

Payroll Tax Service Release Notes

Recent Updates 10/5/2022

New PIN required when bank account information is edited.

When registering for the use of the EFTPS online system, you were likely prompted to generate a PIN for that account. Did you know if you add a new account or make a change to an existing one that it requires a new pin as well? To help our clients be more informed of when they should go to the EFTPS site and register for a new pin, this warning will appear when the routing number or bank account number has been edited in GreenshadesOnline.

Warning! It appears you are currently using our Tax Service module to pay your Federal 941 liability. If you are changing the bank account that will be used for these payments then you must also log into the [EFTPS online system](#) and update your corporate PIN. The IRS requires that a new PIN be set up whenever there is a change in the bank account used for payment. Once finished, please fill in your new EFTPS PIN within [our website](#).

Navigation:

Greenshadesonline.com > Settings > Company Info > Bank accounts

Greenshadesonline.com > Tax Service > Tracking Info > US Withholding Tracking *and* US Unemployment Tracking to update the EFTPS PIN in both locations.

Anticipated Release: 09/14/2022

WA Unemployment will require SOC code reporting beginning in Q4 (Oct 1- Dec 31)

In 2020, the Legislature enacted [Substitute House Bill 2308](#). This new law requires employers to include Standard Occupational Classification (SOC) codes or job titles for each employee starting October 1, 2022.. <https://esd.wa.gov/employer-taxes/about-soc>

Want to know more about Standard Occupational Classification? Check out what the [U.S. Bureau of Labor & Statistics](#) has to say on the matter.

If you do not already have this set up for another state, prepare for this new requirement by setting up occupational codes in the Settings section of GreenshadesOnline.com. Here you can assign the appropriate occupational code to the position codes coming from your payroll system.

Workspace Settings

Company Structure

Positions

Position Code	Position Description	Occupational Code
POS1A	Pos 1 Dep A Non exempt Salary	
POS1B	Pos 1 Dep B Non exempt Salary	
POS2A	Pos 2 Dep A Non exempt Hourly	
POS2B	Pos 2 Dep B Non Exempt Hourly	

Export Selected

10

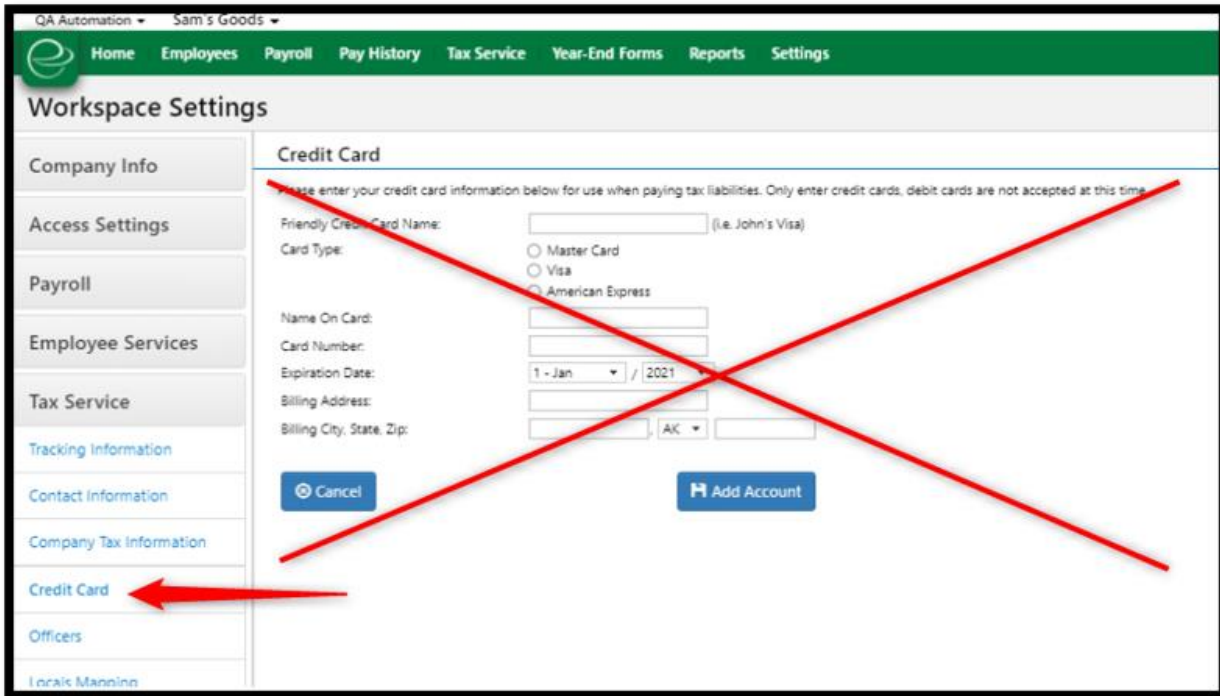
Navigation:

Greenshadesonline.com > Settings > Company Info > Company Structure

Anticipated Release: 06/1/2022

Sunset Feature: Tax payments to jurisdictions made via credit card

The option to make tax payments using a credit cards is a feature that will no longer be available to our Tax Service users. This feature was only an option for jurisdictions that did not require a 3 digit CVV code for processing the payment and as such has become an unused feature, leading to its sunset.



