

COATS

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Visual Setting Up CO Paid Leave

Revised December 2023

Updating the Local Employee CO Paid Leave

SITUATION: You need to ensure that CO Paid Leave is withheld from employees' paychecks for 2024.

168,600 cap and based on 50% of .9% of the gross figures for Tax Year 2024.

STEPS:

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- 1) Click on **Maintenance / Tax Tables / Local Tax**.
- 2) In both grids **COPL** should appear.
- 3) Click **Read Only** in the lower right to place this in edit mode.
- 4) In the **Code** field, **COPL**
- 5) In the **Name** field, the description should read: **CO PAID LEAVE**
- 6) In the **Tax Max** field, update to **758.70**
- 7) In the **Tax %** field, **0.50000**
- 8) In the **Tax Res** field, **0.00900**
- 9) **X** out.