



Sage Abra Suite v9.2 Q4 2014 SR1 Release Notes

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Release Notes

Products: Sage Abra Suite Payroll version 9.2, and Sage Employee Self Service version 9.2

Version: Product Update Q4 2014 SR1

Intended Audience

It is important that **all customers** who update, maintain, and use Sage Abra Suite Payroll or Sage Employee Self Service (U.S. versions), read these release notes to obtain valuable information about changes to the software programs and payroll legislative database.

Before You Begin

Before installing this Product Update, back up your Sage Abra Suite data. Read this document in its entirety before you install the update.

Important Update Information for our Customers

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 Q4 2014 SR1 update will bring your Sage Abra Suite environment up to date.

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 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. Please have your Customer ID handy when contacting Customer Support.
- **Tax forms:** Because all printed forms have variations, Sage Abra Suite Payroll 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/>.

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 Payroll for the Q4 2014 SR1 period.

Empower Tax Filing Service Print Service W-2s for 2014

The file specs for reporting 2014 W-2 data have been released by Empower Tax Filing Service and the files updated.

Federal Form W2 for 2014

Federal Form W-2 has been updated for 2014 with this release.

Federal EFW2 File Specification Changes for 2014

The Social Security Administration has released an updated (third) version of the EFW2 file specifications for tax year 2014. Instructions on the RA Record for the location address field (274-295), are to fill the delivery address into both the delivery and the location address fields if you do not have a location address.

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.

District of Columbia

Effective for wages paid on or after January 1, 2015, the amount for each personal exemption District of Columbia withholding allowance increases to \$1,725. Additionally, there are now three separate tables for the various filing statuses which can be claimed on the D.C. withholding certificate form D-4 as follows:

- Single, married filing separately, domestic partner filing separately.
- Married filing jointly, domestic partner filing jointly, surviving spouse.
- Head of household.

Idaho

The Idaho State Tax Commission released specifications for electronic filing of annual W-2 data for tax year 2014. Refer to the IRS and Idaho state publications for details of the EFW2 file specifications. Additionally, the following general changes are in effect:

- Effective January 1, 2014, existing split-monthly filers changed to a semimonthly filing frequency.
- Effective December 15, 2014, online services will be hosted by our Taxpayer Access Point (TAP). Use TAP for filing electronic Form 967s, W-2s, and 1099s.

Illinois

Effective January 1, 2015, the:

- Standard personal exemption amount for each allowance claimed on line 1 of the IL-W4 is increased to \$2,150.
- Withholding rate of 5.00% is decreased to 3.75%.
- Supplemental tax rate is decreased from 0.050% to 0.0375%.

Indiana

- Effective January 1, 2015, the following local taxes have been updated:

Code	Description	Rate
INAG	Adams County Income Tax	1.624%
INEG	Adams County N/R Income Tax	0.799%
INX	Elkhart County Income Tax	2.0%
INAE	Jennings County Income Tax	1.75%
INCL	Knox County Income Tax	1.0%
INDO	Knox County N/R Income Tax	0.55%
ING	Marion County Income Tax	1.77%
INCS	Marion County N/R Income Tax	0.4425%
INAP	Parke County Income Tax	2.45%
INAR	Randolph County Income Tax	2.25%
INET	Wabash County N/R Income Tax	0.5%

- The Indiana Department of Revenue has issued the following changes for wages paid on or after January 1, 2015:
 - The state withholding income tax rate decreases to 3.3% from 3.4%.
 - The personal exemption amount is unchanged at \$1,000 for each exemption claimed on line 5 of Form WH-4.
 - The dependent exemption amount is unchanged at \$1,500 for each dependent exemption claimed on line 6 of Form WH-4.