Navigation:

Greenshadesonline.com > Settings > Tax Service > Credit Card

Payroll Tax Service Release Notes

Anticipated Release: 03/30/2022

Updated Workflow:

Due to increased security measures being adopted by state websites, you may see an earlier deadline for some of your state submissions. While these updated security steps are put in place for your protection, they do add more time to the submission process and may require additional, manual intervention to complete the submissions. As a result, Greenshades has

adjusted the due date we display by 1 business day to allow for the additional processing time of your submissions. Curious if one of the jurisdictions to which you submit is affected? Here is a list of the states and types of submissions that you will notice an adjusted due date on beginning Wednesday evening 3/30/22 around 9PM EST: (insert list of jurisdictions):

- AK Unemployment
- CT Annual Withholding
- DE Withholding
- DE Unemployment
- GA Unemployment
- IN Unemployment
- KY Unemployment
- MD Unemployment
- MN Unemployment
- MO Unemployment
- NC Unemployment
- NH New Hire
- NH Unemployment
- OH Unemployment
- SD Unemployment
- SD New Hire
- TX Unemployment
- WA Unemployment
- WI Unemployment
- WY Unemployment

Navigation:

[Greenshadesonline.com](https://www.greenshadesonline.com) > Tax Services

Anticipated Release: 08/04/2021

Hawaii W-2 for Annual Withholding is now due to the state by January 31, 2022

- Hawaii has moved the deadline for filing forms W-2 with the state to January 31, 2022 (formerly the last day of February) which coincides with the Federal W-2 deadline
- This [bill](#) also establishes \$25 penalties for each instance of failing to file Forms W-2, failing to file electronically if required, or for willfully failing to provide Forms W-2 to employees, but with a total maximum penalty of \$50 per employee.

Anticipated Release: 09/16/2020

Additional Kentucky Locals

- Additional 20 KY Locals have been added to the Greenshades tax return offerings
 - Clark County, Clarkson City, Clinton City, Cythiana City, Fulton City, Graves County, Grayson County, Harrison County, Hickman City, Hickman County, Jessamine County, Leitchfield City, Mayfield City, Midway City, Morgantown City, Murray City, Nicholasville City, Ohio County, Paducah City, and Woodford County

Anticipated Release: 06/26/2020

Federal 941 for Q2 2020

- Greenshades is ready for the Q2 filing period.
- Greenshades has updated the 941 editor, the downloadable PDF, and the efile to meet the finalized [IRS guidelines](#).

Part 1: Quarterly Information					
1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1			108
2	Wages, tips, and other compensation	2			\$417,308.36
3	Federal income tax withheld from wages, tips, and other compensation	3			\$35,067.88
4	If no wages, tips, and other compensation are subject to Social Security or Medicare Tax			<input type="checkbox"/> Check and go to line 6	
		Column 1		Column 2	
5a	Taxable social security wages		\$417,308.36	x.124 =	\$51,746.24
5a	(i) Qualified sick leave wages			x.062 =	\$0.00
5a	(ii) Qualified family leave wages			x.062 =	\$0.00
5b	Taxable social security tips		\$0.00	x.124 =	\$0.00
5c	Taxable Medicare wages & tips		\$417,308.36	x.029 =	\$12,101.94
5d	Taxable wages & tips subject to Additional Medicare Tax withholding		\$0.00	x.009 =	\$0.00
5e	Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e			\$63,848.18
5f	Section 1321(q) Notice and Demand - Tax due on unreported tips (See instructions)	5f			\$0.00
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6			\$98,916.06
7	Current quarter's adjustment for fractions or cents	7			-\$2.42
8	Current quarter's adjustment for sick pay	8			\$0.00
9	Current quarter's adjustment for tips and group-term life insurance	9			\$0.00
10	Total taxes after adjustments. Combine lines 6 through 9	10			\$98,913.64
11a	Qualified small business payroll tax credit for increasing research activities. (See instructions) Blank Form 8974	11a			\$0.00
Attach Form 8974 No file chosen					
11b	Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1	11b			
11c	Nonrefundable portion of employee retention credit from Worksheet 1	11c			
11d	Total nonrefundable credits. Add lines 11a, 11b, and 11c	11d			\$0.00
12	Total taxes after adjustments and credits. Subtract line 11d from line 10	12			\$98,913.64
13a	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), or 944-X, or 944-X (Sp) field in the current quarter	13a			\$0.00

Release Notes for 03/06/2020

IL Quarterly 941 now requires a Schedule P

- Effective for the January 1, 2020 filing period you are now required to complete and attach the Schedule P, Illinois Withholding Schedule, to your IL-941 return to verify Illinois income and withholding records.
- All withholding income tax credits are now reported on the Schedule WC, Withholding Income Tax Credits.
- The new Schedule WC-I, Withholding Income Tax Credits Information and Worksheets, provides detailed information about the withholding income tax credits, how to calculate them and where to report them. This credit is based on Illinois paid employees.

MI Unemployment obligation assessment rate ends

- Beginning Q1 2020, Employers will no longer need to include an obligation assessment rate.
 - If you are filing a MI Unemployment return for a period prior to Q1 2020, enter your obligation assessment rate in the field provided on the tracking page details.
 - If you are filing a MI Unemployment return for Q1 2020 or after, enter 0 in the obligation assessment rate field on the tracking page.

