Sage HRMS 2014
U.S. Payroll
Q1 2015 Release Notes

March 2015

Contents

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 2014 U.S. Payroll and Sage Employee Self Service version 2014

Version: Product Update Q1 2015

Important Information Regarding Future Updates

The following chart outlines the Sage HRMS product versions supported with Product Updates or Quarterly Tax Updates for each period this year.

Release	Q3 2014	Q4 2014	Q1 2015	Q2 2015	Q3 2015	Q4 2015
Sage HRMS 2012	Yes	Yes	**Final Update**	—	—	—
Sage HRMS 2014	Yes	Yes	Yes	Yes	Yes	Yes
Sage HRMS 2015	—	Yes	Yes	Yes	Yes	Yes

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.

- **Customer Support:** For additional articles and resources, visit https://support.na.sage.com or contact Customer Support at 800-829-0170 (U.S. and Canada). Please have your Customer ID handy when contacting Customer Support.

Payroll Tax Updates

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

Federal Legislative Updates

This section lists the Federal legislative updates available with this release.

Form 941 for 2015

Form 941 is updated by the IRS for tax year 2015 with no physical formatting changes.

State and Local Legislative Updates

This section lists 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.

California

With this release, the California Employment Training Tax (CA ETT) employer amount now correctly reports on the CA DE-88 form in Sage Payroll Tax Forms and eFiling by Aatrix.

> **Important!** When generating and reviewing your CA DE-88 form, confirm that the amounts are accurately listed. If the amounts are not on the report, see Knowledgebase article 59598 for troubleshooting tips.

District of Columbia

The District of Columbia has revised the 2015 withholding publication and the revisions were delivered as a hotfix to customers upon request prior to this release. The changes incorporated into this release are as follows:

- The withholding allowance increases to $1,775 for each exemption claimed from $1,725.

- There is only one withholding rate table, which is to be used for all filing statuses; Single, Married/Domestic Partners Filing Jointly, Married/Domestic Partners Filing Separately, and Head of Household.

- The new withholding table has five wage increments with tax rates; 4%, 6%, 7%, 8.5%, and 8.95%.

Ohio

- Effective April 1, 2011, the following local Ohio tax is newly supported in Sage HRMS Payroll:

Tax code	Description	Rate
OH0909	Tecumseh JEDD CT Regular IT	2.25%

- Effective December 31, 2014, the following local Ohio tax has been expired:

Tax code	Description	Effective date
OH0833	Moscow VI Regular IT	12/31/2014

After installing the Q1, 2015 tax update you can issue a refund to employees who were incorrectly withheld the Moscow VI Regular IT tax after December 31, 2014 by following these steps:

1. Select the **Inactive** check box to inactivate the local tax code (Setup > Payroll > Local/Other Tax Codes) and to prevent it from being added to employees.

2. Determine the refund amount using the **Tax Calculation Analysis** report (Reports > Payroll > Transaction Reports) for all employees for wages paid after 12/31/2014.

3. Create a timecard for each affected employee to receive a refund. Enter the amount deducted as a negative dollar amount for the local tax on the Tax tab of the timecard.

4. Create a payroll and print checks using the refund timecards.

5. Run the Tax Calculation Analysis Report again to confirm YTD totals are 0.00.

6. Remove the local tax (OH0833) from each employee record (Payroll > Employees > Tax tab).

Important! If the local tax is not removed from the employees, it will continue to calculate when payroll is processed.

Pennsylvania

Effective January 1, 2015, the following local Pennsylvania tax rates have changed:

Tax code	Description	Rate
PA0144	Bentleyville BO, Bentworth SD (NR) LST	$52 annually
PA3920	Carbondale CT, Carbondale SD Regular IT	2.2%
PA4516	Farrell CT, Farrell SD Regular IT	2.1%

Tax code	Description	Rate
PA1149	Greene TP, South Side SD (NR) LST	$52 annually
PA7811	Hilltown TP, North Penn SD Regular IT	1.0%
PA2676	Hilltown TP, Pennridge SD Regular IT	1.5%
PA6493	Muncy TP, Muncy SD (NR) Regular IT	0.5%
PA6494	Muncy TP, Muncy SD Regular IT	1.75%
PA6786	New Britain TP, Central Bucks SD Regular IT	1.025%
PA6788	New Britain TP, North Penn SD Regular IT	1.025%
PA0338	Portland BO, Bangor SD (NR) LST	$52 annually
PA0245	Quemahoning TP, North Star SD (NR) LST	$10 annually
PA0009	Telford BO, Souderton SD (NR) LST	$52 annually
PA3798	West Lebanon TP, Lebanon SD Regular IT	1.0%

Payroll Product Updates

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

Reversed Checks in Sage Payroll Tax Forms and eFiling by Aatrix

With this release, if you reverse a payroll check in Sage HRMS Payroll, the weeks worked counts are appropriately updated in Sage Payroll Tax Forms and eFiling by Aatrix reporting. (1316)

Sage HRMS Product Updates

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

The VETS 100 Update to VETS 4212 Reports

Sage HRMS now supports the new VETS-4212, as defined by the Department of Labor's Veterans Employment and Training Service (VETS). The new form is available under **Reports > Employees > EEO Reports**. This replaces the previous Veterans Employment reports.

