

COATS

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Updating NYPL (Paid Family Leave Ins)

Revised December 2022

Updating the NY Family Leave Insurance

SITUATION: You withhold taxes in New York and need to ensure that Paid Family Leave Insurance are withheld from employees' paychecks effective 1/1/2023. This requires that you set this up as an Employee Payroll Adjustment.

NYFL 0.455% = 0.00455 as Decimal
NYFL \$7.68 = \$7.68 (max \$ withheld per pay)

STEPS: READ THIS WHITE PAPER IN ITS ENTIRITY BEFORE STARTING

1. Click **Employee**.
2. Click **Find**.
3. Navigate to desired Employee.
4. Click **ADJ**.
5. Click **Add**.
6. Click **OK**.
7. Click the Box to the right of **Deduction Code**.
8. Select **Local Services Tax** code of **O**.
9. Enter **E** for **Interval of Deduction**.
10. Enter **Frequency Limit**. (# of time a month this adjustment is paid).
11. Enter **L** for **Type of Deduction**.
12. Enter **7.68** in **Limit Amount**.
13. Enter **.00455** in **Decimal/Percent**.
14. Attach the **AP** account by clicking ? next to **Pay To**.
15. Enter "NYPL" in **Code**. (Without Quotes)
16. **X** out of all screens.

Note: If you would like the Deduction Text to state "NY Paid Family Leave" vs "Local Services Tax"

1. Go to **Maintenance**.
2. Click **Codes & Tables**.
3. Click **Deduction Text**.
4. Locate Code **O**.
5. Click **Edit** to place the form in Edit Mode.
6. In the deduction **Text** field, edit the text to state "NY Paid Family Leave".