

## COATS

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## Standard Setting Up CT Paid Family Medical Leave

*Revised December 2022*

### **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 01/01/2023.

This is based on a Taxable Wage Limit of \$160,200 and an *Employee Rate* of 0.5% for 2023.

### **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: **801.00**
- 9) In the **Percent** field, enter: **0.00500**
- 10) **X** out of all screens.