

COATS

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Updating NJ Unemployment (UI & WS/ SWF)

Revised December 2022

Updating the NJ UI & WF/SWF

SITUATION: You withhold Unemployment Insurance & Workforce Development and Supplemental Workforce Funds taxes in New Jersey and need to ensure that these taxes are withheld from employees' paychecks. Changes will need to be made in your local tax table to accommodate this change effective 1/1/2023.

STEPS:

1. Click on **Maintenance**.
2. Click **Codes and Tables**.
3. Click **Local Tax Table**.
4. Click **Edit**.
5. Click **OK** when prompted.
6. Locate the **UNJ1** code.
7. In the **PERCENT** field, type: **0.00425**
8. In the **OPTION**, type: **41,100.00**
9. In the **LOCALITY** field, type a description such as: **NJ UI/WF/SWF**.
10. **X** out of all screens.