

Sage HRMS

Q4 2023 Release Notes

December 2023

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Contents

- Product update release notes 1
 - Product update information 1
 - About product updates for Sage HRMS 1
 - Support and resources 1

- Canadian Payroll Tax Updates 3
 - Federal Legislative Updates 3
 - Provincial and Territorial Legislative Updates 4
 - Québec 7

- U.S. Payroll Tax Updates 9
 - Federal Legislative Updates 9
 - State and Local Legislative Updates 9
 - Alabama 10
 - Arkansas 10
 - California 10
 - Colorado 10
 - Connecticut 11
 - Idaho 11
 - Illinois 11
 - Indiana 11
 - Iowa 12
 - Kentucky 12
 - Maine 14
 - Massachusetts 14
 - Michigan 14
 - Missouri 14
 - Montana 14
 - Nebraska 15
 - Nevada 15

Contents

New Jersey	15
New Mexico	16
New York	16
North Dakota	17
Ohio	17
Oklahoma	18
Oregon	18
Pennsylvania	19
Rhode Island	22
South Carolina	22
Utah	22
Vermont	22
Washington	23
West Virginia	23
Wyoming	23
Product updates	24
Payroll product updates	24
Canadian Payroll Product Updates	24
U.S. Payroll Product Updates	25
Premium version of Sage HRMS product updates	25
Existing version of Sage HRMS and ESS product updates	29
Sage 100 Payroll Link updates	30
My Workforce Analyzer updates	30
How to choose the right product update	31
Sage Payroll Tax Forms and eFiling by Aatrix	32
Supported W-2 Forms	32
Preparing for Year-End Processing	33
Premium web version of Sage HRMS installation instructions	34
Downloading the update	34
Installing the Premium web version of Sage HRMS update	35

Premium web version of Sage HRMS with Sage ESS update installation instructions 37

- Downloading the update 37
- Installing the Sage HRMS Employee Self Service update 38

Sage HRMS update installation instructions 40

- Downloading the product update 40
- Installing the product update 40
- Updating Sage HRMS client files 41
- Verifying the product update 41
- Updating the local tax repository and rates 42

Premium web version of Sage HRMS Setup and Configuration 44

Premium version of Sage HRMS Employee Self Service Setup and Configuration 47

Product update release notes

Important! All customers who update, maintain, and use Sage HRMS or Sage HRMS Employee Self Service 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 and Sage HRMS Employee Self Service

Version: Product Update Q4 2023

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

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 the [Sage HRMS Product Documents](#) website for access to more documents.
- **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.

- **Community Hub Year-End Center:** Visit <https://communityhub.sage.com/p/yearend> for help, guidance, documents, and downloads specific to Sage HRMS Payroll and Year End 2023.
- **Community Hub:** Visit <https://communityhub.sage.com/us> for blogs, tips, and guidance specific to Sage HRMS.
- **Customer Support:** For support resources, visit the [Sage City Customer Resources](#) page, select your country, and then select your product.
- **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?](#)

Canadian 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 not supported. You can print on plain paper only.

EI Maximum Insurable Earnings and Premium Rates for 2024

For Employment Insurance, the annual maximum insurable earnings for 2024 is \$63,200.

The premium rates are:

- 1.66% for residents of provinces without a provincial plan (all of Canada except Québec)
- 1.32% for residents of Québec
- 2.324% for non Québec employers
- 1.848% for Québec employers

The annual maximum contributions for the general rate are:

- Employee contributions - \$1,049.12
- Employer contributions - \$1,468.77

The annual maximum contributions for Québec are:

- Employee contributions - \$834.24
- Employer contributions - \$1,167.94

Canada Pension Plan (CPP) Rates and Maximum Pensionable Earnings for 2024

The maximum pensionable earnings under the Canada Pension Plan (CPP) for 2024 is \$68,500. Additionally, for 2024:

- The basic exemption amount remains unchanged at \$3,500.
- The maximum contributory earnings increase to \$65,000.
- The employee and employer contribution rates remain unchanged at 5.95%.
- The maximum employee and employer contribution to the plan increases to \$3,867.50 each.

Additional Canada Pension Plan (CPP2) Rates and Maximum Pensionable Earnings for 2024

The maximum pensionable earnings under the additional Canada Pension Plan (CPP2) for 2024 is \$68,500 - \$73,200. Additionally, for 2024:

- The maximum contributory earnings is \$4,700.
- The employee and employer contribution rate is 4%.
- The maximum employee and employer contribution is \$188.

Note: The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with rates and amounts for 2024.

Federal Indexation for 2024

The federal indexation factor effective January 1, 2024 is 6.30%.

Provincial and Territorial Legislative Updates

This section lists provincial and territorial legislative updates available with this release. If a province and territory is not listed in this section, there are currently no tax updates or product modifications for that province and territory.

To confirm the amounts and to receive the forms for 2024, 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 2024

The 2024 Workers Compensation Board Maximum Assessable Earnings are:

	2024	2023
Alberta	\$104,600	\$102,100
British Columbia	\$116,700	\$112,800
Manitoba	\$160,510	\$153,380
New Brunswick	\$76,900	\$74,800
Newfoundland and Labrador	\$76,955	\$72,870
Northwest Territories	\$110,600	\$107,400
Nova Scotia	\$72,500	\$69,800
Nunavut	\$110,600	\$107,400
Ontario	\$112,500	\$110,000
Prince Edward Island	\$78,400	\$65,000
Québec	\$94,000	\$91,000
Saskatchewan	\$99,945	\$96,945
Yukon	\$102,017	\$98,093

Personal Tax Credits for 2024

Effective January 1, 2024, the provincial and territorial personal tax credits that employees can claim have changed. These changes are reflected in the new 2024 provincial and territorial TD1 forms, and the Québec TP-1015.3-V form. The basic personal amounts have changed as listed below.

