

## COATS

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## Visual Updating WA Paid Family Medical Leave

*Revised December 2023*

### Updating Local Employee WA Paid Family Leave

**SITUATION:** You need to ensure that WA 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 0.7143 of 0.74% for 2024.

#### **STEPS:**

- 1) Click on **Maintenance / Tax Tables / Local Tax**.
- 2) In both grids **WAPL** should appear.
- 3) Click **Read Only** in the lower right to place this in edit mode.
- 4) In the **Code** field, **WAPL**
- 5) In the **Name** field, the description should read: **WA PAID LEAVE**
- 6) In the **Tax Max** field, update to **891.19**.
- 7) In the **Tax %** field, **0.714300**
- 8) In the **Tax Res** field, **0.00740**
- 9) **X** out.