



Anthology Payroll for Microsoft Dynamics 365 Finance

ANTHOLOGY PAYROLL - V120 STATUTORY DEDUCTION SPREADSHEET FOR UNITED STATES

Release Date:

January 2024

Version:

Version 120 for the United States

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Introduction

This document contains a summary of changes and installation instructions for Statutory Deductions Spreadsheet Version 120 for the United States.

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 our 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:

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| State | Changes |
|---------------|--|
| Connecticut | Tax brackets and rates are changed for withholding codes A, B, C, D, and F. |
| Georgia | <p>Tax rates are changed.</p> <p>Tax rates on supplemental income are now set at a flat rate of 5.49% for all tax brackets.</p> <p>State income taxes are now filed by marital status and new payroll objects are added for this change. This change requires post-installation instructions.</p> |
| Hawaii | Unemployment taxable wage base is reduced from \$56,700 to \$59,100. |
| Idaho | Unemployment taxable wage base is increased from \$49,900 to \$53,500. |
| Illinois | Personal allowance line 1 is increased from \$2,425 to \$2,775. |
| Iowa | Standard deduction amounts are changed. |
| Indiana | Income tax rate is reduced from 3.15% to 3.05%. |
| Maine | Competitive Skills Scholarship Fund rate is increased from 0.07% to 0.13%. |
| Massachusetts | <p>A new tax bracket for high income is added with a tax rate set at 9%.</p> <p>State income tax calculations are updated to account for pay periods in which the worker did not contribute to Medicare or OASDI.</p> <p>New calculation variables are added to indicate that an employee is eligible for blindness exemption(s) and/or is filing as the head of household. This change requires post-installation instructions.</p> |
| Michigan | <p>Tax rate is increased from 4.05% to 4.25%. This change is retroactive to January 1, 2024.</p> <p>Supplemental tax rate is increased from 4.05% to 4.25%. This change is retroactive to January 1, 2024.</p> <p>Exemption allowance amount is increased from \$5,400 to \$5,600.</p> |

| State | Changes |
|---------------|--|
| Minnesota | Unemployment taxable wage base is increased from \$40,000 to \$42,000. |
| Mississippi | Income tax rate is reduced from 5% to 4.7%. Supplemental income tax rate is reduced from 5% to 4.7% |
| New Mexico | Unemployment taxable wage base is increased from \$30,100 to \$31,700. |
| North Dakota | Supplemental income tax rate is reduced from 1.84% to 1.5%. Tax brackets are changed. |
| Ohio | Tax brackets and rates are changed, effective November 1, 2023. |
| Oregon | Tax brackets and rates are changed. The maximum amount of Federal tax subtraction limit is increased from \$7,800 to \$8,250. Standard deduction amount for Single with 3 or more allowances, or Married filing status is increased from \$5,210 to \$5,495. Exemption allowance amount is increased from \$236 to \$249. |
| Rhode Island | The taxable wage limit for disability insurance is increased from \$84,000 to \$87,000. The employee rate is increased 1.1% to \$1.2%. Unemployment taxable wage base is increased from \$28,200 to \$29,200. The wage base for high income earnings is increased from \$29,700 to \$30,700. |
| West Virginia | Unemployment taxable wage base is increased from \$9,000 to \$9,521. |

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 120 for the United States are:

- Microsoft Excel installed on the Microsoft Dynamics AX client from which the statutory deduction spreadsheet is updated.
- Latest statutory deduction spreadsheet condition

Latest Statutory Deduction Spreadsheet Condition

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 120 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 120 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 8 and Post-Installation Procedures on page 10.

To determine your current spreadsheet version, click **Anthology Payroll > System update utilities > Other> Import statutory deduction updates** to open the Import statutory deduction updates pane. Note the value of the Latest version installed.

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 |
| 116 | None |
| 117 | None |
| 118 | None |
| 119 | None |
| 120 | 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. Log in to the Microsoft Dynamics 365 Finance. Ensure you are in the company (legal entity) that you want to update.
2. Click **Anthology Payroll** > System update utilities > Other > Import statutory deduction updates to open the Statutory deduction data import pane.

3. The next step depends on the latest version of the Statutory Deductions Spreadsheet that you have installed:


If the import pane shows 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 118 for the United States. For information on how to obtain the baseline version, please see Latest Statutory Deductions Spreadsheet Version on page 3.

If the latest version number is Version 112 or higher, then proceed to the next step.

4. In the pane, browse to your statutory deduction spreadsheet and select it.
5. Click OK to start the import.
6. 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 8) and run the import process again.
7. 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 not 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> |

| Error Condition | Problem and Resolution |
|--|--|
| | If this scenario occurs, please contact our Client Support for assistance (https://support.campusmgmt.com). |
| Table <tableName> contains field 'Code' with key value <keyValue> which is a system record; it must be renamed or removed prior to import. | <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 our 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 |
| 116 | Set up Maryland Paid Family and Medical Leave Set up New Jersey Governmental Reimbursable Employer |
| 117 | Set up Arizona Taxable Fringe Benefits Accumulators |
| 118 | Update Washington Family Leave Insurance Employer Rate |
| 119 | Set up Filing Statuses for Montana State Income Tax Re-seed Arizona Taxable Fringe Benefits Accumulator |
| 120 | Set up Filing Statuses for Georgia State Income Tax Check and Assign Massachusetts State Income Tax Calculation Variables |

Set up Filing Statuses for Georgia State Income Tax

Georgia has introduced new filing statuses for single, head of household, married filing jointly, and married filing separately for Georgia state income tax starting 2024. The following objects are included with the Statutory Deductions Spreadsheet and require additional post-installation configuration:

- New calculations for GA SIT state income tax filing statuses, which require new benefit/deduction enrolments.
- An updated GA SIT benefit/deduction code that must also be updated on the **Worker benefit/deductions** form for workers in GA.

