

COATS

303 Lynnhaven Parkway, Suite 200 Virginia Beach, VA 23452
(757) 499-7652 (757) 490-2888 Fax

SQL Updating CO Paid Leave

Revised January 2022

Updating the CO Paid Leave

SITUATION: You need to ensure that CO Paid Leave is withheld from employees' paychecks for 2023.

There is no cap and based on .45 % of the gross figures for Tax Year 2023.

Setting up or Updating COPL Local Tax Table:

- 1) Click on **Maintenance**.
- 2) Click **Coats Set Up**.
- 3) Click **Tax Table**.
- 4) Click **Local Tax Table**.

The screenshot shows the 'Local Tax Information' window. It contains two tables and several buttons.

Table 1: Code State Employer ID AP Acct

Code	State	Employer ID	AP Acct
ALBE			
CADI	34567891-2		26
CO01			0
COPL			177

Table 2: Code Formula Cafeteria Plan 401K Not In List

Code	Formula	Cafeteria Plan	401K	Not In List
COPL	Memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 3: Code Gov Code Tax Base Tax Max Tax Const Tax % Tax Awphdc Tax Option W4 Nonres

Code	Gov Code	Tax Base	Tax Max	Tax Const	Tax %	Tax Awphdc	Tax Option	W4	Nonres
COPL		.00	.00	.00	.004500	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Add, Del, Search, Edit, Test

- 5) Locate **COPL**.
- 6) In the **Tax_Max** field, verify/edit the amount to be: **\$0.00**.
- 7) In the **Tax %** field, verify/edit the percent to be: **0.004500**.
- 8) In the **Local** field, verify/edit the name to read **CO Paid Leave**.
- 9) In the **Tax_res** field, verify/edit the percent to be: **.00000**.
- 10) **X** out of all screens.

NOTE: As part of the steps provided for the 2023 Tax Update, this table has been updated. **You are REQUIRED** to update the **State Employer ID** and attach the **AP Acct** before your first payroll of 2023.

IF COPL is setup as Local on Employee Master Record/Tax Winder

Add to COPL LOCAL W/H to Employees, Employee Assignments, Clients and Orders:

- 1) All employees will need to have Local COPL added to their tax screen.
- 2) Each employee assignment needs to have Local COPL added (Tax Code).
- 3) Each client needs to have Local COPL added (Tax Code).
- 4) Each job order needs to have Local COPL added (Tax Code).

If COPL is setup to Front Office / Employees, Assignments, Clients and Orders:

Add to COPL as Local resident code:

All employees will need to have Local COPL added to their tax screen in the local tax grid and attached in the Local Resident Code.