



Anthology Payroll for Microsoft Dynamics 365 Finance

ANTHOLOGY PAYROLL - V121 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 121 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 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:

State	Changes
Alabama	New payroll objects are added for the Alabama Overtime Pay Exemption. This change requires post-installation instructions.
Georgia	Tax rate is corrected from the previous version.
Idaho	Exemption allowance is increased from \$3,534 to \$3,600. Tax brackets and rates are changed.
Maryland	Standard deduction minimum and maximum amounts are changed. Local tax rates for Maryland are now handled by the Symmetry Tax Engine, except for Anne Arundel and Frederick counties. This change may require post-installation instructions.
Ohio	Tax brackets and rates are changed.
Utah	Base allowance amounts are changed. This change takes effect June 1, 2024. Tax rate is reduced from 4.65% to 4.55%. This change takes effect June 1, 2024.
Vermont	Tax brackets are changed. Exemption allowance is increased from \$4,850 to \$5,100. New payroll objects are added for VT Child Care Contribution starting July 1, 2024. This change requires post-installation instructions.
Washington	An update is made to the WA Cares employee contribution rate calculation.

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 121 for the United States are:

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

Anthology Payroll Version Required

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 Anthology Client Support: <https://support.campusmgmt.com>

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 121 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 121 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 9.

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
121	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 121 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.

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 7) 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
121	Set up Accumulators for Alabama State Overtime Pay Exemption Set up Vermont Child Care Contribution Set up Maryland Local Tax Table Rate Calculations

Set up Accumulators for Alabama State Overtime Pay Exemption

Alabama has introduced state tax exemption for any overtime pay received by an hourly employee more than 40 hours per week. This exemption is valid for overtime pay starting January 1, 2024 to June 30, 2025. Employers are required to report to ALDOR aggregate and total amounts of overtime paid.

New accumulators are added in this spreadsheet to allow for the tracking and reporting of this overtime. Configuration of the overtime pay exemption requires the setup of various Anthology Payroll objects that are not provided through the Statutory Deductions Spreadsheet. Please refer to [How to Set Up Alabama State Tax Overtime Pay Exemption](#) for a basic design and configuration of the Alabama State Overtime Pay Exemption. This configuration must be completed prior to configuring these accumulators as the accumulator values will reference the new earnings that you configure for Alabama overtime.

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

To add accumulator eligibility and values for the new accumulators:

1. In the navigation pane, click Setup > Tables > Accumulators > Accumulator values to open the Accumulator values form.
2. Create new accumulator values for the following accumulators and set their values accordingly:

Accumulator	Earnings or Earning groups
AL OT EXEMPT HRS PP	Overtime earnings exempt from AL SIT
AL OT EXEMPT HRS QTD	Overtime earnings exempt from AL SIT
AL OT EXEMPT HRS YTD	Overtime earnings exempt from AL SIT
AL OT TOTAL HR PP	All overtime earnings
AL OT TOTAL HR QTD	All overtime earnings
AL OT TOTAL HR YTD	All overtime earnings

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

Accumulator	Eligibility
AL OT EXEMPT HRS PP	AL Position filter, or all workers in AL
AL OT EXEMPT HRS QTD	AL Position filter, or all workers in AL
AL OT EXEMPT HRS YTD	AL Position filter, or all workers in AL
AL OT TOTAL HR PP	AL Position filter, or all workers in AL
AL OT TOTAL HR QTD	AL Position filter, or all workers in AL
AL OT TOTAL HR YTD	AL Position filter, or all workers in AL

6. Save and close the Accumulator eligibility form.

The new accumulators are active January 1, 2024. Since you have likely produced payments after this date, you must re-seed them with the appropriate deduction 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 AL overtime 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:
 - AL OT EXEMPT HRS YTD
 - AL OT TOTAL HRS YTD
6. Click OK to reseed the accumulator(s).
7. Reopen the Delete/set initial accumulator values based on period dialog.
8. Select a Date period of Tax Quarter.
9. Specify the current Date period year and Date period number.
10. Specify a Date period type of Reporting date.
11. Select the following accumulator(s) to reseed:
 - AL OT EXEMPT HRS QTD
 - AL OT TOTAL HRS QTD
12. Click OK to reseed the accumulator(s).

Set up Vermont Child Care Contribution

Starting July 1, 2024, employers are required to pay a 0.44% payroll tax on their employees' wages in Vermont. All wages that are subject to Vermont income tax are also subject to the Child Care Contribution (CCC). Wages paid for work performed outside of Vermont are not subject to the CCC.

