

Important Reminders:

1. You can continue into January 2023 without an update. Federal and State taxes will just be withheld at 2022 rates. The 21.51 update and later includes the new 2023 tax tables for Federal, Canadian Federal, Alberta, California, North Carolina, New York, Montana, Idaho, Georgia and Virginia were earlier this year. No new tables for Oregon as of 12/20/22.
2. The **State of Oregon** has introduced a new tax on January 1, 2023, called the **Paid Family Leave** which collects taxes on all employees in OR state. You need to have GrowPoint version 21.39 (Sept 2022) or later to have this tax definition. See instructions in this document.
3. Oregon has also instituted mandatory overtime for hours above 55. You can setup an automatic calculation on the Oregon state setup screen. Instructions below.
4. Tuesday, January 31, 2023, is the filing deadline for BOTH electronic and paper forms W-2 to the government.
5. Starting in 2020, the Box 7 on the MISC-1099 form was replaced with **Form-NEC** for Non-employee Compensation, also due on January 31, 2023. Last year it went from a 2 per page to a 3 per page form, so you can purchase fewer pages. **There is a new report called 1099 Review that lists all of your 1099's for your review before you print them. You will need to add it to your menu under Navigation/Security for your Group if you do not see it. Ask for help if needed.**
6. Change your SUTA limit for your state; your rate for your business; and the FICA Limit in 2023.
7. There is a new Form W4 beginning in January 2023. Older versions of the W4 (2019 & prior) can remain in place unless the employee wants to make a change in their withholding. The government has issued 2 sets of Federal Tax Tables, the Standard Tax Table for old W4 forms and a new one for Multiple Jobs from the new Form W4. Both tables are installed, and both are updated. Those changes are repeated in this document as a reminder.

W2 Forms

If you have a W2/1099 form supplier that has forms that have worked well with our program in the past, you can continue to use them. There are sometimes slight differences in margins that make some forms line up better than others. For us to have a standard format, we align with the forms provided by Form Masters, we have also worked well with forms from local office supply stores such as Office Depot and Staples. If you want to order from our usual contact, she is **Anita Ensley and the number is 503-319-7783**. She can help you decide which forms to order. You can determine the number of W2's needed by running the W2 program in our system to the viewer only, then close it and the W3 will view. It states the number of W2's printed. (Remember that is W2's not number of forms as you could choose the forms with 2 employees per page or 1 employee per page.)

