

COATS

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SQL Updating OR Paid Leave

Revised December 2022

Updating the OR Paid Leave

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**.

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
OR01			108
OR02			108
OR03			108
ORPL			178

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

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

Table 3: Code Gov Tax B Tax Max Tax Const Tax % Tax # Tax Or W4 No Local Tax_res

Code	Gov	Tax B	Tax Max	Tax Const	Tax %	Tax #	Tax Or	W4	No Local	Tax_res
ORPL		.00	7.97	.00	.006000	.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	OR PAID LEA .01000

Buttons: Add, Del, Search, Edit, Test

- 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.