



Sage 100 Payroll 2.20

Installation and Upgrade Guide

November 2020

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Chapter 1

Introduction

This guide includes information about Sage 100 Payroll 2.20, including:

- A list of new enhancements and features.
- Instructions for installing the Payroll module for an existing instance of Sage 100, beginning on page 10.
- Instructions for upgrading to a new version of the Payroll module, beginning on page 13.

For information on upgrading Sage 100, see the *Sage 100 Customer Upgrade Guide*.

You can download the other guides mentioned above from the Sage 100 Product Documents page at:

<http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

Sage 100 Payroll 2.20 is available for Sage 100 2018.5 and later. Earlier versions of Sage 100 are not compatible. Additional features are available with Sage 100 2019.

Depending on your purchase agreement, some features described here may not be available in your product.

Information About Earlier Versions

To learn about enhancements added in earlier versions of Sage 100 Payroll, see the following documents:

- For version 2.19:
https://cdn.na.sage.com/docs/en/customer/100erp/2_19/open/Payroll_Upgrade.pdf
- For version 2.18, which includes information about the TimeTrack replacement for the TimeCard module:
https://cdn.na.sage.com/docs/en/customer/100erp/2_18/open/Payroll_Upgrade.pdf
- For version 2.17, which featured a significant redesign of the module:
https://cdn.na.sage.com/docs/en/customer/100erp/2_17/open/Payroll_Upgrade.pdf

Chapter 2

What's New in Sage 100 Payroll 2.20.3

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20.3. For a complete list of program fixes, see the release notes, which you can find online at:
https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Employee Social Security Tax Deferral

In response to the Presidential executive order related to the deferral of employee-paid Social Security tax, the following changes have been made:

- On the Taxes tab in Employee Maintenance, an Opt In to SS Tax Def check box has been added for the Federal tax group.

Select this check box to defer withholding of the employee's Social Security tax through December 31, 2020.

- On the Entry tab in Payroll Options, a Deduction Code field has been added. Use this field to enter the deduction code created to track the deferred Social Security tax.

For instructions on setting up the deduction code, see *Social Security Tax Deferral for Tax Year 2020* in the help.

- On the Benefits window accessed from the Employee Tax Summary window, the following fields have been added in the new Employee Social Security Tax section:
 - Deferred Quarter 3
 - Deferred Quarter 4
 - Paid Back

The Deferred fields will be automatically updated as you process payroll for employees who opt in to the deferral program. The calculation to update the Paid Back field will be added in a future update.

For more details, see *Social Security Tax Deferral for Tax Year 2020* in the help.

Quarterly Unemployment Report

The new Quarterly Unemployment Report has been added to the Payroll Reports menu. This report includes the following information for employees:

- Gross wages
- Total wages subject to employer's unemployment tax
- Capped wages subject to employer's unemployment tax
- Weeks worked

You can include wage information for either federal unemployment tax, state unemployment tax, or both.

Chapter 3

What's New in Sage 100 Payroll 2.20.2

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20.2. For a complete list of program fixes, see the release notes, which you can find online at:

https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Changes to Support COVID-19 Legislation

The following changes have been made to help you calculate your tax credits associated with legislation related to COVID-19.

Emergency Leave Worksheet

The Emergency Leave Worksheet, located on the Payroll Reports menu, will help you determine your qualified wages and expenses related to the Emergency Family and Medical Leave Expansion Act provision of the [Families First Coronavirus Response Act](#).

This worksheet includes any earning codes setup with tax rules -800121 and -800125, which will be totaled for Qualified Emergency Sick Wages and any earning codes set up with tax rule -800123, which will be totaled for Qualified Emergency PFML Wages.

If deductions with Employer Contribution selected as the type are not included in your company's payroll entries, then the qualified health plan expense fields will not calculate correctly.

The qualified sick and family leave wages and health plan expenses can be manually entered on the Form 941 worksheet under step 2. See the help for more details.

Employee Retention Credit Worksheet

The Emergency Retention Credit Worksheet, located on the Payroll Reports menu, will help you determine your qualified wages (up to the maximum limit) and expenses for the employee retention credit.

If you're printing this report for the first quarter of 2020, the qualified wages and qualified health plan expenses will reflect checks dated March 13 through March 31.

The qualified wages for the quarter can be manually entered on the Form 941 worksheet under step 3. See the help for more details.

This worksheet is dependent on the correct selection of earnings and deduction codes. If deductions with Employer Contribution selected as the type are not used in payroll entries, the qualified health plan fields will not be correctly calculated.

Updates to Quarterly Tax Report

Any emergency sick or family leave wages paid under the Families First Coronavirus Response Act (FFCRA) that are subject to Medicare tax are combined with the regular Medicare wages. The combined Medicare wages are the taxable Medicare wages that are reported on Form 941. The Medicare tax on these wages is combined with the regular Medicare tax.

Also the following column names in the Federal Taxes section were changed:

- Employee Taxable Wages Withholding was changed to Withholding/Other Tax
- Employer Taxable Wages Unemployment was changed to Unemployment/Other Tax
- Taxes Withheld Withholding was changed to Withholding/Other Tax

Updates in Federal and State Tax Reporting

Federal and State Tax Reporting has been updated to accommodate the changes required by legislation related to COVID-19.

International Address Support

You can now enter an international address in Employee Maintenance and ACA Employer Maintenance. ACA Employee Maintenance has been updated to reflect the changes.

