Insurance wage base limit changes to $18,100 for 2019.

Oregon

The Unemployment Insurance wage base limit changes to $40,600 for 2019.

Pennsylvania

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

Code	Description	Rate	Effective Date
PA0230	Dushore BO, Sullivan SD (NR) LST	0	1/1/2019
PA0988	Conemaugh TP, Conemaugh Valley SD (NR) LST	$52	1/1/2019
PA1988	Keating TP, Smethport SD (NR) LST	$52	1/1/2019
PA4752	Erie City CT, Erie City SD Regular IT	1.65%	1/1/2019
PA4772	St Marys CT, St Marys SD Regular IT	1.2%	1/1/2019
PA5483	Franklin BO, Conemaugh Valley SD (NR) Regular IT	1.2%	1/1/2019
PA5484	Franklin BO, Conemaugh Valley SD Regular IT	1.3%	1/1/2019
PA6143	Towamencin TP, North Penn SD (NR) Regular IT	1%	1/1/2019
PA7274	Kingston BO, Wyoming Vly West SD Regular IT	2.175%	1/1/2019
PA7479	East Deer TP, Deer Lakes SD (NR) Regular IT	1%	1/1/2019
PA7828	Lansdowne BO, William Penn SD (NR) Regular IT	0	1/1/2019
PA7829	Lansdowne BO, William Penn SD Regular IT	0	1/1/2019

Vermont

The Unemployment Insurance wage base limit changes to $15,600 for 2019.

Washington

The Unemployment Insurance wage base limit changes to $49,800 for 2019.

Wyoming

The Unemployment Insurance wage base limit changes to $25,400 for 2019.

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.

Fix for Updating Employer Match Contributions

For an employee with multiple savings benefit plans, if you change a plan other than the first plan in the list, the employer match contribution is now updated on the employee's page. Previously, the employer match contribution would sometimes not be updated until the Update Benefit process was run.

Compatibility with Other Programs

Sage HRMS is now compatible with Microsoft Windows 10.

Sage Employee Self Service Product Updates

This update does not include any new features or improvements to Sage Employee Self Service.

My Workforce Analyzer Updates

The following new features and improvements are included with this update to My Workforce Analyzer.

Updated Federal Poverty Level and Affordability Standard

For 2019, the federal poverty level is $12,490, and the affordability standard specified in the Affordable Care Act is 9.86% of the employee's household income for the year. For more information, including penalty amounts, refer to the Affordable Care Act's employer shared responsibility provision (Code Sec. 4980H).

Product Documentation

Sage HRMS help includes updated information about Form 1095-C, reflecting changes to the form for 2019.

Sage 100 Payroll Link Updates

The following new features and improvements to Sage 100 Payroll Link are included with this update.

Employee Tax Information

On the **Sage 100 Payroll Setup** window, a new **Employee Tax Info** window lets you enter and manage detailed tax information for employees. (The Employee Tax Info window reproduces functionality that was previously available in tabs on the Sage 100 Payroll Setup window.)

For detailed information about the **Employee Tax Info** window, see http://help-hrms.na.sage.com/en-us/2017/web/index.htm#cshid=70040.

Product Documentation

The *Sage 100 2018 Payroll Link User's Guide* includes updated information about mapping Job Codes to Labor Codes.

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 <u>Log on</u>, 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: February 18, 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.