Employees are not required to file or pay the CCC, but employers may choose to deduct and withhold up to one-quarter (0.11%) of the contribution from employee wages. Employer may choose to withhold a smaller portion from employee wages or choose not to withhold any amount from employees. Employers may also choose to withhold different amounts from different employee. If an employer chooses to deduct and withhold a portion of the CCC from an employee, the employer must report the portion of CCC withheld from the employee for the tax year on Box 14 of the employee's W-2.

If you do not have workers or business in VT, you may skip this procedure.

To add accumulator eligibility and values for the new accumulators:

1. Change your current context date to July 1, 2024 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/Deductions
VT CCC EE Ded YTD	VT CCC
VT CCC ER Ded YTD	VT CCC
VT CCC EE Ded QTD	VT CCC
VT CCC ER Ded QTD	VT CCC

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	Eligibility
VT CCC EE Ded YTD	VT Position filter, or all workers in VT
VT CCC ER Ded YTD	VT Position filter, or all workers in VT
VT CCC EE Ded QTD	VT Position filter, or all workers in VT
VT CCC ER Ded QTD	VT Position filter, or all workers in VT

7. Save and close the Accumulator eligibility form.

To indicate that you, as an employer, are withholding a portion of CCC from each employee at a rate across your entire organization:

1. In the navigation pane, click Setup > Tables > Calculations > Calculations to open the Calculations form.
2. On the Overview tab, locate and select the VT CCC EE Default Calculation code.
3. On the Rule tab, click Edit to open the Calculation setup form.
4. Change the calculation string to a value between 0 and 0.11. This amount is the percentage of withholding with a maximum of 0.11%.
5. Click Validate and Save to save your changes and return to the Calculations form.
6. Save your changes and close the form.

Employers who wish to withhold a different CCC rate per employee must assign each employee they wish to withhold from a new calculation variable called VT Employee CCC Rate. The Item amount of the calculation variable can be set to any value between 0 and 0.11. This amount is the percentage of withholding with a maximum of 0.11% that employers can withhold from any employee. Please refer to your end-user manual or implementer's guide for the relevant documentation. Note that this assignment should only be active starting July 1, 2024.

To set up the VT CCC benefit/deduction:

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 VT CCC Benefit/deduction.
3. On the General tab, enter accounting information for the deduction as needed. Set the DR employer ledger account and CR employer ledger account to either the same clearing account or a pair of clearing accounts that offset each other.
4. Set the calculation and depletion sequence numbers to values such that this deduction calculates and depletes similarly to VT income tax.
5. Save your changes and close the form.
6. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction groups to open the Benefit/deduction groups form.
7. Add the VT CCC benefit/deduction to groups as required for your implementation. This deduction is applicable to all VT workers and deducted every pay period. Some suggested benefit/deduction groups are:
 - All benefit/deductions
 - Payment all types
 - Sched every pay pd
8. Save your changes and close the form.
9. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction rule group calculations to open the Benefit/deduction rule group calculations form.
10. On the Fast entry tab, select all your Benefit/deduction rule groups that deduct state income tax for VT. Select the VT CCC benefit/deduction in the Benefit deductions pane.
11. Select the VT CCC EE Fin calculation in the **Worker** calculation field.
12. Select the VT CCC ER Fin calculation in the Employer calculation field.
13. Set an Active date of 07/01/2024 (July 1, 2024). Click Insert to create the rule group calculation for each selected benefit/deduction rule group.
14. Save your changes and close the form.
15. Reset your context date back to the current date if you changed it earlier.

After creating the benefit/deduction rule group calculation record(s), you may assign the VT CCC benefit/deduction for all affected workers starting July 1, 2024. Please refer to your end-user manual or implementer's guide for the relevant documentation.

To insert the deduction for multiple workers at a time:

1. In the navigation pane, click Periodic > Other > Mass worker changes > Mass benefit/deductions insert to open the Worker benefit/deductions form with the Fast entry tab expanded.
2. On the Fast entry tab, select the VT CCC Benefit deduction.

3. Select from Pay groups, Departments, Occupations, etc. to filter the workers that you wish to assign the deduction to. Click Build **workers** list to populate the list of workers according to your selection.
4. In the workers list, select one or more workers to assign the deduction to.
5. Click Insert to add the benefit/deduction to all selected workers.
6. Save and close the form.

