

COATS

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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 with three tables. The first table lists codes and AP Acct values. The second table lists codes and formulas. The third table lists codes and tax details. Arrows indicate the flow of data from the first table to the second, and from the second to the third.

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

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

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

- 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.