Company Information

To register to pay by EFT, please go to [MiWAM](#), and then click "Register". Once you have completed your registration, Greenshades will be using the [MiWAM](#) website to submit payments and filings.
(Optional) If you have multiple locations, please indicate the 3 digit location code, which is the last three numbers of your employer account ID number

MiWAM Username

MiWAM Password

Obligation assessment rate (0.00%)

Check this box if your Obligation Assessment rate is already included in your Suta tax rate

(Optional) Default Payment Threshold for this payment type

Enter your Michigan unemployment employer account number

[← Save and Return To List](#)

Release Notes for 02/21/2020

Occupational/SOC Codes for IN, LA, AK

- If your company files SUTA returns using Greenshades Payroll Tax services, you may be familiar with this drop-down menu on the in the efile modal for IN SUTA, LA SUTA, AK SUTA. This was implemented last year to make it easier to populate this information in your efiles.

BEFORE

Company Information

To register to pay by EFT, please complete the online account set up at [myAlaska's new account page](#). Once your registration is complete, Greenshades will be using the [My Alaska](#) website to submit payments and filings.

Use this feature to request that Occupational Codes are populated from one of the optional fields listed: User Defined 1

MyAlaska Username:

MyAlaska Password:

(Optional) Check the box if the Employee Contribution rate is included in the Suta Tax Rate:

(Optional) Percentage of Employee Contribution rate: (0.00%)

(Optional) Default Payment Threshold for this payment type:

Enter your Alaska unemployment employer account number:

[← Save and Return To List](#)

AFTER

Company Information

To register to pay by EFT, please complete the online account set up at [myAlaska's new account page](#). Once your registration is complete, Greenshades will be using the [My Alaska](#) website to submit payments and filings.

Use this feature to request that Occupational Codes are populated from one of the optional fields listed:

MyAlaska Username:

MyAlaska Password:

(Optional) Check the box if the Employee Contribution rate is included in the Suta Tax Rate:

(Optional) Percentage of Employee Contribution rate: (0.00%)

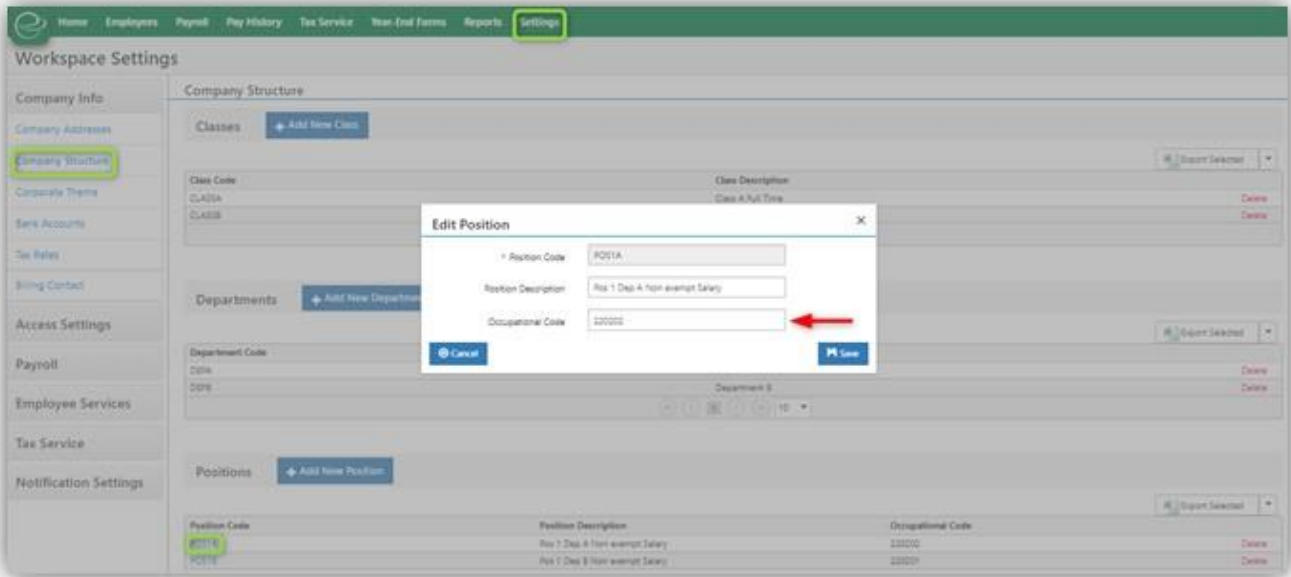
(Optional) Default Payment Threshold for this payment type:

Enter your Alaska unemployment employer account number:

[← Save and Return To List](#)

- To set up your Occupational/SOC codes now, go to the **SETTINGS** tab at the top of [GreenshadesOnline.com](#), then under **Company info** select **Company Structure** from the

options on the left. Next select the Position code that needs an Occupational code assigned. The Occupational code will now appear in your efile for any employees assigned the same Position code




Release Notes for 01/18/2019

Maine Seasonal Unemployment Returns

- Maine has added a new Seasonal Employer SUTA filing for Q4 2018 and reporting year 2019. If you have received a determination from the Bureau of Unemployment Compensation that you are considered a seasonal employer, you will want to contact your Greenshades Tax Service Representative for assistance on proper reporting of seasonal employees and non-seasonal. More information regarding Maine's new reporting requirements for seasonal employers can be found on [Maine's website](#).


