

COATS

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Standard Updating MA Paid Family Medical Leave

Revised December 2022

SITUATION: Updating the MA Paid Family & Medical Leave Insurance

SITUATION: You need to ensure that MA Paid Family & Medical Leave Insurance is withheld from employees' paychecks for 2023.

This is based on a Taxable Wage Limit of \$160,200 and an *Employee Rate* of 0.504% of 0.63% of Eligible Wages for 2023.

If you have over 25 employees, *Employer Medical Leave Contribution* requires a manual calculation for the employer portion to be posted into the MA Paid Family Leave Payable Account; Taxable Wage (Limit of \$160,200) x 0.52% x 60%. The lump sum employer portion can be posted as you see fit: based on pay cycle, monthly or quarterly.

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: **UNMA**
- 8) In the **Tax_Max** field, enter: **508.67**
- 9) In the **Percent** field, enter: **0.5040**
- 10) In the **Res %** field, enter: **0.00630**
- 11) **X** out of all windows.