**COATS**

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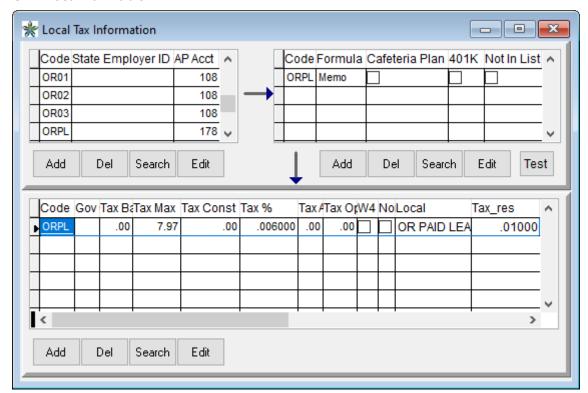(757) 499-7652 (757) 490-2888 Fax

<u>**Updating the OR Paid Leave**</u>

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

**132,900 cap and based on .6% of 1% of the gross figures for Tax Year 2023.**

**Setting up or Updating ORPL Local Tax Table:**

1) Click on **Maintenance**.

2) Click **Coats Set Up**.

3) Click **Tax Table**.

4) Click **Local Tax Table**.



5) Locate **ORPL**.

6) In the **Tax_Max** field, verify/edit the amount to be: $**7.97**.

7) In the **Tax %** field, edit the percent to be: **0.006000**.

8) In the **Local** field, edit the name to read **OR Paid Leave**.

9) In the **Tax_res** field, edit the percent to be: **.01000**.

10) **X** out of all screens.

**NOTE**:  As part of the steps provided for the 2022 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 ORPL is setup as Local on Employee Master Record/Tax Winder**

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

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


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

**Add to ORPL as Local resident code:**

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