Revamped 941 Advanced Editor

- Greenshades have moved away from the Silverlight Advanced editor for the US 941 Withholding edits. The process to get to the editor is still the same, however you will notice the look is a bit different.
 - The editor now opens in your default web browser
 - Form 941 and Schedule B are on 1 continuous page now instead of using a drop down to switch between them in the task bar at the top.
 - You will have to resolve all errors on the form to save & close the editor.

1 error on the page.
Errors must be resolved before continuing.
[Click Here to view.](#) 

Federal 941 Information for 2018 Quarter 4 (October, November, December)

The following information will be reported to the IRS


for complete instructions visit www.irs.gov/pub/irs-pdf/i941.pdf

Company Information

Employer Identification Number (EIN)

Name *(not your trade name)*

Trade Name *(if any)*

Address

Number Street Suite or Room Number

City State Zip Code

Foreign County Name

Who has examined this return and, to the best of their knowledge and belief, finds it to be true, correct, and complete:

Name Title Best Daytime Phone

Release Notes for 09/26/2018

Kentucky Quarterly Unemployment Return E-file Specifications

- Payroll Tax Service and Tax Filing Center have both been updated to support the new [Kentucky Service Capacity Upgrade Fund \(SCUF\)](#) which is reported on the Kentucky quarterly Unemployment tax return, Unemployment Form UI-3.

Payroll Tax Service File Review Page

- The layout for Payroll Tax Service file review and submit page has been updated.

File Alabama Withholding Form A-1/A-6

You must file a 1st Quarter 2018 return by 4/27/2018 at 11:00 AM EST. GreenShades Online is prepared to submit this return on your behalf with employees and wages through 3/31/2018.

Totals

Total	Amount
Number Of Employees	2
Alabama Income Tax Withheld This Quarter	\$1,660.68
Less Alabama Tax Remitted First 2 Months Of Quarter	\$0.00
Credit for Overpayment of Prior Periods	\$0.00
Delinquent Penalty	\$0.00
Interest	\$0.00
Total Liability Reported on This Return	\$1,660.68
Annual State Wages	\$40,284.68
Annual State Tax Withheld	\$1,660.68

Edits and Adjustments

[Click here to view your negative payroll checks if your totals appear incorrect due to re-issues or adjustments made in payroll.](#)

[Click here to view and/or edit the information contained within this return.](#)

Submit Return

I manually submitted this filing myself outside of GreenShades.

[← Back](#) [Submit](#)

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Payroll Tax Service Editor Updates

- The Payroll Tax Service editor page has been updated based on user feedback. Users can now edit the tax return data via Microsoft Excel, while also still having the ability to view detailed tax return information within the Payroll Tax Service application.

Advanced Editor for Alabama Withholding Form A-1/A-6

Changes made here will only apply to the file that you are currently submitting. If you wish to make a permanent change to your information, please change it inside your accounting package and synchronize the data to GreenShades Online.

View Return Information

Select information to view: Employee Basic Information

First Name	Last Name	City	State	Zip	Hire Date	Rehire Date	Salary	Full Time Status	SSN	Health Insurance Available Date
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Walter	Walter	Warrior	AL	35180	05/16/2017	02/06/2014		Full Time Regular		
Walter	Walter	Birmingham	AL	35204	05/16/2017	02/08/2014		Full Time Temp		

Rows per page: 10

Edit Return Information

To edit the information in this return, export the information to Microsoft Excel, edit, and import. Note that the return information will be spread across multiple worksheets in Excel.

[Export Information](#)

When you have finished editing, browse to the saved file in order to import it back into GreenShades Online.

[Browse](#)

[Import Information](#)

[← Save and Finish](#)

Change Log

ID	Table	Column	Previous Value	Updated Value	Date Changed	Changed By
No data to display						

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Release Notes for 09/13/2018

Negative Check Classification

- Greenshades now provides a setting for Payroll Tax Service users to identify how Greenshades should classify and recognize negative checks. Negative checks could be used by the Payroll Tax Service user for a variety of reasons, such as handling voided checks, reissued checks, or tax liability adjustments.

The screenshot shows the 'Workspace Settings' page in the Greenshades application. The left sidebar contains navigation links for Company Info, Access Settings, Employee Services, Tax Service, Tracking Information, Contact Information, Company Tax Information, Credit Card, Officers, Locals Mapping, PSD Geocoding, Negative Payroll Check Options (highlighted), Review Negative Checks, and Notification Settings. The main content area is titled 'Negative Payroll Check Options' and includes a 'General Settings' section with several checkboxes and a 'Save' button. A 'Gross Wages Preview' table is also visible on the right side of the page.

Month	Gross Wages
January	\$615,962.51
February	\$615,962.51
March	\$917,309.16
April	\$611,539.44
May	\$614,424.06
June	\$611,539.44
July	\$611,539.44
August	\$611,539.44
September	\$922,378.40
October	\$611,539.44
November	\$611,539.44
December	\$611,539.44

- Greenshades now provides a negative checks review page for Payroll Tax Service users, that allows Payroll Tax Service users to review individual negative checks, see how Greenshades has classified them, see the date Greenshades has assigned their liabilities, and then make manual changes as needed. Negative checks could be used by the Payroll Tax Service user for a variety of reasons, such as handling voided checks, reissued checks, or tax liability adjustments.

Review Negative Checks

The following table lists all of your company's negative checks, their original check date in your payroll system, the liability date that Greenshades will be assigning to all of that check's transactions for tax calculations, as well as a comment indicating how each check was categorized. Adjust individual checks using the table or else view the [Negative Check Settings Page](#) to adjust the overall configuration for how negative checks should be categorized for your company.