Kentucky

- Effective January 1, 2015, the following local tax has been added to the system tax tables in Sage Abra Suite Payroll:

Code	Description	Rate
KYZT	Ryland Heights License Fee	1.0%

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- Effective January 1, 2015, the following local tax has been updated in the system tax tables in Sage Abra Suite Payroll:

Code	Description	Rate
KYAG	Burkesville License Fee	2.0%

Maryland

The Comptroller of Maryland has released their EFW2 file specifications for tax year 2014 reporting. In accordance with the specifications, you must enter your North American Industry Classification System (NAICS) code in the NAICS field on the EEO-1 tab in HR Setup (**Setup > Employees > HR Setup > select your employer > EEO-1**) before creating your Electronic Mag Media State W-2s.

Massachusetts

- The Massachusetts electronic filing for W-2 information (EFW2 file) for 2014 has been updated as required by the state agency.
- Effective January 1, 2015, the Workforce Training Fund Tax is decreased from 0.06% to 0.056%. Additionally, the taxable wage base increases to \$15,000 from \$14,000.

Minnesota

Effective January 1, 2015, the following changes are made to the withholding tables:

- The withholding allowance increases to \$4,000 for each allowance claimed.
- The wage increments and tax amounts on the withholding tables have been updated based on inflation.

Mississippi

The Mississippi electronic filing for W-2 information (EFW2 file) for 2014 has been updated as required by the state agency.

Missouri

Effective for wages paid on or after January 1, 2015, the Missouri Department of

Revenue has released the following standard deduction amount changes:

- \$6,300 if employee is single.
- \$6,300 if employee is married and spouse works.
- \$12,600 if employee is married and spouse does not work.
- \$9,250 if employee's filing status is head of household.

New Mexico

Effective January 1, 2015, the following changes are made to the withholding tables:

- The allowance increases to \$4,000 for each exemption claimed.
- The withholding tables have been updated based on inflation.

North Carolina

Effective January 1, 2015, the following changes are made to the withholding tables:

- Supplemental withholding rate is decreased to 5.75%.
- Net annualized taxable wages in the formula is decreased to 5.75%.
- A new form NC-4NRA has been created due to non-resident aliens not being eligible for the North Carolina standard deduction. A published extra withholding amount is listed on the form and is to be entered on line 2.

North Dakota

The North Dakota state withholding allowance amount has increased to \$4,000 for wages paid on or after January 1, 2015. Additionally, the withholding table wage increments and tax amounts are updated based on inflation.

Ohio

- The following local taxes have been updated in the system tax tables in Sage Abra Suite Payroll:

Effective Date	Code	Description	Rate
1/1/2015	OH!J	Brimfield-Kent JEDD Local Tax	1.25%
1/1/2015	OH(N	Commercial Point Local Tax	0.75%
1/1/2015	OH7R	Prairie-Obetz JEDZ Local Tax	2.5%
1/1/2015	OHAX	Wyoming Local Tax	1.0%

- Effective December 31, 2014, the following local tax is expired:

Code	Description
OH&7	N Baltimore Hry JEDD (Wd) Tax

- Effective January 1, 2015, the following Ohio local will report to RITA:

Code	Description
OH7P	Milford JEDD II Local Tax

Oklahoma

The wage increments in the withholding table are updated based on inflation. Additionally, the supplemental withholding rate for 2015 will remain at 5.25%.

Oregon

The following changes are made to the Oregon state withholding tables for 2015:

- The personal exemption credit increases to \$194.
- Increase to the standard deductions of \$2,145 (for single with fewer than 3 allowances) and \$4,295 (for married and single with 3 or more allowances).
- Increase for the federal tax withheld deduction maximum to \$6,450.
- There are different withholding formulas for lower and higher income earners. The wage increments and tax amounts are updated based on inflation.
- The supplemental withholding rate remains unchanged at 9%.