	2024	2023
Federal	\$15,705	\$15,000

	2024	2023
Alberta	\$21,885	\$21,003
British Columbia	\$12,580	\$11,981
Manitoba	\$15,780	\$10,855
New Brunswick	\$13,044	\$12,458
Newfoundland and Labrador	\$10,818	\$10,382
Northwest Territories	\$17,373	\$16,593
Nova Scotia	\$11,481 (BPANS)	Use CRA worksheet TD1NS-WS
Nunavut	\$18,767	\$17,925
Ontario	\$12,399	\$11,865
Prince Edward Island	\$13,500	\$12,000
Québec	\$17,183	\$17,183
Saskatchewan	\$18,491	\$17,661
Yukon	\$15,705 (BPAYT)	\$15,000

Provincial and Territorial Indexation for 2024

Effective January 1, 2024, the following provinces and territories have released updated indexing factors:

	2024	2023
Alberta	6%	6%
British Columbia	6%	6%
Manitoba	7%	7%
New Brunswick	6.3%	6.3%
Newfoundland and Labrador	5.9%	5.9%
Northwest Territories	6.3%	6.3%
Nova Scotia	n/a	n/a
Nunavut	6.3%	6.3%
Ontario	6.5%	6.5%

	2024	2023
Prince Edward Island	n/a	n/a
Québec	n/a	n/a
Saskatchewan	6.3%	6.3%
Yukon	6.3%	6.3%

Provincial and Territorial Tax Brackets for 2024

Provincial/territorial tax brackets are indexed and have changed for 2024, for Québec.

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

Québec

- The maximum pensionable earnings amount for the Québec Pension Plan (QPP) for 2024 is \$68,500. Additionally:
 - The maximum contributory earnings for QPP increases to \$65,000.
 - The QPP rate remains the same at 6.40%.
 - The maximum employee and employer contributions for QPP are \$4,160 each.
 - The basic exemption amount is \$3,500.
- The maximum pensionable earnings amount for the additional Québec Pension Plan (QPP2) for 2024 is \$68,500 - \$73,200. Additionally:
 - The maximum contributory earnings for QPP2 is \$4,700.
 - The employee and employer contribution rate for QPP2 is 4%.
 - The maximum employee and employer contribution for QPP2 is \$188.
- The CPP/QPP and EI Balancing report (Reports > Canadian Payroll > Government Reports > T4s) has been updated with rates and amounts for 2024.
- The Québec Parental Insurance Plan (QPIP) rates have been updated for 2024 as follows:
 - Maximum insurable earnings: \$94,000
 - Employee premium rate: 0.494%

- Employee maximum contributions: \$464.36
- Employer premium rate: 0.692%
- Employer maximum contributions: \$650.48

U.S. Payroll Tax Updates

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

Federal Legislative Updates

Federal Withholding Tax Changes for 2024

The IRS released draft withholding and allowance amount tables for wages paid on or after January 1, 2024.

Social Security Wage Base Changes for 2024

For 2024, the maximum amount of earnings subject to the Social Security tax (taxable maximum) is \$168,600.

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

Effective January 1, 2024, the Alabama Department of Revenue has issued guidance to exempt overtime pay from state income tax.

For more information, see Solution ID: [231214194038660](#).

Arkansas

Arkansas withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.

California

- California withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- State disability insurance tax (CASDI) information is updated for 2024. Effective for wages paid on or after January 1, 2024:
 - The withholding rate is 1.1%.
 - The taxable wage limit has been removed for 2024.

Colorado

- The Unemployment Insurance wage base limit changes to \$23,800 for 2024.
- Colorado withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

- For the Colorado Paid Family and Medical Leave plan, the wage base limit changes to \$168,600 for 2024.

For more information, including details about setting up payroll codes, see Sage Knowledgebase article [225924650095277](#).

Connecticut

- The Unemployment Insurance wage base limit changes to \$25,000 for 2024.
- Connecticut withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- For the Connecticut Paid Family and Medical Leave plan, the wage base limit changes to \$168,600 for 2024.

For more information, including details about setting up payroll codes, see Solution ID [220924660108247](#).

Idaho

The Unemployment Insurance wage base limit changes to \$53,500 for 2024.

Illinois

The Unemployment Insurance wage base limit changes to \$13,590 for 2024.

Indiana

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

Code	Description	Rate	Effective Date
IN0012	Vanderburgh 82 CO Regular (NR) IT	1.25%	10/01/2023
IN0060	Henry 33 CO Regular (NR) IT	1.8%	10/01/2023

Code	Description	Rate	Effective Date
IN0078	Dearborn 15 CO Regular (NR) IT	1.4%	10/01/2023
IN0081	Clinton 12 CO Regular (NR) IT	2.65%	10/01/2023
IN0092	Adams 01 CO Regular (NR) IT	1.6%	10/01/2023
IN0103	Vanderburgh 82 CO Regular IT	1.25%	10/01/2023
IN0152	Henry 33 CO Regular IT	1.8%	10/01/2023
IN0170	Dearborn 15 CO Regular IT	1.4%	10/01/2023
IN0173	Clinton 12 CO Regular IT	2.65%	10/01/2023
IN0184	Adams 01 CO Regular IT	1.6%	10/01/2023

Iowa

The Unemployment Insurance wage base limit changes to \$38,200 for 2024.

