Anthology Payroll

ANTHOLOGY PAYROLL – V116 STATUTORY DEDUCTION SPREADSHEET FOR UNITED STATES

Release Date:	May 2023
Version:	Version 16 for the United States

Contents

Introduction

This document contains a summary of changes and installation instructions for Statutory Deductions Spreadsheet Version 116 for the United States.

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

- Advanced Payroll for Microsoft Dynamics 365 Finance

This spreadsheet updates US statutory deductions in Advanced 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 Loki 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
Colorado	A correction is made to the effective date history of the CO W4 Allowance calculation variable.
Idaho	Exemption allowance is increased from $3,417 to $3,534. This change is retroactive to January 1, 2023. Supplemental income tax rate is reduced from 6.0% to 5.8%. This change is retroactive to January 1, 2023. Tax brackets and rates are changed. Tax brackets have been consolidated to a single bracket and tax rate is set at 5.8%. These changes are retroactive to January 1, 2023. A correction is made to the effective date history of the ID W4 Allowance calculation variable.
Louisiana	Some corrections are made to the effective date histories of some income tax calculation rates.
Maryland	New payroll objects are added for Maryland Paid Family and Medical Leave (PFML) withholding. The PFML program starts October 1, 2023 and these objects can be pre-configured prior to that start date, but until that date, there will be no withholding for PFML. This change requires post-installation instructions.
Michigan	Tax rate is decreased from 4.25% to 4.05%. This change is retroactive to January 1, 2023. Supplemental tx rate is decreased from 4.25% to 4.05%. This change is retroactive to January 1, 2023.
New Jersey	Unemployment insurance calculations are updated to allow for Governmental Reimbursable Employers to indicate they are eligible for reduced rates. This change requires post-installation instructions for eligible employers.
Oregon	The transit tax calculation is updated to include supplemental income as taxable income.

State	Changes
	This change is retroactive to January 2, 2023.
Utah	Base allowance amounts are changed. This change takes effect June 1, 2023. Tax rate is reduced from 4.85% to 4.65%. This change takes effect June 1, 2023.
West Virginia	Tax rates are changed. These changes are retroactive to January 1, 2023.

Installation

Installation procedures are divided into the following sections:

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

Time to Installation

The time required for Advanced 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. Advanced 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 116 for the United States are:

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

- Advanced Payroll version required.

- Latest statutory deductions spreadsheet version.

Advanced Payroll Version

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

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

For the latest software updates of Advanced 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 116 for the United States is an update version of the Advanced 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 116 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 **Advanced Payroll** > **Setup** > **Calculations** > **Calculations** on the Advanced 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 Advanced 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

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 **Advanced 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 **Advanced 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 **Advanced Payroll** > **In**quiries > **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
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. 	A synchronization error has occurred on the cloud-based environment resulting in the import process hanging. 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. If this scenario occurs, please contact 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.	You have set up a record in the <tableName> that matches a versioned record in the spreadsheet. 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. After taking one of these steps, run the import process again.

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
116	Set up Maryland Paid Family and Medical Leave Set up New Jersey Governmental Reimbursable Employer

Set up Maryland Paid Family and Medical Leave

New payroll objects have been added for paid family and medical leave (PFML) insurance in Maryland starting October 1, 2023. These objects require some additional configuration after importing the spreadsheet.

Please note that even after configuration is complete, MD PFML will not be deducted from workers in Maryland until October 1, 2023.

If you do not have workers in MD, you may skip this procedure.

To set up a new eligibility group for MD PFML:

1. In the navigation pane, click Setup > Tables > Eligibilities > Eligibility groups to open the Eligibility groups form.

2. Click New to create a new record.

3. On the General tab, enter MD PFML Group as the Eligibility group name and Description.

4. Set the Active date to 1/10/2023 (October 1, 2023).

5. On the Calculation variable items tab, click Edit to open the Calculation variable items setup form. Define the Expression string as the following:

   MD FMLA Flag#MD FMLA Applies = 1.00

6. Click Validate to check the syntax on the expression string. Click Save to save the expression string and Close the close the form.

