

COATS

303 Lynnhaven Parkway, Suite 200 Virginia Beach, VA 23452
(757) 499-7652 (757) 490-2888 Fax

Visual Updating MA Paid Family Medical Leave

Revised December 2022

Updating Local Employee MA Paid Family Leave

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 / Tax Tables / Local Tax**.
- 2) In both grids **MAPL** should appear.
- 3) In the lower right, click **Read Only** to allow for editing.
- 4) In the **Code** field, **MAPL**
- 5) In the **Name** field, the description should read: **MA PAID LEAVE**
- 6) In the **Tax Max** field, updated to **508.67**
- 7) In the **Tax %** field, **0.50400**
- 8) In the **Tax Res** field, **0.006300**.
- 9) **X** out.