Pennsylvania

Effective January 1, 2015, the following local taxes have been updated:

Code	Description	Rate
PHII	Allentown City NR	1.28%
PAV>	Arnold City	1.3%
PHHX	Arnold City NR	1.3%
PBSZ	E Nottingham TP	1.0%
PIDB	Easton City NR	1.95%
PAQ1	Folcroft BO	1.0%
PIJ1	Folcroft BO NR	1.0%
PIL6	Glenfield BO NR	1.0%
PA>5	Greenville BO	1.25%
PIJV	Greenville BO NR	1.092%
PIPF	Haysville BO NR	1.0%
PKW0	Jeannette City	2.0%
PAK7	Jeannette City	2.0%
PKW1	Jeannette City	2.0%
PKXV	Jeannette City NR	2.0%
PITC	Jeannette City NR	2.0%
PKXW	Jeannette City NR	2.0%
PAJ[Jim Thorpe B LST (Ca), PA	\$52 annually
PHA0	London Grove TP	0.75%
PHA1	London Grove TP NR	0.5%
PDNC	Montoursville BO LST (Lyc), PA	\$52 annually
PJDK	Mt Carbon BO NR	1.0%

Code	Description	Rate
PACR	Muncy TP	2.25%
PJDT	Muncy TP NR	1.0%
PHBA	Pocopson TP	0.5%
PHBB	Pocopson TP NR	0.5%
PHCG	W Lebanon TP	1.5%
PBSN	Williams TP	1.0%
PKUY	York City	1.25%
PKUZ	York City NR	1.25%

The following local taxes have been added to the system tax tables in Sage Abra Suite Payroll:

Code	Description	Rate
PACI	Carbondale City	2.2%
PAZ1	Hilltown TP	1.5%
PKVY	Hilltown TP	1.0%
PAS/	New Britain TP	1.025%
PAMN	Bentleyville Boro LST	\$52 annually

The following local taxes have been removed from the system tax tables in Sage Abra Suite Payroll:

Code	Description
PACR	Muncy TP
PJDT	Muncy TP NR
PHCG	W Lebanon TP

Rhode Island

Effective for wages paid on or after January 1, 2015, the Rhode Island withholding tables and tax amounts are updated. The maximum wage base for allowances increased to \$214,700 from \$211,300.

U.S. Virgin Islands

The taxable wage base for 2015 has been updated to \$22,900.

Vermont

Effective for wages paid on or after January 1, 2015, the Vermont withholding allowance amount for each exemption claimed increases to \$4,000. Additionally, the withholding tables and tax amounts have been adjusted for inflation.

Payroll Product Updates

Sage Payroll Tax Forms and eFiling by Aatrix Local Taxes

Sage Payroll Tax Forms and eFiling by Aatrix is enhanced to support local tax reporting for W-2s.

Important! As a result of this enhancement, you must follow the steps below to edit all of your local taxes and map them correctly for the W-2s.

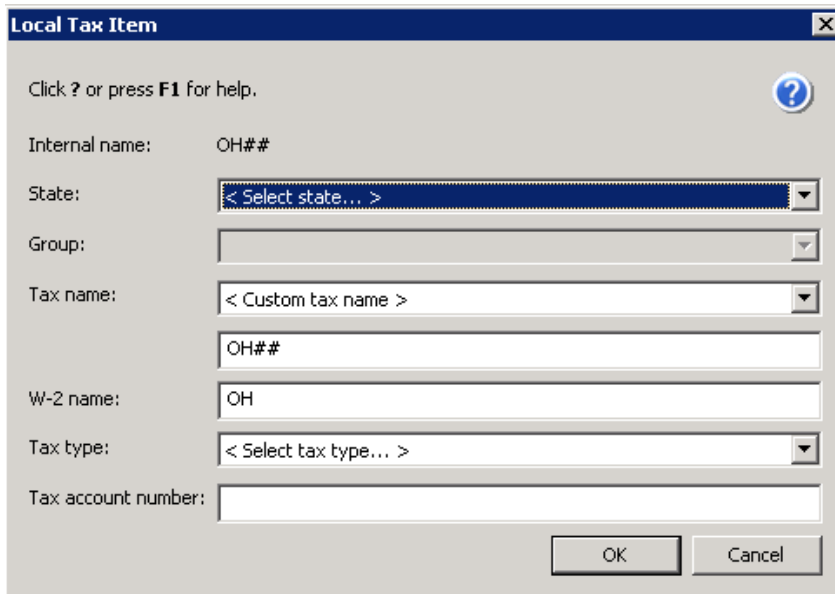
1. Select **Reports > Payroll > W-2 eFiling**.
2. Select your employer (if applicable) and year, then complete the Magnetic Media Selection and form update windows to open the W-2 Setup Wizard window.
3. When the window opens, select the tax you want to edit from the Local Tax Items group box.