If you have no workers or business in Georgia, you can skip these procedures.

To set up new benefit/deduction enrolments for GA state income tax filing statuses:

1. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deductions to open the Benefit/deductions form.
2. On the Overview tab, locate and select the GA SIT Benefit/deduction that has an Active date of 1/1/2024 and select it.
3. Expand the Maintain effective date entries pane and select the same benefit/deduction in the Effective dates tab.

- On the Benefit/deduction enrolment selections tab in the Maintain effective date entries pane, select, and move the Single, Head of household, Married filing joint, and Married filing separ enrolment codes (or equivalents) and associate them with the GA SIT benefit/deduction.
- Save your changes and close the form.

To set up new benefit/deduction rule group calculations for the new GA SIT calculations:

- Set your session context date to 1/1/2024.
- In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction rule group calculations to open the Benefit/deduction rule group calculations form.
- Filter on the GA SIT Benefit/deduction to view all benefit/deduction rule group calculations associated with it.
- Set the Expiry date for all benefit/deduction rule group calculations associated with the GA SIT Benefit/deduction to 12/31/2023.
- On the Fast entry tab, select all your Benefit/deduction rule groups and the following objects and create the associated benefit/deduction rule group calculation records. You must repeat your selections for each calculation. Click Insert to create each set of rule group calculations:

| Benefit/deduction | Benefit/deduction enrollment | Worker calculation | Active date |
|-------------------|------------------------------|----------------------|-------------|
| GA SIT | Single | GA SIT Final Single | 1/1/2024 |
| | Head of household | GA SIT Final HOH | 1/1/2024 |
| | Married filing joint | GA SIT Final MarFJnt | 1/1/2024 |
| | Married filing separ | GA SIT Final MarFSep | 1/1/2024 |

- Save your changes and close the form.

To update worker benefit/deductions for the new GA SIT benefit/deduction:

- In the navigation pane, click Common > Anthology payroll workers to open the Anthology payroll workers list.
- On the ribbon, click AdvPay Profile tab > Update Earnings and Benefit/deductions section > Benefit/deductions to open the Worker benefit/deductions form.
- If the worker is a new hire in 2024, create a new record and select the GA SIT Benefit/deduction and their corresponding Benefit/deduction enrollment. Verify that the **Worker** calculation appears correctly from their rule group. Enter an Active date of the worker's hire date.
- If the worker is an existing worker, locate and select their GA SIT Benefit/deduction and expand the Maintain effective date entries pane. Create a new effective-dated record for the GA SIT benefit/deduction and select the worker's new Benefit/deduction enrollment equivalent to their filing status. Verify that the **Worker** calculation appears correctly from their rule group. Enter an

Active date of 1/1/2024. If this step is not completed for existing Georgia workers, there is a risk of incorrect tax withholding amounts.

5. Repeat as required for other workers in Georgia.
6. Save and close the form.

Check and Assign Massachusetts State Income Tax Calculation Variables

New calculation variables have been added in Massachusetts state income tax for head of household filing status and workers claiming blind exemptions. If you have workers in Massachusetts state, you may need to review and assign the new calculation variables according to their filing status and/or claims. If a worker is filing as the head of household and/or claiming blind exemptions in Massachusetts, you must assign them these new calculation variables.

The previous Massachusetts state income tax calculation variables are still active and do not need to be modified; however, the head of household and blind exemption calculation variable items for the MA Exemptions calculation variable are set to zero.

If you have no workers in Massachusetts, skip this post-installation procedure.

To check and assign the Massachusetts SIT calculation variables to a worker:

1. In the navigation pane, click Common > **Anthology Payroll** workers to open the **Anthology Payroll** workers list. Select the worker in the list.
2. On the ribbon, click AdvPay Profile tab > Manage section > Calculation Variables to open the **Worker** calculation variables form.
3. On the Overview tab, create a new record.
4. Select from the following Calculation variables according to the worker's filing status and/or blind exemption claims:

| Filing Status/Claiming | Calculation Variable | Item |
|-----------------------------|----------------------|-------------------|
| Head of household | MA SIT HOH | Head of Household |
| Blindness for self | MA SIT Blind | Blindness |
| Blindness for self & spouse | MA SIT Blind | Blindness SS |

5. Ensure the Use default field is set to Yes.
6. Enter an Active date of 01/01/2024 (January 1, 2024) and an Expiry date.
7. Repeat as required if the worker is claiming both blind exemptions and filing as head of household.
8. Save your changes and close the form. Repeat for additional workers in Massachusetts state.