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Products: Sage Abra Suite version 9.2

Version: Product Update Q1 2016

Intended Audience

It is important that all customers who update, maintain, and use Sage Abra Suite or Sage Employee Self Service, read this document to obtain important information about changes to their products.

Before You Begin

Before installing the product update, perform an external back up of your Sage Abra Suite data and read this document in its entirety.

Important Update Information

Sage Abra Suite product updates are cumulative. Even if you have omitted any previous updates or hot fixes for the version you have installed, this Q1 2016 update will bring your Sage Abra Suite environment up to date.

Important Information Regarding Future Updates

The following chart outlines the Sage Abra Suite product versions supported with product updates for each period.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage Abra Suite 9.1</td>
<td>Final Update</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Sage Abra Suite 9.2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Support and Documentation

Sage strives to provide you with the very best support in the industry. If you have a question, we provide the following methods for you to get your answer as soon as possible:

- **Help and documentation.** Many answers to common questions can be found in the in-product Help system and documentation included with Sage Abra Suite.

- **Online resources.** For additional articles and resources, visit the Sage Knowledgebase. Join the Sage Abra Suite community on Sage City to find additional support and to contribute to product discussions.
• **Customer Support.** Contact us at 800-829-0170 (please have your Customer ID handy).

• **Tax forms.** Because all printed forms have variations, Sage Abra Suite only supports forms printed by Sage Checks and Forms. Call Sage Checks and Forms at 800-617-3224 or order online at [https://www.sagechecks.com/estore/](https://www.sagechecks.com/estore/).

**Local Taxes**

Sage is always striving to provide you with the tax codes you need to set up payroll processing for your employees. If you require a local tax that is not listed in the System Tax Tables, please send the related tax documentation from the state or locality with your request to Support.EmployerSolutions@sage.com.
Tax Updates

Federal Legislative Updates

The following Federal legislative updates have been made in Sage Abra Suite for the Q1 2016 period.

Form 941 for Tax Year 2016

Form 941 has been updated for tax year 2016 with no physical formatting changes.

State and Local Legislative Updates

This section contains 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.

Kentucky

Effective January 1, 2016, the Kentucky UI Surcharge Tax (KYUS) wage not over is updated to 10,200.

Maine

In the previous release, Maine state tax was not included when Extra Tax (percentage or absolute) was used for one or more employees. The issue is fixed in this release.

Ohio

- The following local tax is corrected 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>OH9W</td>
<td>Holland Sprgfd JEDZ Local Tax</td>
<td>1.5%</td>
<td>7/1/2015</td>
</tr>
</tbody>
</table>

- Effective January 1, 2016, the following local taxes are added to the supported tax tables:
**Pennsylvania**

Effective January 1, 2016 the following local taxes are updated in the supported tax tables:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIH</td>
<td>Allentown City</td>
<td>1.65%</td>
</tr>
<tr>
<td>PACI</td>
<td>Carbondale City</td>
<td>2.3%</td>
</tr>
<tr>
<td>PKVJ</td>
<td>Clinton TP</td>
<td>0.5%</td>
</tr>
<tr>
<td>PHWG</td>
<td>Clinton TP NR</td>
<td>0.5%</td>
</tr>
<tr>
<td>PKXE</td>
<td>Clinton TP NR</td>
<td>0.5%</td>
</tr>
<tr>
<td>PIBU</td>
<td>E Bethlehem TP NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PINW</td>
<td>Houston BO NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PIV8</td>
<td>Keating TP NR</td>
<td>1.0%</td>
</tr>
<tr>
<td>PADA</td>
<td>New Castle City</td>
<td>2.1%</td>
</tr>
<tr>
<td>PGAH</td>
<td>New Castle City NR</td>
<td>2.0%</td>
</tr>
<tr>
<td>PA2[</td>
<td>Prospect BO</td>
<td>1.5%</td>
</tr>
<tr>
<td>PA9A</td>
<td>Washington City</td>
<td>2.135%</td>
</tr>
</tbody>
</table>
Sage ESS Product Updates

The Sage ESS product update is available only to customers using Sage ESS v9.2.

