

COATS

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Standard Setting Up CT Paid Family Medical Leave

Revised December 2021

SITUATION: Updating the CT Paid Family & Medical Leave Insurance

SITUATION: You need to ensure that CT Paid Family & Medical Leave Insurance is withheld from employees' paychecks on 01/01/2022.

This is based on a Taxable Wage Limit of \$147,000 and an *Employee Rate* of 0.5% for 2022.

STEPS:

- 1) Click on **Maintenance**.
- 2) Click **Codes and Tables**.
- 3) Click **Local Tax Table**.
- 4) Click **Add**.
- 5) Click **OK** when prompted.
- 6) A blank line will appear at the top.
- 7) In the **CODE** field, type: **CTPL**
- 8) In the **Tax_Max** field, enter: **735.00**
- 9) In the **Percent** field, enter: **0.00500**
- 10) **X** out of all screens.