Kentucky

- The Unemployment Insurance wage base limit changes to \$11,400 for 2024.
- Kentucky withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
KY0033	Clinton CT Regular IT	1%	01/01/2024
KY0104	Springfield CT Regular IT	1.5%	01/01/2024
KY0142	Mercer CO Regular IT	1%	01/01/2024
KY0187	Elizabethtown CT Regular IT	1.95%	01/01/2024
KY0206	Bowling Green CT Regular IT	2%	01/01/2024
KY0213	Ballard CO Regular IT	1.5%	01/01/2024

Code	Description	Rate	Effective Date
KY0278	Kuttawa CT Regular IT	1.5%	10/01/2024
KY0281	Adair CO Regular IT	0.5%	01/01/2024
KY0282	Lyndon CT Regular IT	1%	01/01/2024

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

Code	Description	Wage base limit	Effective Date
KY0009	Highland Heights CT Regular IT	\$168,600	01/01/2024
KY0013	Newport CT Regular IT	\$168,600	01/01/2024
KY0016	Kenton CO Regular IT	\$168,600	01/01/2024
KY0020	Florence CT Regular IT	\$168,600	01/01/2024
KY0022	Crestview Hills CT Regular IT	\$168,600	01/01/2024
KY0023	Covington CT Regular IT	\$168,600	01/01/2024
KY0024	Cold Spring CT Regular IT	\$168,600	01/01/2024
KY0025	Campbell CO Regular IT	\$168,600	01/01/2024
KY0027	Boone CO Regular IT	\$75,233	01/01/2024
KY0029	Alexandria CT Regular IT	\$168,600	01/01/2024
KY0093	Wilder CT Regular IT	\$168,600	01/01/2024
KY0096	Warsaw CT Regular IT	\$168,600	01/01/2024
KY0161	Jackson CT Regular IT	\$168,600	01/01/2024
KY0178	Fort Wright CT Regular IT	\$168,600	01/01/2024
KY0188	Edmonton CT Regular IT	\$168,600	01/01/2024
KY0198	Carroll CO Regular IT	\$250,000	01/01/2024
KY0204	Breathitt CO Regular IT	\$168,600	01/01/2024
KY0276	Union CT Regular IT	\$168,600	01/01/2024
KY0279	Campbell CO Mental Health Regular IT	\$168,600	01/01/2024
KY0280	Campbell CO Senior Citizens Regular IT	\$50,000	01/01/2024

Maine

Maine withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Massachusetts

For the Massachusetts Paid Family and Medical Leave plan, the wage base limit changes to \$168,600 for 2024.

For more information, including details about setting up payroll codes, see Solution ID [225924650095277](#).

Michigan

Michigan withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.

Missouri

- The Unemployment Insurance wage base limit changes to \$10,000 for 2024.
- Missouri withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.

Montana

- The Unemployment Insurance wage base limit changes to \$43,000 for 2024.
- Montana withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.
- Effective January 1, 2024, the MW-4 Form has been redesigned and the following filing statuses have been added:

- Single or Married Filing Separately
 - Married Filing Jointly or Qualifying Widower
 - Head of Household
 - Married Filing Jointly with Multiple Jobs
 - Single using MW-4 form 2023 or earlier
 - Married using MW-4 form 2023 or earlier
- Existing employees will be updated to use either Single using MW-4 form 2023 or earlier or Married using MW-4 form 2023 or earlier. Montana Department of Revenue encourages all employees to submit a new Form MW-4 for Tax Year 2024 to adjust the amount of wage withholding to more accurately reflect the employee's Montana tax liability.

Nebraska

Nebraska withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Nevada

The Unemployment Insurance wage base limit changes to \$40,600 for 2024.

New Jersey

- The Unemployment Insurance wage base limit changes to \$42,300 for 2024.
- State disability insurance tax information is updated for 2024. Effective for wages paid on or after January 1, 2024:

- For employees:
 - The disability insurance rate is 0%.
 - The family leave insurance rate is 0.09%.
 - The taxable wage limit is \$161,400 for each employee per calendar year.
- For employers:
 - The Disability Insurance rate is set by the state for each employer individually.
 - The taxable wage limit is \$42,300 for each employee per calendar year.

For more information about setting up state disability and family leave insurance taxes for 2024, see Solution ID [220924260102273](#) and [220924660108199](#).

New Mexico

- The Unemployment Insurance wage base limit changes to \$31,700 for 2024.
- New Mexico withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

New York

- The Unemployment Insurance wage base limit changes to \$12,500 for 2024.
- There are changes in the New York Paid Family Leave for 2024. Refer to the state publication for more details.

For more information, see Sage Knowledgebase article [225924450088150](#).

