



Anthology Payroll

ANTHOLOGY PAYROLL – V115 STATUTORY DEDUCTION SPREADSHEET FOR UNITED STATES

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Introduction

This document contains a summary of changes and installation instructions for Statutory Deductions Spreadsheet Version 115 for the United States.

This spreadsheet is only compatible with the following version of Anthology Payroll:

- Anthology Payroll for Microsoft Dynamics 365 Finance

This spreadsheet updates US statutory deductions in Anthology Payroll according to the most recent legislation by governing authorities. It is intended for companies that process US statutory deductions in the specified jurisdictions.

The current baseline version for the Payroll Statutory Deduction Spreadsheet is Version 112. If you have installed Version 112, you can install any subsequent version.

For more details about the objects and statutory deductions updated by this spreadsheet, contact Anthology Client Support: <https://support.campusmgmt.com>.

It is recommended that this spreadsheet is installed in a test environment and validated against your test data before installing it in production.

This document is divided into the following sections:

- Summary of Changes
- Installation

Summary of Changes

The following changes are made since the previous version.

State Changes

This version contains the following state changes:

| State | Changes |
|---------------|---|
| California | A correction is made to the expiry dates of some state income tax calculations. |
| Colorado | A correction is made to the CO FLI Flag calculation variable. |
| Delaware | Unemployment taxable wage base is reduced from \$14,500 to \$10,500. |
| Illinois | Unemployment taxable wage base is increased from \$12,960 to \$13,271. |
| Massachusetts | <p>Additional payroll objects are added to allow employers to indicate they are a small employer and are not obligated to make the employer contribution to Paid Family Medical Leave. Existing payroll objects are updated to accommodate these changes. This change requires post-installation instructions.</p> <p>New accumulators added for employer-paid fringe benefits subject to Paid Family Medical Leave. This change requires post-installation instructions.</p> |
| New York | <p>A correction is made to the expiry date for the NY FLI Rate calculation.</p> <p>Tax brackets and rates for NY Yonkers local tax are changed.</p> |
| Oregon | A correction is made to the Oregon FLI Flag calculation variable. |

Installation

Installation procedures are divided into the following sections:

- Time to Install
- Prerequisites
- Installation instructions
- Post Installation

Time to Installation

The time required for Anthology Payroll to complete the import process varies depending on the type of spreadsheet:

- This is an *update* version. The import process time will be minimal because you are only importing records that have been updated since the last baseline version.

These other factors can also impact the time required for installation:

- The amount of pre-existing, custom statutory deduction records in your system. Anthology Payroll must check each of these against the imported records for conflicts.
- The amount of statutory deduction changes included in the current version.

Prerequisites

The prerequisites for installing Version 115 for the United States are:

- Microsoft Excel installed on the Microsoft Dynamics client from which the statutory deduction spreadsheet is updated.
- Anthology Payroll version required.
- Latest statutory deductions spreadsheet version.

Anthology Payroll Version

This version of the spreadsheet is intended for Anthology Payroll US localization version 10.0. Other versions are not compatible with this spreadsheet.

To verify your version, click **Anthology Payroll > Setup > Parameters**. The version number appears in the **General definitions** form title.

For the latest software updates of Anthology Payroll, please contact our client support at:

<https://support.campusmgmt.com>

Latest Statutory Deductions Spreadsheet Version

Depending on the last Statutory Deductions Spreadsheet that you have imported into your environment, you may need to import a prerequisite spreadsheet before importing this one.

Version 115 for the United States is an update version of the Anthology Payroll Statutory Deductions Spreadsheet. This version is meant to be installed on top of the current baseline version, which is Version 112. Update versions released after each baseline are cumulative and are independent of each other. If you have installed Version 112, you can install any subsequent update version.

If there are any spreadsheet versions between Version 112 and Version 115 that you have not installed, please check for any pre- and post-installation instructions applicable to these missed versions that may apply to statutory deductions in jurisdictions where your company operates. For an overview of these steps since the last baseline, see **Pre-Installation Procedures** on page 7 and **post-Installation Procedures** on page 10.