7. Save and close the Eligibility groups form.

To add accumulator eligibility and values for the new accumulators:

1. Change your current context date to October 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	Earnings	Benefit/Deduction
MD FMLA Inc	same values as MD SUI Inc accumulator	
MD FMLA Inc YTD	same values as MD SUI Inc YTD accumulator	
MD FMLA FBen	same values as MD SUI Fringe Ben accumulator	
MD FMLA FBen YTD	same values as MD SUI Fringe Ben accumulator	
MD FMLA YTD		MD FMLA

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
MD FMLA Inc	MD PFML Group eligibility group or same eligibility as MD SUI Inc accumulator
MD FMLA Inc YTD	MD PFML Group eligibility group or same eligibility as MD SUI Inc YTD accumulator
MD FMLA FBen	MD PFML Group eligibility group or same eligibility as MD SUI Fringe Ben accumulator
MD FMLA FBen YTD	MD PFML Group eligibility group or same eligibility as MD SUI Fringe Ben accumulator
MD FMLA YTD	blank row (all workers eligible)

7. Save and close the Accumulator values form.

Workers who are eligible for MD Paid Family and Medical Leave must be assigned a new calculation variable called MD FMLA Flag with the Item amount set to 1. Please refer to your end-user manual or implementer's guide for the relevant documentation. Note that this assignment should only be active starting October 1, 2023.

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 MD 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.

To set up the MD FMLA 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 MD FMLA 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 other MD state deductions.

5. Set the Use by **worker** field to Yes and the User by **worker** position field to No to indicate that this deduction is only intended to be assigned at the worker level.

6. Save your changes and close the form.

7. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction groups to open the Benefit/deduction groups form.

8. Add the MD FMLA benefit/deduction to groups as required for your implementation. This deduction is applicable to all MD workers and deducted every pay period. Some suggested benefit/deduction groups are:

   - All benefit/deductions
   - Payment all types
   - Sched every pay pd

9. Save your changes and close the form.

10. In the navigation pane, click Setup > Tables > Benefit/deductions > Benefit/deduction rule group calculations to open the Benefit/deduction rule group calculations form.

11. On the Fast entry tab, select all your Benefit/deduction rule groups that deduct family and medical leave insurance for MD. Select the MD FMLA benefit/deduction in the Benefit deductions pane.

12. Select the MD FMLA EE Cont calculation in the **Worker** calculation field.

13. Select the MD FMLA ER Cont calculation in the Employer calculation field. Alternatively, you may set the Employer calculation to Zero if you are a small employer who is not obligated to contribute.

14. Set an Active date of 01/10/2023 (October 1, 2023). Click Insert to create the rule group calculation for each selected benefit/deduction rule group.

15. Save your changes and close the form.

16. 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 MD FMLA benefit/deduction for all affected workers starting October 1, 2023. 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 MD FMLA Benefit deduction.

3. Select from Pay groups, Departments, Occupations, etc. to filter the workers that you wish to assign the deduction to. Click Build **worker**s 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 MD FMLA benefit/deduction must also be associated with payment types. Payment types are specific to your implementation. If you added the MD FMLA 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 MD FMLA 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 MD FMLA 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 MD FMLA benefit/deduction to all selected Payment types.

4. Save and close the form.

The MD FMLA benefit/deduction must also be scheduled to deduct every pay period. Schedules are specific to your implementation. If you added the MD FMLA 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 MD FMLA 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 MD FMLA Benefit deduction and Pay group as desired.

3. Select all Pay period end dates.

4. Click Insert to schedule the MD FMLA benefit/deduction for all pay periods.

   Note: T*his procedure must be repeated as new date periods are added.*

5. Save and close the form.

Family and Medical Leave Insurance 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 MD FMLA:

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
MD	Box14 Code MDFMLA	Fixed	MD FMLA
MD	Box14 Value MDFMLA	Accumulator	MD FMLA YTD
MD	Box14 Code MDFMLAInc	Fixed	MD FMLA Inc
MD	Box14 Value MDFMLAInc	Accumulator	MD FMLA Inc YTD

5. Select Yes for Display in report? and Yes for Exclude if zero?.

6. Save your changes and close the form.

Set up New Jersey Governmental Reimbursable Employer

A new calculation is added for employers who are considered Governmental Reimbursable Employers in New Jersey and eligible for reduced rates of unemployment insurance contributions.

If you are not a Governmental Reimbursable Employer in New Jersey, you may skip this procedure.

To indicate that you are a Governmental Reimbursable Employer in New Jersey:

1. In the navigation pane, click Setup > Tables > Calculations > Calculations to open the Calculations form.

2. On the Overview tab, locate and select the NJ SUI Is Govt Reimb Calculation code.

3. On the Rule tab, click Edit to open the Calculation setup form.

4. Change the calculation string to 1 (one).

5. Click Validate and Save to save your changes and return to the Calculations form.

6. Save your changes and close the form.