Check Number	Control Code	Employee ID	Check Date	Included Check	Liability Date	Check Amount	Classification	Edited By
000000000000000005134	UPRMC000000002		09/01/2018	<input checked="" type="checkbox"/>	09/01/2018	-\$500.00	Manually edited	
000000000000000005137	UPRMC000000003		09/01/2018	<input type="checkbox"/>	09/01/2018	-\$456.78	Manually edited	
000000000000000005138	UPRMC000000003		09/01/2018	<input type="checkbox"/>	09/01/2018	-\$567.89	Manually edited	
000000000000000005139	UPRMC000000003		09/01/2018	<input type="checkbox"/>	09/01/2018	-\$987.65	Manually edited	
000000000000000005141	UPRMC000000004		09/12/2018	<input type="checkbox"/>	09/12/2018	-\$333.21	Manually edited	
000000000000000005144	UPRMC000000005		09/04/2018	<input type="checkbox"/>	09/04/2018	-\$61.23	Manually edited	

Save and Continue

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Payroll Tax Service Editor

- In June 2018, Greenshades added a new tax return editor option, which is Excel based. Based on initial user feedback, Greenshades has performed some clean-up work regarding which tax return details are included in the Excel exported file.

Oregon Transit Tax Support

- Greenshades Payroll Tax Service now supports the quarterly reporting requirements associated with the new Oregon Statewide Transit Tax ('Oregon Statewide Transit Tax' should link to this page: <https://www.oregon.gov/DOR/programs/businesses/Pages/statewide-transit-tax.aspx>)

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Tracking Information

Greenshades Online can track your deadlines to file returns and payments by looking at the paychecks you have uploaded. You have mapped 11 of 32 local tax codes. [Update Local Tax Mapping](#)

Show: All

	Filing	Tracking Status	Filed Through	Paid Through	Payment Frequency
Edit	NH Unemployment	Not Tracking	Never	Never	
Edit	NJ Unemployment	Tracking	Never	6/30/2018	Quarterly
Edit	NJ Withholding	Tracking	12/31/2017	7/7/2018	Quarterly
Edit	NM Unemployment	Not Tracking	Never	Never	
Edit	NM Withholding	Not Tracking	Never	Never	
Edit	NV Unemployment	Not Tracking	Never	Never	
Edit	NV Unemployment	Tracking	Never	Never	Quarterly
Edit	NV Withholding	Tracking	Never	9/1/2018	3-Day
Edit	OH Unemployment	Not Tracking	Never	Never	
Edit	OH Withholding	Not Tracking	Never	Never	
Edit	OK Unemployment	Not Tracking	Never	Never	
Edit	OK Withholding	Not Tracking	Never	Never	
Edit	OR Transit	Tracking	3/31/2018	Never	Quarterly
Edit	OR Unemployment	Tracking	Never	12/31/2018	Quarterly
Edit	OR Withholding	Tracking	12/31/2017	9/15/2018	Semi-Weekly
Edit	PA Unemployment	Not Tracking	Never	Never	
Edit	PA Withholding	Tracking	12/31/2017	Never	Quarterly
Edit	RI Unemployment	Not Tracking	Never	Never	
Edit	RI Withholding	Not Tracking	Never	Never	
Edit	SC Unemployment	Not Tracking	Never	Never	

← Back

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Release Notes for 08/29/2018


Payment Cancellations

- Greenshades Payroll Tax Service now provides more visibility to the Payroll Tax Service user regarding the availability to cancel a recently submitted tax liability payment. Details regarding the cancellation option can now be found on the tax payment confirmation page, as well as the historical payment details page.

Fabrikam, Inc. Chris Hadden Account Settings Sign Out

Home Employees Pay History Tax Service Year-End Forms Reports Settings

Pay



Submission Completed for [redacted]
 You have successfully submitted a payment for \$1,034.13 to Greenshades Online for processing to Minnesota Department of Revenue for Withholding Tax liability accrued through 8/1/2018.

This payment will be processed electronically. If the taxing agency provides a confirmation number then you will be able to find it on the [Historical Payment](#) page after the number has been issued.

You will also be able to use the [Historical Payment](#) page to cancel this payment, but only for the next 2 hours.

This payment has been scheduled for 9/3/2018. Please monitor your email for submission errors through that date.

Your tracking number for this submission is: [redacted]

[Continue](#)

Payment Summary

Company Name: [Redacted]
 Name: Withholding Tax
 Jurisdiction: Minnesota
 Agency: Minnesota Department of Revenue
 State Income Tax: \$1,034.13
 Total Payment Amount: \$1,034.13
 Liability Paid Through: 8/1/2018
 Due Date: 9/14/2018
 Current Status: Scheduled for 9/3/2018
 Date Submitted: 8/28/2018 3:54:39 PM Central Time
 Date Payment Submitted: Pending
 Submitted By: [Redacted]
 Submission Tracking #: [Redacted]
 Submission Method: GreenshadesOnline Submission

Submission Cancellation

This payment may be cancelled until 8/28/2018 5:54:39 PM Central Time.