North Dakota

North Dakota withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Ohio

- Ohio withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- The following local taxes have either been added or have updated rates in the supported tax tables:

Code	Description	Rate	Effective Date
OH0375	Willard CT Regular IT	1.75%	01/01/2024
OH0893	Mercy West JEDD III CT Regular IT	1.5%	10/01/2023
OH1060	Blanchester 1401 SD Regular IT	1.0%	01/01/2024
OH1061	Marion 5403 SD Regular IT	0.5%	01/01/2024
OH0140	Dalton VI Regular IT	1.5%	01/01/2024
OH0150	Lebanon CT Regular IT	1.5%	01/01/2024
OH0205	Wilmot VI Regular IT	1.75%	01/01/2024
OH0211	Hartville VI Regular IT	1.5%	01/01/2024
OH0233	Shelby CT Regular IT	1.75%	01/01/2024
OH0276	New Concord VI Regular IT	2.25%	01/01/2024
OH0307	Saint Henry VI Regular IT	1.5%	01/01/2024

- 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	\$133,199	01/01/2024

Code	Description	Wage base limit	Effective Date
OH0892	Green TP Western Ridge JEDD CT Regular IT	\$140,616	01/01/2024
OH0893	Mercy West JEDD III CT Regular IT	\$103,700	01/01/2024
OH0948	Harrison Greene JEDD IV CT Regular IT	\$129,419	01/01/2024
OH0971	UDF-North Bend JEDD V CT Regular IT	\$124,763	01/01/2024
OH1007	McAlisters JEDD VI CT Regular IT	\$121,957	01/01/2024

Oklahoma

- The Unemployment Insurance wage base limit changes to \$27,000 for 2024.
- Oklahoma withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

Oregon

- The Unemployment Insurance wage base limit changes to \$52,800 for 2024.
- Oregon withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.
- There are changes for Oregon Paid Family and Medical Leave for 2024.

For more information, including details about setting up related local tax codes, see Solution ID [221924660117849](#).

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

Code	Description	Rate	Effective Date
OR0005	Tri-Met Transit District Excise Tax	0.8137%	1/1/2024
OR0006	Lane County Transit District Excise Tax	0.79%	1/1/2024
OH0140	Dalton VI Regular IT	1.5%	1/1/2024

Code	Description	Rate	Effective Date
OH0150	Lebanon CT Regular IT	1.5%	1/1/2024
OH0205	Wilmot VI Regular IT	1.75%	1/1/2024
OH0211	Hartville VI Regular IT	1.5%	1/1/2024
OH0233	Shelby CT Regular IT	1.75%	1/1/2024
OH0276	New Concord VI Regular IT	2.25%	1/1/2024
OH0307	Saint Henry VI Regular IT	1.5%	1/1/2024

Pennsylvania

Effective December 31, 2023, the following tax codes have been expired:

Code	Description
PA0007	W Lampeter Anx TP, Lampeter-Strbg SD (NR) LST
PA0008	E Lampeter Anx TP, Conestoga Vly SD (NR) LST
PA0437	Young TP, Blairsville-Saltsburg SD (NR) LST
PA0443	Saltsburg BO, Blairsville-Saltsburg SD (NR) LST
PA0462	Black Lick TP, Blairsville-Saltsburg SD (NR) LST
PA1766	Loyalhanna TP, Blairsville-Saltsbrg SD (NR) LST
PA2134	Conemaugh TP, Blairsville-Saltsburg SD (NR) LST
PA2137	Burrell TP, Blairsville-Saltsburg SD (NR) LST
PA2138	Blairsville BO, Blairsville-Saltsburg SD (NR) LST
PA2583	W Lampeter Anx TP, Lampeter-Strbg SD (NR) Regular IT
PA2584	W Lampeter Anx TP, Lampeter-Strbg SD Regular IT
PA2585	E Lampeter Anx TP, Conestoga Vly SD (NR) Regular IT
PA2586	E Lampeter Anx TP, Conestoga Vly SD Regular IT
PA3941	Young TP, Blairsville-Saltsburg SD (NR) Regular IT
PA3942	Young TP, Blairsville-Saltsburg SD Regular IT
PA3957	Saltsburg BO, Blairsville-Saltsburg SD (NR) Regular IT

Code	Description
PA3958	Saltsburg BO, Blairsville-Saltsburg SD Regular IT
PA3989	Conemaugh TP, Blairsville-Saltsburg SD (NR) Regular IT
PA3990	Conemaugh TP, Blairsville-Saltsburg SD Regular IT
PA4003	Burrell TP, Blairsville-Saltsburg SD (NR) Regular IT
PA4004	Burrell TP, Blairsville-Saltsburg SD Regular IT
PA4009	Blairsville BO, Blairsville-Saltsburg SD (NR) Regular IT
PA4010	Blairsville BO, Blairsville-Saltsburg SD Regular IT
PA4011	Black Lick TP, Blairsville-Saltsburg SD (NR) Regular IT
PA4012	Black Lick TP, Blairsville-Saltsburg SD Regular IT
PA4309	Loyalhanna TP, Blairsville-Saltsbrg SD (NR) Regular IT
PA4310	Loyalhanna TP, Blairsville-Saltsbrg SD Regular IT

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

Code	Description	Rate	Effective Date
PA1388	Conoy TP, Elizabethtown SD (NR) LST	\$52	1/1/2024
PA7966	Black Lick TP, River Valley SD Regular IT	1.25%	1/1/2024
PA7967	Black Lick TP, River Valley SD (NR) Regular IT	0.5%	1/1/2024
PA7968	Black Lick TP, River Valley SD (NR) LST	\$52	1/1/2024
PA7969	Blairsville BO, River Valley SD Regular IT	1.25%	1/1/2024
PA7970	Blairsville BO, River Valley SD (NR) Regular IT	1.0%	1/1/2024
PA7971	Blairsville BO, River Valley SD (NR) LST	\$52	1/1/2024

