



Sage 100 Payroll 2.25

Installation and Upgrade Guide

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What's New in Sage 100 Payroll

This article describes the changes made in Sage 100 Payroll version 2.25 and subsequent updates. For a list of program fixes, see the [release notes](#).


Sage 100 Payroll 2.25.2

The following changes were made in version 2.25.2.

Post Employer Other Taxes to Different General Ledger Accounts

In Department Maintenance, the Additional tab has been added. You can now enter additional employer other tax codes and select a general ledger account that's different than the employer other payroll tax expense account selected on the Main tab.

In states with multiple employer other tax codes, this feature provides you with the flexibility to post employer other taxes to specific general ledger expense accounts.

 We're listening! This idea was a suggestion on the [Sage 100 ideas site](#). Visit the ideas site to share your ideas and vote for your favorites.

Print Job Information on Check History Report

You can now print job information on the Check History Report by selecting the Print Earnings check box. The job line prints underneath the earnings line on the report.


Sage 100 Payroll 2.25.1

The following changes were made in version 2.25.1.

Print Employee Listing and Employee Mailing Labels by Hire Date

You can now print the Employee Listing and Employee Mailing Labels by hire date. In the Sort Report By field in Employee Listing and in the Sort Mailing Labels By field in Employee Mailing Labels, the Hire Date option has been added.


Also, in the Selections grid for both reports, the Hire Date field has been added.

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Print Payroll Checks and Direct Deposit Stubs by Sort Field


The Sort Field option has been added in the Sort Checks By field in Payroll Check Printing and the Sort Stubs By field in Direct Deposit Stub Printing.

Also, in the Selections grid for both printing tasks, the Sort Field has been added.

 We're listening! This idea was a suggestion on the [Sage 100 ideas site](#). Visit the ideas site to share your ideas and vote for your favorites.


Display Message When Resident and Non-Resident Taxes Are Selected

In Tax Profile Maintenance, a warning message now displays when both resident and non-resident taxes are selected for a matching tax pair (for example, "Colorado Regular IT Withholding" and "Colorado Regular IT Withholding [NR]").

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Option to Reset Time Off Hours for Employees Not in Payroll Run

In Pay Cycle, the Reset Time Off Hours for Employees Not in This Payroll check box has been added. When this check box is selected, during the Check Register update, the time off hours for available, accrued, used, and carryover will be reset for employees, even if they do not get paid in the pay period of their anniversary date.

 We're listening! This idea was a suggestion on the [Sage 100 ideas site](#). Visit the ideas site to share your ideas and vote for your favorites.


Sage 100 Payroll 2.25

The following changes were made in version 2.25.

Reverse an Entire Check Run

Click the new Reverse Check Run button in the Pay Cycle window to reverse an entire check run instead of manually reversing individual checks. You have the option to select a check run by either bank code and check number or source journal and register number.

This time-saving feature is available based on a security option.

 We're listening! This idea was a suggestion on the [Sage 100 ideas site](#). Visit the ideas site to share your ideas and vote for your favorites.

Installation Requirement

Payroll version 2.25 can be installed on Sage 100 version 2021 or later.