[Cancel Submission](#)

[Back](#)

Liability Calculations

- Greenshades now provides 'Download Unemployment Wage Spreadsheet' on the Unemployment tax liability payment pages, similar to what Greenshades has previously offered for Withholding tax liability pages. This detailed spreadsheet will help users reconcile the tax liability due, by paycheck.

Pay Mississippi Unemployment Tax (UI-2/3)

MDES
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY

You owe \$28,000.00 for payroll run through 3/31/18. [Download Unemployment Wage Spreadsheet](#)
 This payment is due by 4/27/2018 11:00 AM EST. [Show Deadline Explanation](#)
 If the liability amounts appear to have incorrectly accounted for negative liabilities, please review negative checks.

Employer: \$28,000.00
 Training Contribution: \$0.00
 Total Payment: \$28,000.00
 Payment Threshold: [Field]
 Payment Method: [Field]

Satisfies Payroll Liability Through: 3/31/2018

I submitted this payment myself outside of Greenshades.

[Back](#) [Submit Payment](#) [Update](#)

Useful Links

- [Tax Information](#)
- [Agency Contact Information](#)

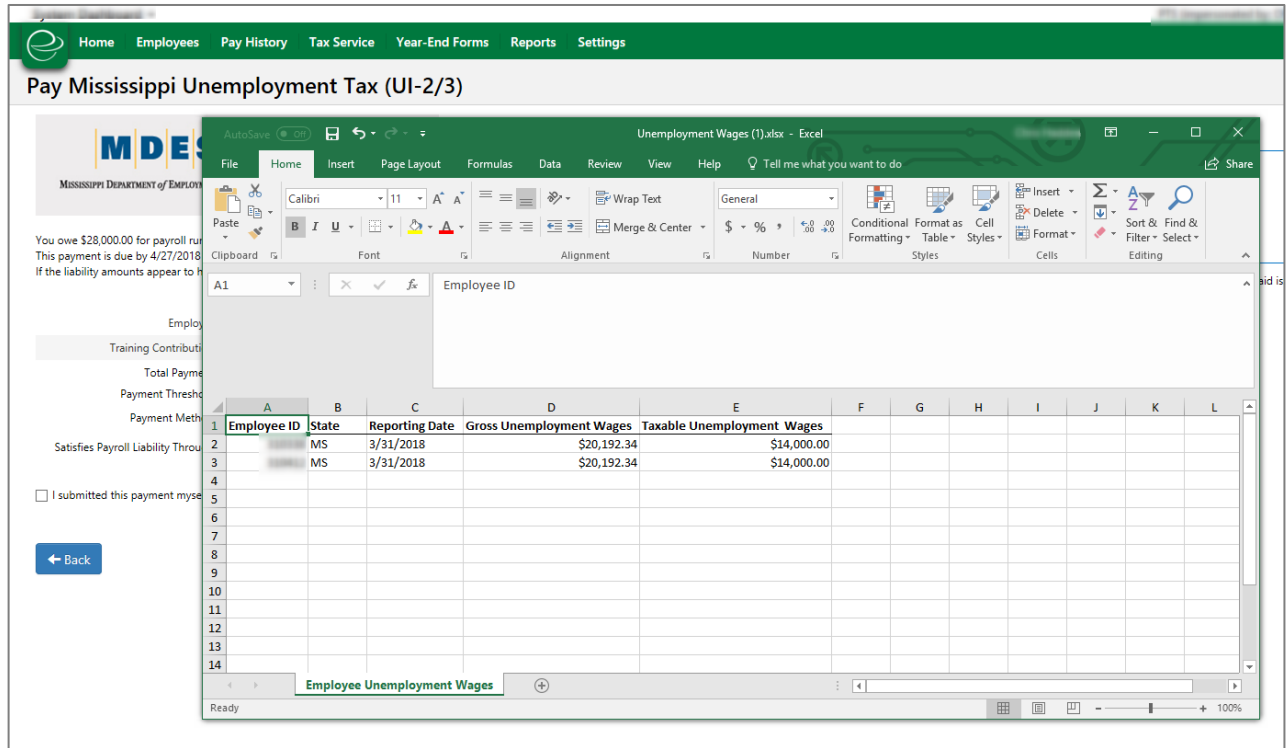
Year-To-Date Reconciliation

For the 2018 calendar year, your total liability and amount paid is:

Employer
 YTD Liability: \$28,000.00
 YTD Payment: \$0.00
 Current Payment: \$28,000.00
 Difference: \$0.00

Training Contribution
 YTD Liability: \$0.00
 YTD Payment: \$0.00
 Current Payment: \$0.00
 Difference: \$0.00

Update payment amounts to reconcile with YTD amounts.



Release Notes for 07/24/2018

Payroll Tax Service Tile

- The Payroll Tax Service tile on the Greenshades Online home page has been enhanced to decrease the page loading time.

Notifications

- Enhancements have been made to the Warnings and notifications currently in place, regarding new tax liability generated from new paychecks uploaded for a historical checkdate which has already been paid thru, through Payroll Tax Service. Currently, notifications regarding this warning are included in the Payroll Tax Service reminder emails, which are reminding employers when there is tax liability coming due in the next 5 days. With this new enhancement, Payroll Tax Service now has a separate, email notification warning which will be sent out to Greenshades Online Administrators. All Administrators who are currently enabled to receive other Payroll Tax Service notifications should automatically be enabled to receive these new notifications. These notifications can be managed on Greenshades Online > Settings > Notification Settings > Admin Notifications.
- In addition to the email notifications, these warnings are now included on the Warnings

Home page, displayed on the Greenshades Online Home page.