Code	Description	Rate	Effective Date
PA7972	Burrell TP, River Valley SD Regular IT	1.25%	1/1/2024
PA7973	Burrell TP, River Valley SD (NR) Regular IT	0.5%	1/1/2024
PA7974	Burrell TP, River Valley SD (NR) LST	\$52	1/1/2024
PA7975	Conemaugh TP, River Valley SD Regular IT	1.25%	1/1/2024
PA7976	Conemaugh TP, River Valley SD (NR) Regular IT	0.5%	1/1/2024
PA7977	Conemaugh TP, River Valley SD (NR) LST	\$52	1/1/2024
PA7978	Saltsburg BO, River Valley SD Regular IT	1.25%	1/1/2024
PA7979	Saltsburg BO, River Valley SD (NR) Regular IT	1.0%	1/1/2024
PA7980	Saltsburg BO, River Valley SD (NR) LST	\$10	1/1/2024
PA7981	Young TP, River Valley SD Regular IT	1.25%	1/1/2024
PA7982	Young TP, River Valley SD (NR) Regular IT	0.5%	1/1/2024
PA7983	Young TP, River Valley SD (NR) LST	\$52	1/1/2024
PA7984	Loyalhanna TP, River Valley SD Regular IT	1.25%	1/1/2024
PA7985	Loyalhanna TP, River Valley SD (NR) Regular IT	0%	1/1/2024
PA7986	Loyalhanna TP, River Valley SD (NR) LST	\$52	1/1/2024
PA7987	Lancaster CT, Conestoga Vly SD Regular IT	1.1%	1/1/2024

Code	Description	Rate	Effective Date
PA7988	Lancaster CT, Conestoga Vly SD (NR) Regular IT	1%	1/1/2024
PA7989	Lancaster CT, Conestoga Vly SD (NR) LST	\$52	1/1/2024
PA7990	Lancaster CT, Lampeter-Strbg SD Regular IT	1.10%	1/1/2024
PA7991	Lancaster CT, Lampeter-Strbg SD (NR) Regular IT	1%	1/1/2024
PA7992	Lancaster CT, Lampeter-Strbg SD (NR) LST	\$52	1/1/2024

Rhode Island

Rhode Island withholding tables and instructions have been updated for 2024. Refer to the state publication for more details.

South Carolina

South Carolina withholding tables and instructions, including rates on supplemental wages, have been updated for 2024. Refer to the state publication for more details.

Utah

The Unemployment Insurance wage base limit changes to \$47,000 for 2024.

Vermont

The Unemployment Insurance wage base limit changes to \$14,300 for 2024.

Washington

- The Unemployment Insurance wage base limit changes to \$68,500 for 2024.
- There are changes for Washington Paid Family and Medical Leave for 2024.

For more information, including details about setting up related local tax codes, see Sage Knowledgebase article [225924650095277](#).

West Virginia

- The Unemployment Insurance wage base limit changes to \$9,521 for 2024.

Wyoming

- The Unemployment Insurance wage base limit changes to \$30,900 for 2024.

Product updates

The following product updates are included with this release.

Payroll product updates

Canadian Payroll Product Updates

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

Dental Benefits

In the Payroll Employee window, the **Other** tab now supports dental benefits in accordance with the Dental Care Measures Act.

- The **Employer-Offered** field has been added. The code you select at this field is printed on the T4 slip in box 45.
- The **Payer-Offered** field has been added. The code you select at this field is printed on the T4A slip in box 015.

Additional T4A Codes for "Other Information"

The following T4A "Other Information" boxes are now supported:

- Box 32 Registered pension plan contributions (past service)
- Box 107 Payments from a wage-loss replacement plan
- Box 144 Indian (exempt income) - Other income
- Box 152 SUBP qualified under the Income Tax Act

Additional CPP2 and QPP2 Calculations

During data activation, the following updates occur:

- The additional Canadian Pension Plan (CPP2) and additional Québec Pension Plan (QPP2) are added in the Income Taxes window.
- For existing employee records with **CPP** assigned on the **Taxes** tab in the Payroll Employee window, **CPP2** will be added.
- For existing employee records with **QPP** assigned on the **Taxes** tab in the Payroll Employee window, **QPP2** will be added.

U.S. Payroll Product Updates

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

Premium version of Sage HRMS product updates

Premium product updates include new features and enhancements for both the desktop version and the web version of Sage HRMS. If you have also purchased Sage HRMS Employee Self Service, updates for the premium version of ESS will also be included. Please review the table below to learn more about these changes.

Product Updates	Premium HRMS	Premium Web HRMS	Premium ESS
OrgPlus Link Changes Learn more	Yes		
Remove Import TimeSheet Learn more	Yes		
Sage City is now Community Hub Learn more	Yes	Yes	
Waived Benefits Learn more	Yes	Yes	
Dependent Age not calculating correctly in the web version of Sage HRMS		Yes	

Product Updates	Premium HRMS	Premium Web HRMS	Premium ESS
Learn more			
Insured Dependents count displaying incorrect data Learn more		Yes	
HRMS Detects ESS account with Single Signon Learn more	Yes		
Customize Login Page Formatting Learn more			Yes
Incorrect Verbiage on Reset Password Email Learn more			Yes
New Life Event Report Learn more			Yes
Update Benefit process reverts rates Learn more		Yes	
Time Off Balance in ESS Mobile Learn more			Yes

OrgPlus Link Changes

Sage HRMS no longer supports the creation of OrgPlus files. This option has been removed from Sage HRMS and impacts the HRMS menus, Register Sage HRMS page, Security settings and Customization pages.

