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Visual Setting Up OR Paid Leave

Revised December 2023

Creating the Local Employee OR Paid Leave

SITUATION: You need to ensure that OR Paid Leave is withheld from employees' paychecks for 2023.

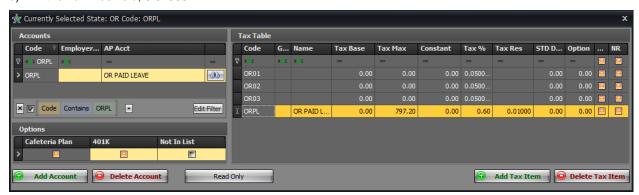
This is based on a Taxable Wage Limit of \$128,400 and an employee rate of 0.6333 of 0.4% for 2019.

STEPS:

- 1) Click on Maintenance / Tax Tables / Local Tax.
- 2) IF COPL appears on left then continue to step 3

If not, perform below steps to create the code on the left grid.

- a) Click Add Account
- b) Type ORPL in the Code box
- 3) In the Code field, ORPL
 - a) In the Name field, the description should read: OR PAID LEAVE
 - b) In the Tax Max field, 797.40
 - c) In the Tax % field, 0.60000
 - d) In the Tax Res field, 0.01000



- 4) IF need AP account, perform the below steps:
 - a) Go to AP / Payable Accounts.
 - b) Click Add.
 - c) In the **Name** field, enter the Name that the WA Paid Family Leave is to be paid to along with the address, city and state.
 - d) Click GL Info.
 - e) Attach your **Default Bank**, **Expense** and **Liability** accounts.
 - f) X out of the Payable account.
- 5) Click on Maintenance / Tax Tables / Local Tax.
- 6) Click Read Only at the bottom to be able to assign the Employer ID and payable account into the left grid.
- 7) Once selected, **X** out of the Local Tax Information.

NOTE: As part of the steps provided for the 2023 Tax Update, this table has been updated. <u>You are REQUIRED</u> to update the **Employer ID** and attach the **AP Acct** before your first payroll of 2023.

Add to ORPL LOCAL W/H to Front Office / Employees, Assignments, Clients and Orders:

- 1) All employees will need to have Local ORPL added to their tax screen.
- 2) Each employee assignment needs to have Local ORPL added (Tax Code).
- 3) Each client needs to have Local ORPL added (Tax Code).
- 4) Each job order needs to have Local ORPL added (Tax Code).

If ORPL is setup as resident code, to come out regardless of where they work:

Add to ORPL as Local resident code:

1) All employees will need to have Local ORPL added to their tax screen in the local tax grid and attached in the Local Resident Code.