Release Notes for 06/29/2018

User Experience

- After clicking Submit on the filing (or payment) page, the Back button will be disabled until the submission process has completed. The Submit button will be enabled again if the submission errors out.

Release Notes for 06/14/2018

Withholding and Liabilities Totals

- In the scenario where tax withheld for employees and the liabilities incurred by the employer do not match, the software prevented filing. An error message has been added to the filing submission page to allow employers to see where these totals are not matching.

Release Notes for 03/28/2018

Maine 941

- Maine 941 Amended Report is now included in the Maine 941 Report. The amendment process will still be a manual process through downloading and printing the form.

Kentucky SUTA

- KY Unemployment SUTA file specifications have been updated.

Release Notes for 11/22/2017

Release Notes

- Any significant updates to this product are now available in the form of release notes.

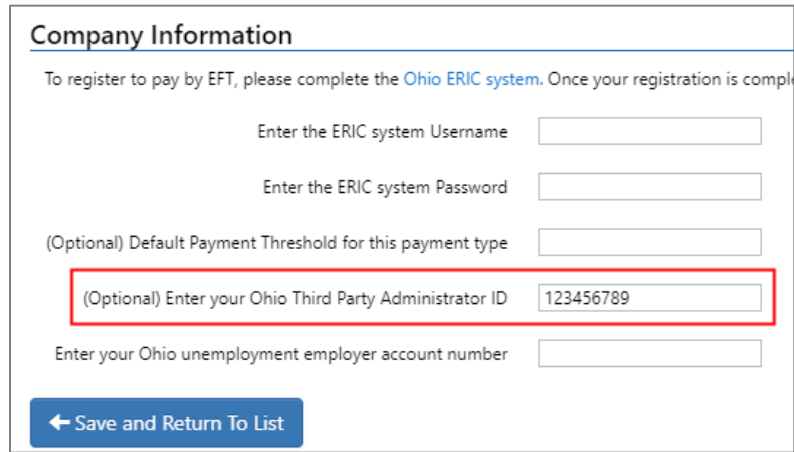
Release Notes for 09/14/2017

State W-2 Due Dates

- Greenshades has updated State W-2 due dates for YE 2017 to be accurately reflected within PTS.

Ohio SUTA Editing Capability

- Added the ability for admins to edit OH SUTA ID through the 'Track Return and Payment Filings Setup'.




The screenshot shows a web form titled "Company Information". Below the title is a blue header bar. Underneath, there is a line of text: "To register to pay by EFT, please complete the [Ohio ERIC system](#). Once your registration is complete...". The form contains several input fields: "Enter the ERIC system Username", "Enter the ERIC system Password", "(Optional) Default Payment Threshold for this payment type", "(Optional) Enter your Ohio Third Party Administrator ID" (this field is highlighted with a red border and contains the value "123456789"), and "Enter your Ohio unemployment employer account number". At the bottom left of the form is a blue button with a left-pointing arrow and the text "Save and Return To List".

Louisiana and Pennsylvania Payment Changes

- Louisiana and Pennsylvania have implemented requiring payments be made online for liabilities over \$5,000.
 - Greenshades has added a warning on the 'Pay' page when the liability is over \$5,000.

Summary of Return




LOUISIANA
WORKFORCE
COMMISSION
Solutions that work.

You must file a 1st Quarter 2017 return by 4/27/2017 at 10:00 AM CST. Greenshades Online is prepared to submit this return on [Click Here](#) to make edits to this data.

Field	Value
Total Employees	0
Worked On 12th of Month 1	0
Worked On 12th of Month 2	0
Worked On 12th of Month 3	0
Total Wages Paid	0
Quarterly Excess Wages	0
Quarterly Taxable Wages	0
Unemployment Tax Rate	0.01
Quarterly Suta Tax Liability	6000
Interest	0
Penalty	0
Total Amount Due	6000
Payments Made	0

I manually submitted this filing myself outside of Greenshades.


 This payment must be submitted electronically because your liabilities have exceeded \$5,000 for this pay period.

Release Notes for 08/23/2017

'File' page for Michigan Annual Withholding

- Michigan requires companies to file a reconciliation report annually, however PTS does not currently support handling this report due to including Use and Sales tax, which Greenshades cannot get.
 - PTS currently has an alert regarding this filing on the 'Confirmation' page. Greenshades has added the same alert to the 'File' page to ensure admins are seeing this message in multiple places as to not be overlooked.

After submitting the Michigan Annual W-2 E-file through Greenshades, you will need to [complete Form 5081](#), which is not supported through this service. You can complete this reconciliation by logging onto [Michigan's MTO website](#), completing the form and mailing it to the address below:

 Michigan Department of Treasury
PO Box 30401
Lansing MI 48909-7901

Release Notes for 07/24/2017

Deadline Tracking Settings for Illinois Withholding

- Illinois no longer offers annual frequencies for withholding reports.
 - Greenshades has removed Annual as a frequency option in the Tracking settings.
 - Client settings were not changed, but they will see an error if they still have annual setting for Illinois selected.

