

## COATS

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## Visual Setting Up CT Paid Family Medical Leave

*Revised December 2022*

### Creating the Local Employee CT Paid Family Leave

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

This is based on a Taxable Wage Limit of \$160,200.00 and an employee rate of 0.5% for 2023.

#### **STEPS:**

- 1) Click on **Maintenance / Tax Tables / Local Tax**.
- 2) In both grids **CTPL** should appear.
- 3) In the **Code** field, **CTPL**
- 4) In the **Name** field, the description should read: **CT PAID LEAVE**
- 5) In the **Tax Max** field, **801.00**
- 6) In the **Tax %** field, **0.00500**
- 7) **X** out of all screens.