To determine your current spreadsheet version, click **Anthology Payroll > Setup > Calculations > Calculations** on the Anthology Payroll navigation pane. Sort the Version column heading in descending order. The highest version number is your current spreadsheet version.

For other versions of the Statutory Deductions Spreadsheet, please contact our Client Support:

<https://support.campusmgmt.com>

Note: It is recommended that you install and test the spreadsheet in a test environment before installing it in production.

Pre-Installation Procedures

Pre-installation procedures may be required to prepare Anthology Payroll for the installation of the spreadsheet. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before performing the same steps in your production environment.

The following table describes the pre-installation procedures applicable to each version since the last baseline version (Version 112).

Note: If you have previously skipped the installation of any spreadsheet versions listed below and they contain pre-installation instructions, then you must contact Client Support for the release notes of those past versions: <https://support.campusmgmt.com>

| Spreadsheet Version | Pre-installation procedures |
|---------------------|-----------------------------|
| 112 | None |
| 113 | None |
| 114 | None |
| 115 | None |

Installation Instructions


You must complete the following steps in the proper sequence to install the spreadsheet. It is recommended that you first install and test the spreadsheet in a test environment before installing it in your production environment. It is also recommended to install the spreadsheet at the start of a new pay period before any transactions are made.

To install the Statutory Deductions Spreadsheet:

1. It is recommended to take a backup of your database prior to importing the spreadsheet.
2. Log in to the Microsoft Dynamics 365 Finance. Ensure you are in the company (legal entity) that you want to update.
3. Click **Anthology Payroll > Setup > Calculations > Calculations**. Click the Version column heading to sort the calculations by version number. This is the latest version of the Statutory Deductions Spreadsheet that you have installed.
4. The next step depends on the latest version of the Statutory Deductions Spreadsheet that you have installed:
 - If there are no version numbers or the latest version number is lower than Version 112, you must install the latest baseline version before proceeding to install this version. The latest baseline version is Version 112. After installing the baseline, proceed with installing Version 115 for the United States.
For information on how to obtain the baseline version, please see Latest Statutory Deductions Spreadsheet Version on page 6.
 - If the latest version number is Version 112 or higher, then proceed to the next step.
5. Click **Anthology Payroll > System update utilities > Other > Import statutory deduction updates** to open the **Statutory deduction data import** pane.
6. In the pane, browse to your statutory deduction spreadsheet and select it.
7. Click **OK** to start the import.
8. When the import process is complete, an alert message appears. If there are errors reported, navigate to **Anthology Payroll > Inquiries > Run controls** to view the error messages. Take the recommended actions (see Error Messages and Conditions on page 11) and run the import process again.
9. You have completed the spreadsheet installation process. Please check for any post-installation notes or instructions that may apply to you. Remember to test the spreadsheet in a test environment before repeating these instructions in your production environment.

Error Messages and Conditions

The following table details some common error messages or conditions that you may encounter when importing a Statutory Deductions Spreadsheet and the recommendations on fixing the error:

| Error Condition | Problem and Resolution |
|---|---|
| <p>No statutory deduction updates are imported. The run controls do not display any messages about importing spreadsheet tables, only that the process has initialized. For reference, highlighted lines in the image below do <i>not</i> appear in the run controls.</p>  | <p>A synchronization error has occurred on the cloud-based environment resulting in the import process hanging.</p> <p>The Statutory Deductions Spreadsheet import process must be restarted. However, it is possible that a partial import has occurred and some records have been imported. These records must be deleted before the import process can be restarted.</p> <p>If this scenario occurs, please contact Support for assistance https://support.campusmgmt.com.</p> |
| <p><i>Table <tableName> contains field 'Code' with key value <keyValue> which is a system record; it must be renamed or removed prior to import.</i></p> | <p>You have set up a record in the <tableName> that matches a versioned record in the spreadsheet.</p> <p>If your custom record serves a specific purpose, then it must be renamed. If you want to replace your record with the one in the spreadsheet, then simply delete your custom record.</p> <p>After taking one of these steps, run the import process again.</p> |

Post-Installation Procedures

After you have installed the spreadsheet, post-installation procedures are sometimes required to properly configure new data elements. If you follow any of these procedures, ensure to perform the procedures in the same test environment as your initial installation, and to validate correct functionality before installation in your production environment.