Remove Import TimeSheet

The Import TimeSheet step has been removed from the Process Payroll map for both U.S. Payroll and Canadian Payroll. This change also impacts the U.S. Payroll and Canadian Payroll menus, Security settings and Customization pages.

Sage City is now Community Hub

Updated the Sage City link in HRMS to "Community Hub."

Waived Benefits

New column added to the Benefit summary page. This column is populated with a Yes if the Benefit has been "Waived" during an Open Enrollment.

Dependent Age not calculating correctly in the web version of Sage HRMS

Fixed an issue in the web version of Sage HRMS where Dependent Age was not calculating correctly.

Insured Dependents count displaying incorrect data

Fixed an issue in the web version of Sage HRMS where the Insured Dependents count was displaying incorrectly if any dependent's coverage has ended.

HRMS Detects ESS account with Single Signon

Added functionality for Sage HRMS to detect if a user has an ESS account when clicking the employee's Self Service link from inside Sage HRMS.

Customize Login Page Formatting

Fixed an issue where the Customize Logon Page was generating an error when text formatting was applied to the text. The formatting options can now be used to Customize the Logon page.

Incorrect Verbiage on Reset Password Email

Updated the text in the Reset Password email to reflect the correct name of the Username and Password Help link on the Login page.

New Life Event Report

A new Life Event report has been added to the ESS Reports menu. This report provides information on Life Events such as the employee's Life Event date and event type as well as benefit plan enrollment details. The report can be Previewed and Printed as well as Exported as a .CSV file.

Update Benefit process reverts rates

Fixed an issue where premium amounts were reverting to the old rates when dependents were enrolled.

Time Off Balance in ESS Mobile

Fixed an issue where the Time Off Balance in the mobile version of ESS did not match the balances in ESS.

Existing version of Sage HRMS and ESS product updates

This update includes changes to the existing version of both Sage HRMS and Sage HRMS Employee Self Service.

Product Updates	Existing HRMS	Existing ESS
OrgPlus Link Changes Learn more	Yes	
Remove Import TimeSheet Learn more	Yes	
Sage City is now Community Hub Learn more	Yes	Yes
Waived Benefits Learn more	Yes	Yes
Incorrect Verbiage on Reset Password Email Learn more		Yes
Employer Cost displays incorrectly in ESS Mobile Benefits Learn more		Yes

OrgPlus Link Changes

Sage HRMS no longer supports the creation of OrgPlus files. This option has been removed from Sage HRMS and impacts the HRMS menus, Register Sage HRMS page, Security settings and Customization pages.

Remove Import TimeSheet

The Import TimeSheet step has been removed from the Process Payroll map for both U.S. Payroll and Canadian Payroll. This change also impacts the U.S. Payroll and Canadian Payroll

menus, Security settings and Customization pages.

Sage City is now Community Hub

Updated the Sage City link in HRMS to say "Community Hub."

Waived Benefits

New column added to the Benefit summary page. This column is populated with a Yes if the Benefit has been "Waived" during an Open Enrollment.

Incorrect Verbiage on Reset Password Email

Updated the text in the Reset Password email to reflect the correct name of the Username and Password Help link on the Login page.

Employer Cost displays incorrectly in ESS Mobile Benefits

Fixed an issue where the employer cost was displaying incorrectly when the employee contribution amount was 0.00 for the benefit plan.

This update includes changes to the existing version of both Sage HRMS and Sage HRMS Employee Self Service.

Sage 100 Payroll Link updates

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

My Workforce Analyzer updates

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

How to choose the right product update

Please review the chart below to help determine which download .exe you need to install.

If you have this product:	You should Install:	Quarterly Version
Premium desktop version of Sage HRMS	SageAbraSQLHRMS10_706720.exe	10.70.67.20 - 2023 Q4
Premium web version of Sage HRMS* *Includes Employee Self Service if purchased	SageHRMS21.101201_premium_web_HRMS_ESS.exe	21.10.12.01 - 2023 Q4
Existing desktop version of Sage HRMS	SageAbraSQLHRMS10_706720.exe	10.70.67.20 - 2023 Q4
Existing version of Sage HRMS Employee Self Service	SageHRMSESS10_705901.exe	10.70.59.01 - 2023 Q4

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 2024 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 Relevé 1s
- Printing and filing W-2 forms
- Entering employee supplemental information
- Information about processing year-end 2023 reports and forms with Sage Payroll Tax Forms and eFiling by Aatrix
- Preparing for your first payroll of 2024

Premium web version of Sage HRMS installation instructions

This section includes instructions for installing the Premium web version of Sage HRMS for customers who have not purchased Sage HRMS Employee Self Service.

Note: You must install the latest quarterly update of the Premium version of Sage HRMS before installing the Premium web version of Sage HRMS.

After you have downloaded the Sage HRMS update from the Sage Knowledgebase, follow these instructions to install the update.

