

## COATS

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## Visual Updating MA Paid Family Medical Leave

*Revised December 2023*

### 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 2024.

This is based on a Taxable Wage Limit of \$168,600 and an *Employee Rate* of 0.504% of 0.88% of Eligible Wages for 2024.

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 \$168,600) x 0.70% 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 **890.21**
- 7) In the **Tax %** field, **0.50400**
- 8) In the **Tax Res** field, **0.008800**.
- 9) **X** out.