Schedule Payment Feature

- In 2016, a feature was added to schedule payments directly with jurisdictions, however a 72-hour hold was implemented to allow clients to cancel, if needed, during that period. This hold period unfortunately caused payments scheduled within that period to be submitted late due to the hold.
 - Greenshades has removed the 72-hour hold. If a client now submits a scheduled payment within 48-hours of the deadline, Greenshades hold on the submission is only six hours, to allow for changes or cancellation, then the scheduled request is sent.
 - The acknowledgement verbiage now also displays the actual time that Greenshades will submit the scheduled request.

You owe \$303.08 by 8/24/17 10:00 AM Central Time for payroll run through 8/19/17. [Explain Why](#)

Payment Amount

Total Payment **\$303.08**

Payment Threshold

Payment Method

Satisfies Payroll Liability Through 8/19/2017

Please remit this payment on a future date.

Remit this payment on

I understand that this payment can be cancelled until 3:33 PM Central Time on 8/23/2017. To cancel a submission after this time, I will need to contact Support.

Deadline Display on 'File' and 'Pay' pages

- On the 'File' and 'Pay' pages, the deadline for submission to Greenshades was displayed as "11 AM EST." This was a minor inconvenience for non-East Coast users.

- Greenshades updated the deadline display to respect the Time Zone in which the company has set in the 'Company Address' settings.

You owe \$6,210.84 by 7/28/17 10:00 AM Central Time for payroll run through 6/30/17. [Explain Why](#)

Release Notes for 06/21/2017

Nebraska SUTA Filing

- Nebraska changed their filing format requirement from accepting multiple options to either just a 512-byte file format or a CSV format.
 - Greenshades has updated our software to support and use the new 512-byte format.

South Dakota SUTA Filing

- South Dakota changed their filing format requirement to a CSV.
 - Greenshades has update our software to support and use the new CSV format.

Verbiage change on North Carolina and Alabama 'Withholding File' page

- Changed field "Total Amount Due With This Return" to "Liability Reported on This Return" to be more intuitive for clients reviewing this grid.

Field	Value	Field	Value
Income Tax Withheld	\$256.00	Income Tax Withheld	\$256.00
Penalty	\$0.00	Penalty	\$0.00
Interest	\$0.00	Interest	\$0.00
Total Amount Due With This Return	\$256.00	Liability Reported on This Return	\$256.00
Annual State Wages	\$7,811.01	Annual State Wages	\$7,811.01
Annual State Tax Withheld	\$256.00	Annual State Tax Withheld	\$256.00

Verbiage change on 'Pay' page for some Scheduled Payments

- Some jurisdictions allow clients to schedule payments with the jurisdiction, rather than through Greenshades. For those jurisdictions, the verbiage of the acknowledgement could be confusing because it said "state", though some of these payments were to the federal government or local governments.


- Greenshades has updated the verbiage to:
"I understand that this payment will be submitted to the **agency** 48 hours after..."

Release Notes for 05/31/2017

Allow Manually Filed Designation for Married Filings

- Previously, clients could not mark married filings as filed outside/independently of Greenshades, which may have caused issues with the deadline calculator and required support from their PTS rep.
 - Married filings are linked and marking one as filed outside of Greenshades will now modify the workflow and direct the user to the 'Pay' page if they started on 'File', and vice versa.

I manually submitted this filing myself outside of Greenshades.

 The filing and payment for this submission must be filed together, if filed electronically. Since you are indicating that the you submitted the filing manually, you will need to mark the payment as manually filed as well. Clicking Continue below will take you to the payment page.

Release Notes for 05/11/2017

Change to New York State Withholding Due Date Calculations

- New York has a trigger deadline that requires withholding payments within three days *if* the liability exceeds \$700. However, NY requires any remaining liability from the previous quarter be paid *before* the new liability can be paid, and they cannot be combined.
 - Greenshades has updated the deadline calculator for NY to pull the quarterly due date forward *if* a new liability was generated and alert the client.

UI Updates to the 'Pay' page

- Greenshades has updated the Yearly Liability section to include explanatory verbiage accessible through a ? icon button and have added a confirmation message when updated.


Year-To-Date Reconciliation

For the 2016 calendar year, your total State Income Tax and amount paid is:

State Income Tax
YTD Liability: \$1,525.00
YTD Payment: \$0.00
Current Payment: \$915.00
Difference: **\$610.00**

Update payment amounts to reconcile with YTD amounts.

[Update](#)

 Payment amounts were updated to reconcile with YTD amounts.

Release Notes for 04/21/2017

Support Form 8974

- In reference to the 941 updates made with the last release (3/30/2017), support has been added for submitting Form 8974.
- This update included adding a button for clients to download the PDF, as well as a button to attach it with their 941.

11 Qualified small business payroll tax credit for increasing research activities. (see instructions)	11 <input type="text" value="\$0.00"/>
 Blank Form 8974	 Attach Form 8974

Release Notes for 03/30/2017

941 Updates

- The 2017 941 has two new lines, inserted on Lines 11 and 12:
 - Line 11 is for a new “small business payroll tax credit for increasing research activities.” This credit is available to businesses with gross receipts of less than \$5 million in the current taxable year and no more than five taxable years with gross receipts.
 - Line 12 is reporting their liability after the credit.
- These new lines were added, along with validation for errors.

Updated PTS FAQ Documentation

- The PTS FAQ document, linked from the PTS homepage, was updated with new screenshots and explanations to accurately reflect up-to-date content.

1042-S Updates

- The 1042-S needed to be updated for YE 2016. Greenshades has made the appropriate changes required to be in compliance.