Before you start:

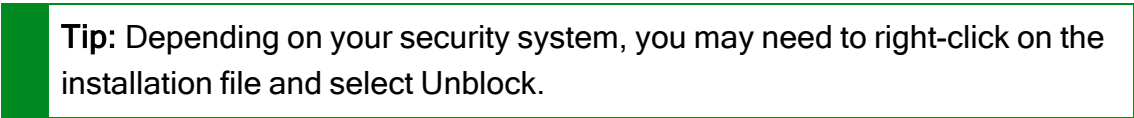
- Refer to Chapters 1 and 2 in the [Sage Employee Self Service Installation and Setup Guide](#) for Pre-installation Setup and System Configuration requirements.
- See Sage Knowledgebase article [115897](#) for System Recommendations for the premium web version of Sage HRMS.
- Verify that Sage HRMS has 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.
- 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 Support Resources** page at <https://www.sagecity.com/global-resources>.
2. Select your **Country or Region** from the drop-down list.
3. Select **Sage HRMS** from the **Products** drop-down list.
4. In the **Knowledgebase** tile, click the **Search Sage Knowledgebase** link.
5. Click **Log in**, and then log into the site.
6. In the **Latest update** section, click an update to download.

7. In the article, click **Download** to launch the Sage Download Manager, or click the **direct download** link to download the executable file.

Installing the Premium web version of Sage HRMS update

1. Using your external backup procedures, back up the Sage HRMS databases to a media device that is external to your product servers:
 - a. Prepare to install Premium web version of Sage HRMS by closing all Windows applications.
 - b. Run the setup.exe file provided with the installation package with Administrative privileges (right-click the file and select **Run as Administrator**).
 - c.  **Tip:** Depending on your security system, you may need to right-click on the installation file and select Unblock.
2. The Premium web version of Sage HRMS Setup prepares the InstallShield Wizard.
3. The Welcome to the InstallShield Wizard for Sage HRMS is displayed. Click **Next**, and then follow the prompts on the InstallShield Wizard.
4. In the License Agreement window, read the License Agreement, accept the terms of the license agreement, and click **Next**.
5. In the Customer Information window, enter your User Name and Organization. Uncheck the Install Sage HRMS Employee Self Service checkbox if you are not installing ESS and then click **Next**.
6. In the Destination Folder window, select the path and directory where you want the Premium web version of Sage HRMS and its components installed. This must be a local drive. Click **Next**.
7. In the Sage HRMS SQL Server Setup window, specify the server configuration for the Sage HRMS database. Enter the Server Name, Username, Password, and Database. Click **Next**.
8. In the Sage HRMS Web Alias window, the Name/Alias is initially set to "selfservice," but you can change it. The Name/Alias is used to access the premium web version of Sage HRMS from a web browser. Click **Next**.
9. In the Email Configuration window, you must select Enable Emails (SMTP) to install the Premium web version of Sage HRMS. Click **Next**.

10. In the SQL Server Setup window, specify your version of SQL Server (the default database embedded with Sage Employee Self Service). Enter the Server Name, Username, Password, and Database. You must provide a SQL Server logon that uses or emulates your SA (System Administrator) permissions. Click **Next**.
11. On the Ready to Install the Program window, click **Install** to proceed with the installation.
12. The system displays Installation windows indicating the progress of the installation. When the InstallShield Wizard Completed window appears, click **Finish**.
13. When the update is complete, click **Yes** to restart your system.
14. After your Sage HRMS server restarts, go to the **Start** menu and select **All Programs > Sage HRMS (Web Version) > System Maintenance** to open the System Maintenance utility. Verify that all the information on the **Configuration and Settings** tab is correct.
15. On the **Configuration and Settings** tab, click the **Generate Master Password** button and copy the password provided to log into the Premium web version of Sage HRMS as the Master user.
16. Click **Save**.
17. Exit the System Maintenance utility.
18. In your browser, navigate to the web alias you entered in Step 8 during the install.
19. Log into the web version Sage HRMS as the MASTER user to complete the install process.

The update is now complete and you are ready to start using the Premium web version of Sage HRMS.

Premium web version of Sage HRMS with Sage ESS update installation instructions

After you have downloaded the premium version of the Sage HRMS Employee Self Service update from the Sage Knowledgebase, follow these instructions to install the update.

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 HRMS 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 HRMS 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 HRMS Download Portal](#).
2. Click the appropriate download and log in if required.
3. In the article, click **Download** 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 HRMS 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 we recommend that you 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 HRMS Employee Self Service update

1. Using your external backup procedures, back up the Sage HRMS and Sage HRMS Employee Self Service databases to a media device that is external to your product servers:
 - a. Log on to the Sage HRMS Employee Self Service server and select **Programs > Employee Self Service > System Maintenance** to open the Sage HRMS 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 HRMS 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 HRMS 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 HRMS 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 HRMS Employee Self Service as the MASTER user to complete the process.

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

Sage HRMS update installation instructions

Follow the instructions in this section to download, install, apply, and verify the Product Update for all desktop versions of Sage HRMS.

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 HRMS Download Portal](#).
2. Click the appropriate download and log in if required.
3. In the article, click **Download** to launch the Sage Download Manager, or click the **direct download** link to download the executable file.

Installing the product update

Note: You should launch the product update on the server where Sage HRMS is installed.

To install the product update:

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 matches 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, 2024.