Sage HRMS also now supports electronic filing for the VETS 4212. Under **Reports > Employees > EEO Reports > Vets 4212 Form and EFile**, click **Export** to generate the electronic file. The file exports to the Data/Export folder defined in your employer.

The **EEO Class** and **Job Category** (Employees > Job and Pay detail page > Job tab) for **1-Officials & Managers** is no longer applicable for the new VETS 4212 form. If you have employees with this job category you must update the employees to either **1.1 Executive/Senior Level Officials and Managers** or **1.2 First/Mid Level Officials and Managers** in order for the employees to be reported correctly on the new form. If you do not update your employees, they will be reported in the Executive/Senior Level Officials and Managers job category when the form in generated.

To further support the changes to the report, the Veterans Employment setup tab (under Employees > HR Setup) has been renamed to Vets 4212.

> **Important!** Because the Department of Labor has not released the final form as of this release, this report is not for official use in Sage HRMS. Additionally, Sage HRMS does not support electronic submission for the VETS 4212 multi-state consolidated form.

Updated Veterans Categories

In compliance with the new Office of Federal Contract Compliance Programs (OFCCP) regulations, the following changes are made to the **Military** tab of the **Personnel HR Status** window (**Personnel > HR Status > Military**) in Sage HRMS:

- The **Vietnam Era Veteran** option is removed.

- The **Other Protected Veteran** option is removed.

- The **Campaign Veteran** label is changed to **Active Duty Wartime or Campaign Badge Veteran**.

> **Important!** Any employees you indicated as **Other Protected Veteran** or **Campaign Veteran** will be updated to **Active Duty Wartime or Campaign Badge Veteran** and may require further review after this update is installed.

Sage Employee Self Service Product Updates

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

Self-Identification for Disabilities

Sage Employee Self Service has been updated to support the new Department of Labor regulations to self identify disabilities. With this release employees can now personally update their self identification on the Medical page using the Disability field in Sage Employee Self Service.

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.

- Download the Product Update from the Sage Customer Portal.

Downloading the Product Update

To download the update:

1. Visit the Sage Knowledgebase at: <u>https://support.na.sage.com</u>, click the orange **Login** button, and log on to the site.

2. Select **Sage HRMS** under **My Products** in the left menu bar.

3. Select your product and version under **Browse Products** in the left menu bar.

4. Click the **Download software** tab (in the center of the screen), then scroll down to the **Product updates** section.

5. Click **Download Sage HRMS 2014 Q1 2015 product update**.

6. 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.

   The InstallShield Wizard appears.

2. After the 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. Launch the Sage HRMS Client 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 verify the version number corresponds with 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: March 31, 2015.

> **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 into 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.

Sage Employee Self Service Update 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 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 the Sage HRMS data.

- If you are using Sage Employee Self Service and/or Open Enrollment, make sure all enrollment periods are closed, and that all users have exited and logged off from Sage HRMS and Sage Employee Self Service before beginning the backup and upgrade.

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

Downloading the Update

1. Visit the Sage Knowledgebase at: https://support.na.sage.com and select the orange **Login** link to log on to the site.

2. Select **Sage HRMS** under **My Products** in the left menu bar.

3. Select your product and version under **Browse Products** in the left menu bar.

4. Click the **Download software** tab (in the center of the screen), then scroll down to the **Product updates** section.

5. Click **Download Sage Employee Self Service 2014 Q1 2015 product update**.

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

Important! During this installation process you must enter your Sage Employee Self Service username, organization name, serial number, and install code. You can find this information in System Maintenance under **Start > All Programs > Sage Employee Self Service > System Maintenance**.

Once you start the installation your customer information clears from System Maintenance, so please copy or save a screen shot of your company's product information to reference when prompted. If you lose this information, call Customer Support at 800-829-0170.

Installing the Sage Employee Self Service Update

1. Using your external backup procedures, back up the Sage HRMS and Sage Employee Self Service databases to a media device that is external to your Sage HRMS and Sage Employee Self Service servers.

   a. Log on to the Sage Employee Self Service server and select **Programs** > **Employee Self Service** > **System Maintenance** to open the Sage Employee Self Service System Maintenance window.

   b. On the Configuration and Settings tab, in the Employee Self Service section, select the **Locked** check box, and then click **Save**.

   c. On the SQL Maintenance tab, verify the Backup File Path is correct, and then click **Backup**.

   d. 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: 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 upgrade is complete, click **Yes** to restart your system.

6. After your Sage Employee Self Service server restarts, from the **Start** menu, select **All Programs** > **Sage Employee Self Service** > **System Maintenance** to open the System Maintenance page. Verify that all the information is correct.

7. 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.