The screenshot shows the 'W-2 Setup Wizard' window with the 'State & Local Tax Items' section. The 'State Tax Items' table lists various state withholding taxes, and the 'Local Tax Items' table lists local taxes. The 'Local Tax Items' table is highlighted with a red border.

State	Tax Name	Tax Account Number
ND	State Withholding	
ID	State Withholding	
LA	State Withholding	
KS	State Withholding	
MA	State Withholding	
IN	State Withholding	

State	Tax Name	W-2 Name	Tax Type	Tax Account Number
FE	OHO2	OHO2		
FE	OH#9	OH9		
FE	CASD	CASD		
FE	OHXN	OHXN		
FE	OH#	OH		

4. Click **Edit** to open the Local Tax Item window.



Local Tax Item

Click ? or press F1 for help.

Internal name: OH###

State: < Select state... >

Group: < Select group... >

Tax name: < Custom tax name >

OH###

W-2 name: OH

Tax type: < Select tax type... >

Tax account number: < Enter tax account number >

OK Cancel

5. Complete all fields for the selected local tax.
6. Click **OK** to save your selections and to close the Local Tax Item window.
7. Repeat steps 3-6 for all local taxes.

Note: Once you have mapped your local taxes, the tax information is saved in Sage Payroll Tax Forms and eFiling by Aatrix.

New Disability Selection

Sage Abra Suite Payroll now includes the selections; Yes, No, or I choose not to answer for the Disability field on Employee Demographics/Personal tab. The default setting for new employees is unchanged (set to No) and Sage Abra Suite Payroll retains your selections during the upgrade process.

Affordable Care Act on Sage City

Staying on top of the Affordable Care Act is critical—and challenging—particularly when it comes to your obligations under the law. With all the delays, legislative changes, and shifting regulatory interpretations over the past few years, you may be feeling a little overwhelmed now that 2015 is here.

To assist you, we've set up an Affordable Care Act center on Sage City that includes many assets you may find useful in navigating the changes (please note, some assets require an active Sage Business Care plan to access). Visit <http://SageCity.na.Sage.com/ACA/> for more information.

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 9.20.56, the Q4 2014 SR1 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 Q4 2014 SR1 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 Q4 2014 SR1 Product Update to bring your Sage Abra Suite environment up to date.

Step 1 - Download the Product Update

1. Back up your Sage Abra Suite Payroll data using your external backup procedure.
2. Visit the Sage Knowledgebase at <https://support.na.sage.com> and click **Login** to log on to the website.
3. Select **Sage HRMS** under My Products in the left menu bar.
4. Select your product and version under Browse Products on the left menu bar.
5. Click the orange **Downloads** link (in the center of the screen).
6. Click **Download Sage Abra Suite Payroll 9.2 Q4 2014 SR1 product update**.
7. In the Knowledgebase article, 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 - Install the Product Update

1. 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.
2. After a few minutes, the Install Shield Wizard appears. Click **Next**.
3. Follow the instructions, and click **Finish** when prompted.
4. 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 - Launch 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 - Process 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 Payroll 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 Payroll 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 Payroll 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 Payroll 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> 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 Q4 2014 SR1 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.

Step 2 - Install the Sage Employee Self Service Update

1. Using your external procedure, back up the Sage Abra Suite Payroll and Sage Employee Self Service databases to a media device that is external to your Sage Abra Suite Payroll 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**.
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.