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 asked if you want to continue updating company-level local tax records with information from the local repository, click one of the following:
 - **Yes** to automatically update the company rates for all local taxes.
 - **No** to update local taxes individually (select each tax and click the Update button to apply the rate changes). Doing this enables you to validate rates before and after the changes.
4. Depending on your choice in the previous step, update employee-level local tax records as follows:
 - If you clicked **Yes** in the previous step, when asked if you want to continue updating employee local tax records from the local tax repository, click one of the following:
 - **Yes** to automatically update the employee-level rates for all local taxes.
 - **No** to select each employee or use the Update Taxes tax, then update each tax or employee individually.
 - If you clicked **No** in the previous step, you must 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**.

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.

Premium web version of Sage HRMS Setup and Configuration

This section includes instructions for setting up the premium web version of Sage HRMS.

After installing the premium web version of Sage HRMS, the following steps must be completed to see the HRMS menu items.

1. From the Start menu on the server where the web version of Sage HRMS is installed, select All Programs > Sage HRMS (Web Version)> System Maintenance to open the System Maintenance utility.
2. On the **Configuration and Settings** tab, click the **Generate Master Password** button and copy the password provided to log into Sage HRMS (Web Version) as the Master user.
3. Click Save.
4. Exit the System Maintenance utility.
5. In your browser, navigate to the Sage HRMS Web Alias you entered in Step 8 of the install.
 - a. For example: `http://{servername}/selfservice/`
6. Log into the web version Sage HRMS using the Master username and the password you copied from step 2 above.
7. Click Sign In.
8. Select System Admin > Roles and Logon > Logon Setup.
9. On the Logon Setup page for Initial Logon Fields, select the check boxes for one or more fields (such as Last Name or Email Address).
10. In the Employee Status area, select the check boxes for one or more employee statuses for employees who are allowed to create a logon, change their password, and log on to the system.
11. In the Password Properties area and Logon Properties area, specify the properties.
12. In the Logon Reset Message area, enter a custom message that your employees will see when they cannot successfully log on and they click the Username and Password Help link on the Sage HRMS logon page.

13. At the bottom of the Logon Setup page, select five security questions to present to a user when they attempt to create a new logon.
14. Click Save.
15. Select System Admin> Roles and Logon > Change Password.
16. On the Change Password page for Password, type new password for your master user, following the requirements shown on the page.
17. For Confirm Password, type the new password again to confirm.
18. Click Save.
19. Select System Admin> Roles and Logon > Logon Maintenance.
20. On the Logon Maintenance page, search for the ESS user whose account you want to tie to Sage HRMS.
21. In the search results table, click the employee's name.
22. To tie this user's account to Sage HRMS, click the HRMS User dropdown and select the appropriate user.
23. Click Save.
24. Repeat steps 14 -18 for each user that requires access to the web version of Sage HRMS.
25. System Setup
 - a. Select System Admin> select System Settings > System Setup.
 - b. On the System Setup page, enter or select the appropriate setting for each item in the following areas of the page:
 - Message Center
 - Display Notifications Since
 - Archive Messages
 - Deleted Archive Messages Prior To
 - Email Notification
 - Include Custom Message
 - Technical Administration

- Technical Admin Email Address
- System Emails Sent From
- Mail Relay

First-Time User Register Here

A User account is required to access to the web version of Sage HRMS.

1. On the Logon page, click **First-Time User Register Here**
2. On the Create New Logon page:
3. Enter the requested information.
4. If included by your administrator, select a Security Question, and then type the Security Answer.
5. Click Next.
6. On the second Create New Logon page:
 - a. Enter the Username that you want to use.
 - b. Enter your Password again to confirm it.
 - c. Enter the Password that you want to use.
 - d. Click Save.
7. You are now logged into the Premium web version of Sage HRMS and should see the HRMS menu items.

Premium version of Sage HRMS Employee Self Service Setup and Configuration

This section includes instructions for setting up the premium web version of Sage HRMS to work with ESS.

After installing the premium version of Sage Employee Self Service, the following steps must be completed to see the HRMS menu items.

1. Log into the premium web version of Sage Employee Self Service as the Master user.
2. Select System Admin > Roles and Logon > Logon Maintenance.
3. On the Logon Maintenance page, search for the ESS user whose account you want to tie to Sage HRMS.
4. In the search results table, click the employee's name.
5. To tie this user's account to Sage HRMS, click the HRMS User dropdown and select the appropriate user.
6. Click Save.
7. Repeat steps 3 - 7 for each user that requires access to the web version of Sage HRMS.
8. Verify the settings on the System Setup page
 - a. Select System Admin > select System Settings > System Setup.
 - b. The following settings on the System Setup page impact the web version of Sage HRMS:
 - i. Message Center
 - ii. Email Notification
 - iii. Technical Administration

Sage HRMS Employee Self Service HR Administrators

Users assigned to the role of HR Admin in Sage HRMS Employee Self Service can also "tie" ESS user accounts to Sage HRMS.

1. Log into the premium version of Sage Employee Self Service as an ESS HR Administrator.

2. Select the System Administrator menu in Sage HRMS Employee Self Service.
3. On the System Administrator menu, select Roles and Logon > Logon Maintenance.
4. On the Logon Maintenance page, search for the ESS user whose account you want to tie to Sage HRMS.
5. In the search results table, click the employee's name.
6. To tie this user's account to Sage HRMS, click the HRMS User dropdown and select the appropriate user.
7. Click Save.

Note: Users with access to both the premium web version of Sage HRMS and Sage HRMS Employee Self Service can toggle between products by clicking the product name in the title bar.