The following table describes the post-installation procedures applicable to each version since the last baseline version (Version 112).

Note: If you have previously skipped the installation of any spreadsheet versions listed below and they contain post-installation instructions, contact Client Support for the release notes of those past versions: <https://support.campusmgmt.com>

| Spreadsheet Version | Post-installation procedures |
|---------------------|---|
| 112 | None |
| 113 | Revert OASDI Taxable Income Calculation Method |
| 114 | Set up Colorado Family and Medical Leave Insurance Set up Oregon Paid Leave Update Washington Family Leave Insurance Employer Rate |
| 115 | Set up Massachusetts Paid Family Medical Leave Accumulators Set up Massachusetts Paid Family Medical Leave Consideration for Small Employers |

Set up Massachusetts Paid Family Medical Leave Accumulators

New accumulators are added for tracking employer-paid benefits that are subject to PFML. These accumulators require some additional setup. Existing calculations for PFML in Massachusetts are updated to include these accumulators.

If you have no workers in Massachusetts, you may skip these procedures.

To add accumulator eligibility and values for the new accumulators:

1. Change your current context date to January 1, 2023, for ease of setting up the following objects.
2. In the navigation pane, click **Setup > Tables > Accumulators > Accumulator** values to open the Accumulator values form.

3. Create new accumulator values for the following accumulators and set their values accordingly:

| Accumulator | Benefit/Deduction |
|------------------|--|
| MA FMLA FBen | same values as MA SUI Fringe Ben accumulator |
| MA FMLA FBen YTD | same values as MA SUI Fringe Ben accumulator |
| MA FLI FBen | same values as MA SUI Fringe Ben accumulator |
| MA FLI FBen YTD | same values as MA SUI Fringe Ben accumulator |

4. Save and close the Accumulator values form.
5. In the navigation pane, click Setup > Tables > Eligibilities > Accumulators to open the Accumulator eligibility form.
6. Create new accumulator eligibility records for the following accumulators:

| Accumulator | Benefit |
|------------------|--|
| MA FMLA FBen | same values as MA FMLA Inc accumulator |
| MA FMLA FBen YTD | same values as MA FMLA Inc accumulator |
| MA FLI FBen | same values as MA FLI Inc accumulator |
| MA FLI FBen YTD | same values as MA FLI Inc accumulator |

7. Save and close the Accumulator eligibility form.

The new accumulators become active January 1, 2023. If you have already produced payments after this date and before configuring the accumulators, you may need to re-seed the year-to-date accumulators with the appropriate earning transactions. Before proceeding to re-seed these accumulators, it is recommended to back up the database as a precautionary measure. Re-seeding should only be attempted immediately before a new pay period, or after a pay period has been closed and all transactions are already processed.

To reseed the PFML accumulators:

1. In the navigation pane, click Periodic > Other > Accumulators > Delete/set initial accumulator values based on period to open the Delete/set initial accumulator values based on period dialog.
2. Select a Date period of Tax Year.
3. Specify the current Date period year and Date period number.
4. Specify a Date period type of Reporting date.
5. Select the following accumulator(s) to reseed:
 - MA FMLA FBen YTD
 - MA FLI FBen YTD
6. Click OK to reseed the accumulator(s).

Set up Massachusetts Paid Family Medical Leave Consideration for Small Employers

A new calculation is added for employers who are considered small employers and not obligated to contribute paid family and medical leave to employees in Massachusetts. Employers who have fewer than 25 employees may exempt themselves from contributing the employer-paid portion of paid family and medical leave.

If you are not a small employer in Massachusetts or you intend to contribute to PFML, you may skip this procedure.

To indicate that you are a small employer and exempt from employer-paid contributions to PFML:

1. In the navigation pane, click Setup > Tables > Calculations > Calculations to open the Calculations form.
2. On the Overview tab, locate and select the MA FMLA small empr Calculation code.
3. On the Rule tab, click Edit to open the Calculation setup form.
4. Change the calculation string to 0 (zero).
5. Click Validate and Save to save your changes and return to the Calculations form.
6. Save your changes and close the form.