The VT CCC benefit/deduction must also be associated with payment types. Payment types are specific to your implementation. If you added the VT CCC benefit/deduction to groups that are already configured for payment types (e.g: Payment all types), you can skip this procedure. It is highly recommended to add the benefit/deduction to a benefit/deduction group associated with payment types instead of associating it individually. To associate the VT CCC benefit/deduction to payment types individually:

1. In the navigation pane, click Setup > Tables > Payments > Payment type benefit deduction selections to open the Payment type benefit deduction selections form.
2. On the Fast entry tab, select the VT CCC Benefit deduction and the following suggested Payment types:
 - regular payments
 - manual/off-cycle payments
 - bonus/supplemental payments
 - adjustment/correction payments
 - gross up payments
 - advances
3. Click Insert to add the VT CCC benefit/deduction to all selected Payment types.
4. Save and close the form.

The VT CCC benefit/deduction must also be scheduled to deduct every pay period. Schedules are specific to your implementation. If you added the VT CCC benefit/deduction to groups that are already scheduled to deduct every pay period (e.g: Sched every pay pd), you can skip this procedure. It is highly recommended to add the benefit/deduction to a benefit/deduction group that is scheduled every pay period instead of scheduling it individually. To schedule the VT CCC benefit/deduction individually:

1. In the navigation pane, click Setup > Tables > Schedules > Pay period benefit/deductions to open the Pay period benefit/deduction schedules form.
2. On the Fast entry tab, select the VT CCC Benefit deduction and Pay group as desired.
3. Select all Pay period end dates.
4. Click Insert to schedule the VT CCC benefit/deduction for all pay periods.

Note: This procedure must be repeated as new date periods are added.

5. Save and close the form.

If you are withholding CCC from employees, it must be reported as a Box 14 item on your W-2. To set up W-2 export format fields for the purpose of reporting VT CCC:

1. In the navigation pane, click Setup > Tables > Payroll > Forms > Formats to open the Formats form.
2. On the Overview tab, select your W-2 Export format.
3. Click Setup > Format fields to open the Format fields form.
4. Create the following export format fields. Enter the Position filter, Export format field name, Field source type, and Field source as listed in the table below:

Position Filter	Export Format Field	Field Source Type	Field Source
VT	Box14 Code VTCCC	Fixed	VT CCC
VT	Box14 Value VTCCC	Accumulator	VT CCC EE Ded YTD

5. Select Yes for Display in report? and Yes for Exclude if zero?.
6. Save your changes and close the form.

Set up Maryland Local Tax Table Rate Calculations

Maryland local taxes are now handled by the Symmetry Tax Engine and the local tax assessment process. Please refer to your end-user documentation for procedures on assessing local taxes.

Additional configuration steps may be required for those with workers in Anne Arundel and Frederick counties. New local tax table rate calculation records are added for Anne Arundel and Frederick counties to enable local taxes to assess correctly from the Symmetry Tax Engine. You may need to create additional local tax table rate calculation records for your Dynamics company if you use benefit/deduction enrollments that differ from those delivered with the Statutory Deductions Spreadsheet.

The Statutory Deductions Spreadsheet delivers local tax table rate calculations for the following benefit/deduction enrollment codes in MD:

- Head of Household
- Dependent
- Married filing jointly
- Married filing separately
- Working in Delaware
- Single

If you use different benefit/deduction enrollment codes and you have workers in Anne Arundel and/or Frederick counties, you must proceed and create the local tax table rate calculation records for those

benefit/deduction enrollment codes. If you do not have workers or business in MD or you do not use any additional benefit/deduction enrollment codes, you may skip this procedure.

To set up additional local tax table rate calculations:

1. In the navigation pane, click Setup > Tables > Local taxes > Local tax table rate calculations to open the Local tax table rate calculations form.
2. Create a new record on the form.
3. Select the MD CR AnneAr 003 Local tax for Anne Arundel county, or select the MD CR Freder 021 Local tax for Frederick county.
4. Set the Calculation sequence number to be incremental to other local tax table rate calculations of this Local tax.
5. Specify the MD SIT Benefit/deduction.
6. Specify the Benefit deduction enrollment that you use for state taxes in MD.
7. Select from the following Worker calculations depending on your enrollment equivalent:

Country	Enrollment	Worker calculation
Anne Arundel	Head of household	MD CR AnneAr Final M
	Married (joint or separate)	MD CR AnneAr Final M
	Single	MD CR AnneAr Final S
	Delaware workers	MD CR AnneAr Final S
Frederick	Head of household	MD CR Freder Final M
	Married (joint or separate)	MD CR Freder Final M
	Single	MD CR Freder Final S
	Delaware workers	MD CR Freder Final S

8. Specify a Country/region of USA and State/province of MD.
9. Enter an Active date of 1/1/2024 (January 1, 2024).
10. Repeat for additional benefit/deduction enrollments that you use in MD.