To support international addresses, the following changes have been made:

- The Country field has been moved or added above the address lines. A country code is needed to ensure that the correct city and state or province is entered based on the ZIP or postal code.
- ZIP Code fields have been renamed ZIP/Postal Code.
- State fields have been renamed State/Province
- Fields that contain address information have been expanded as follows:
 - Address lines: from 30 to 40 characters
 - City: from 20 to 30 characters
 - Country name: from 30 to 50 characters

Report Updates

The following reports have been updated to accommodate the changes:

- ACA Employee Listing
- ACA Employer Listing
- Certified Payroll Reporting

View Recap of Hours Entered

- Employee Audit Report
- Employee Listing

Federal and State Tax Reporting

Federal and State Tax Reporting has been updated to accommodate the changes for international address support.

View Recap of Hours Entered

You can now view a recap of hours entered for the day and week in Time Track Entry and Punch In/Out.

- In Time Track Entry, click the Hours Recap button to open the Hours Recap window. This window displays:
 - The regular, overtime, and other hours for the date worked entered for the current line
 - The week in which the date worked falls
- In Punch In/Out, an Hours Recap section has been added. This section displays the regular, overtime, and other hours entered for the current day and for the week in which the current day falls.

Conversion for Tax Codes

The Payroll Data Conversion Wizard has been updated to help ensure that the correct tax profiles are assigned to employees.

When you run the wizard after upgrading from Sage 100 version 2017 or earlier, you'll be asked to map state and local tax codes to tax profiles. You can access Tax Profile Maintenance from the wizard to create the tax profiles.

After you map the tax codes to the tax profiles, the tax profiles are automatically assigned to employees based on which tax codes were assigned to them in your earlier version of Sage 100.

This update replaces the process of assigning tax groups to tax profiles in the previous version of the wizard.

Chapter 4

What's New in Sage 100 Payroll 2.20.1

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20.1. For a complete list of program fixes, see the release notes, which you can find online at:

https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Update to Payroll Tax Update Utility

The Payroll Tax Update utility has been enhanced to provide more options and information.

- A Reset button has been added. Use this button if you've downloaded a tax update but not installed it, and you want to download the latest update before completing the installation.
- A Force Payroll Tax Update check box has been added. Select this check box if you need to download and reinstall the latest tax update, even if it's already installed. This check box is available based on a new Payroll security event added to Role Maintenance: Allow Payroll Tax Update to be Forced When No Changes Exist.
- A Current Status field has been added. Statuses are listed below:
 - System Is Up To Date: Your system is up to date. No Update is required.
 - Pending Changes: There are updates available online that you can download and install.
 - Waiting for Installation: The update is ready to be installed.

Chapter 5

What's New in Sage 100 Payroll 2.20

This chapter describes the enhancements and significant program fixes made in Sage 100 Payroll version 2.20. For a complete list of program fixes, see the release notes, which you can find online at:

https://cdn.na.sage.com/docs/en/customer/100erp/2_20/open/PayrollSRNs.pdf

Changes for Revised W-4 Form

To accommodate the revised W-4 form for 2020, the following changes have been made on the Taxes tab in Employee Maintenance:

- New filing statuses are available for the Federal tax group. When you click the Lookup button in the Filing Status field, you'll see the following new filing statuses in addition to the ones that previously existed:
 - HH1 — Head of Household 2020 or Later
 - HH2 — Head of Household 2020 Ckx (check box) 2c
 - MJ1 — Married FJ (filing jointly) 2020 or Later
 - MJ2 — Married FJ 2020 Ckx 2c
 - NR1 — NR (nonresident) Alien 2020 or Later
 - NR2 — NR Alien 2020 Ckx 2c
 - S1 — Single 2020 or Later
 - S2 — Single 2020 Ckx 2c

No changes are needed for employees who have already submitted the older version of the W-4 form. But for any employees who submit the revised W-4 form, you'll need to select the applicable filing status that has "2020" in the description. If the check box for step 2(c) is selected on the employee's W-4 form, select a filing status that includes "Ckx 2c" in the description.

Note: You'll be able to see these new filing statuses in Employee Maintenance after installing the payroll tax update that will be released in mid-December, 2019. However, the withholding tax will not calculate correctly until you have upgraded to Sage 100 Payroll 2.20.

- The fields listed below are available only if one of the new filing statuses is selected.
 - Dependent Amt — Use this field for box 3.
 - Other Income Amt — Use this field for box 4(a).
 - Deductions Amt — Use this field for box 4(b)

If the employee has an amount entered in box 4(c) on the revised W-4 form, select Add an Amount in the Tax Calc Override field and then enter the amount in the Override Amt field.

Revised Arkansas Filing Statuses

New filing statuses are available for the state of Arkansas. You'll be able to see these new filing statuses in Employee Maintenance after installing the payroll tax update that will be released in mid-December, 2019. However, the withholding tax will not calculate correctly until you have upgraded to Sage 100 Payroll 2.20.

Review the Payroll Tax Update Guide

Any time that you upgrade to the latest version of the Payroll module or install a payroll tax update, be sure to review the latest version of the Sage 100 Payroll Tax Update Guide.

This guide lists the changes and, when applicable, any steps that you may need to take after installing the update. Note that the latest payroll tax update may be included in the latest version of the Payroll module.

The Sage 100 Payroll Tax Update Guide for 2020 is available here:
https://cdn.na.sage.com/docs/en/customer/100erp/2_18n/open/Sage100Payroll2-20TaxUpdate.pdf

You can find this guide and other Sage 100 guides on the Sage 100 documents page: <http://cdn.na.sage.com/docs/en/customer/100erp/Documentation.htm>

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