Email Notifications Compliance

We updated all email notifications in Sage Employee Self Service and masked all social security number fields so they will no longer display in emails.
My Workforce Analyzer Updates

Now you can conveniently abide by Affordable Care Act reporting requirements and make decisions with confidence. My Workforce Analyzer helps you manage employer-sponsored healthcare, stay compliant with government regulations, and create and distribute Federal Forms 1095-C and 1094-C.

Updates to My Workforce Analyzer

Sage Abra Suite Installation Instructions

To verify the version of Sage Abra Suite, from the Main Menu, select Help > About Sage Abra Suite and the current version installed will be displayed. If the version reads 9.20.64, the Q1 2016 update has already been applied.

Before installing this update, back up your Sage Abra Suite Data folder by using your external backup procedure.

**Note:** Product updates are cumulative. This Q1 2016 update includes all product enhancements, tax updates, hot fixes, and any other changes since the release date of the version. If you did not install previous updates, you need only to install this Q1 2016 Product Update to bring your Sage Abra Suite environment up to date.

### Step 1 - Downloading the Product Update

1. Visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com), and log on to the site.
2. At the top of the page, select My downloads > Sage HRMS.
3. Under the Sage HRMS heading, select your product version (Sage Abra Suite 9.2).
4. Under Downloads and updates > Latest updates, click the article titled Download Sage Abra Suite 9.2 Q1 2016 product update. The download article opens.
5. Click Download Now to launch the Sage Download Manager or click the direct download link to download the executable file.

If the steps above were not performed on the server, please copy the unzipped folder to the server before proceeding.

### Step 2 - Installing the Product Update

1. Back up your Sage Abra Suite data using your external backup procedure.
2. Open the folder with the extracted files, right-click the .exe (executable) file and run as administrator or the current user with administrator rights. 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 the administrator, double-click the .exe file.
3. After a few minutes, the Install Shield Wizard appears. Click Next.
4. Follow the instructions, and click Finish when prompted.
5. Make another backup of the Sage Abra Suite Data folder using your external backup procedure. This ensures that you have a backup of the new version of the software.

**Step 3 - Launching the Client**

Launch the Sage Abra Suite client from any workstation.

The first time a client is launched after the server update, you will receive the message “You have installed a new version of Sage Abra Suite and your files must be updated”. This message appears only upon the first launch of a client following the server update. Click **OK** to initiate the file update.

**Step 4 - Processing Payroll**

After you have completed installation and activation for all companies, and made any adjustments described in these Release Notes, you can log on to Sage Abra Suite and resume processing payroll.
Sage ESS 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 Begin

- Verify that Sage Abra Suite 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 Abra Suite 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 Abra Suite and Sage Employee Self Service before beginning the backup and upgrade.
- When the upgrade is complete, you will be prompted to restart your computer. Before you begin the upgrade, make any necessary preparations for this required restart.

Step 1 - Download the Product Update

1. Visit the Sage Knowledgebase at [https://support.na.sage.com](https://support.na.sage.com) and click Login to log on to the website.
2. Select Sage HRMS under My Products in the left menu bar.
3. Select your product and version under Browse Products on the left menu bar.
4. Click the orange Downloads link (in the center of the screen).
5. Click Download Sage Employee Self Service 9.2 Q1 2016 product update.
6. In the Knowledgebase 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. If you lose this information, call Customer Support at 800-829-0170.
Step 2 - Install the Sage Employee Self Service Update

1. Using your external procedure, back up the Sage Abra Suite and Sage Employee Self Service databases to a media device that is external to your Sage Abra Suite and Sage Employee Self Serviceservers.
   
a. Log on to the Sage Employee Self Service server and select Programs > Employee Self Service > System Maintenance to open the 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. When the backup is finished, on the Configuration and Settings tab, clear the Locked check box.
   
e. Prepare to upgrade Sage Employee Self Service by closing all Windows applications.
   
f. 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.

   **Note:** The 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 computer.

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. Exit System Maintenance.

8. 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.