Washington Cares Fund Tax

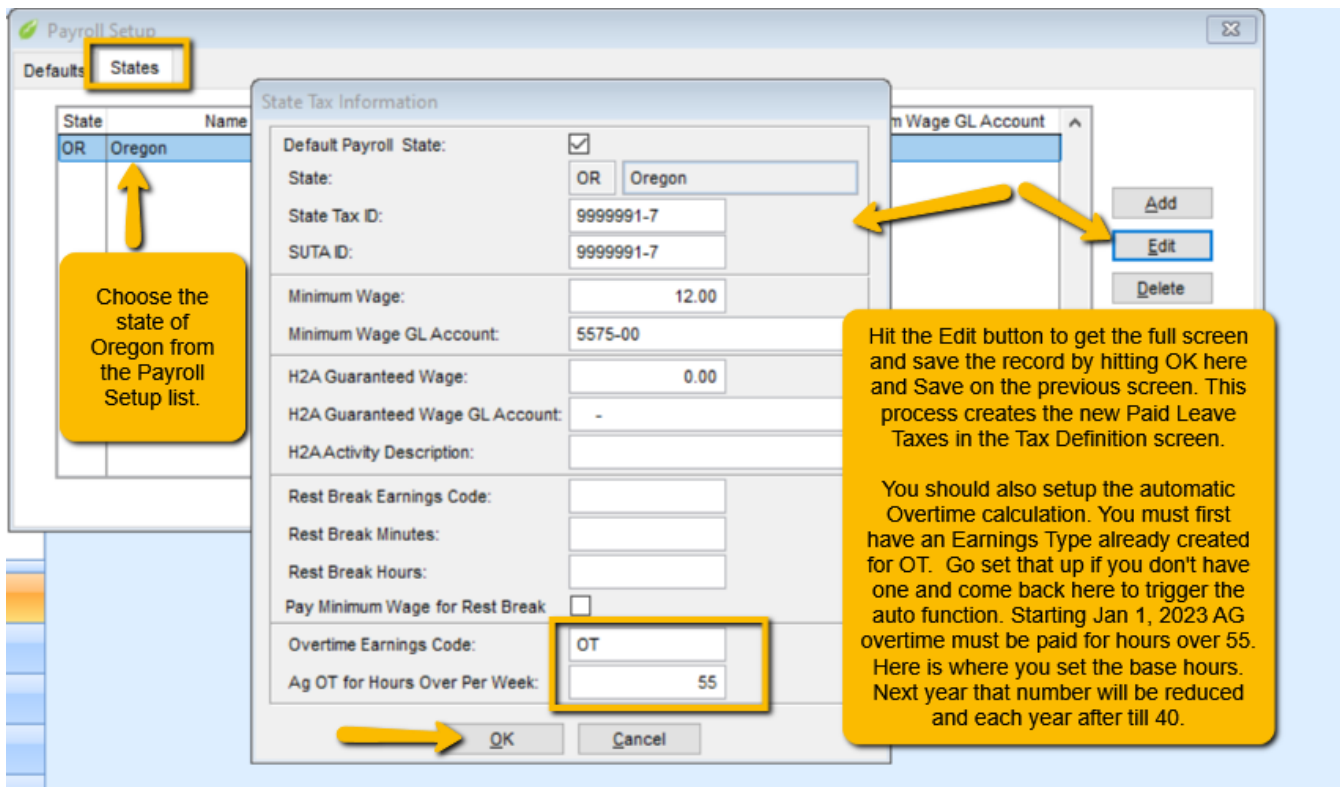
This tax started last January in WA state to fund long term care insurance for employees and remains in place. The tax is deducted at .58% and the employer does not pay any portion of it. The reporting will be combined with the Paid Leave reporting and that change has been programmed into GrowPoint for the 1st quarter of 2023. Employees can opt out if they can prove they have long term care insurance, so not everyone will have it be active. Here is the current website for more information. If you have not setup this tax, contact our support for help. <http://www.wacaresfund.wa.gov/employers/>

Oregon Paid Family Leave Tax and mandatory OT for AG

This tax starts of January 1st for all employees in the state of Oregon. Small employers do not have to contribute if they have fewer than 25 employees, however they still need to withhold from the employee and submit those funds quarterly on the new Frances portal. GrowPoint has the new format built in for 2023's 1st quarter. For more information on the new tax and program responsibilities, see this link: [Paid Leave Oregon : Employers : Employers : State of Oregon](#)

Also, starting January 1st, AG employers must pay overtime on hours over 55. GrowPoint will automatically calculate those if you setup the OT earnings type and hour base on the same Setup screen, see picture below. [BOLI : Minimum Wage and Overtime in Agriculture : For Employers : State of Oregon](#)

First, you must install the tax definition into GrowPoint if you operate a payroll in Oregon. Go to Payroll>Maintenance>Setup:

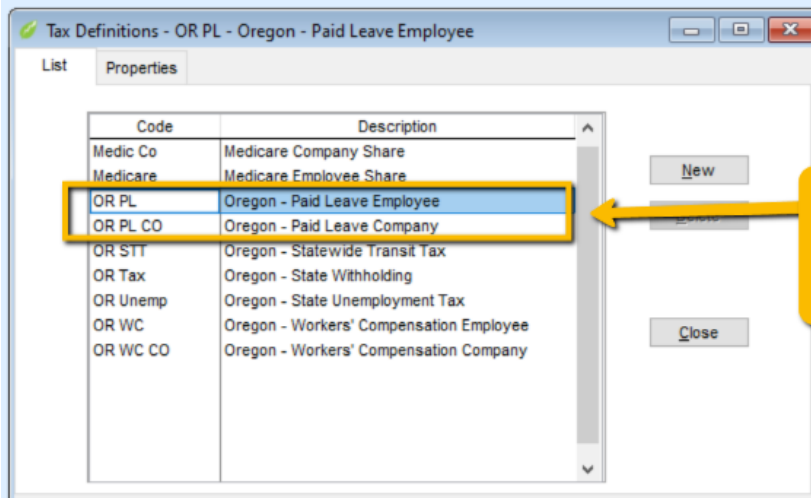


Choose the state of Oregon from the Payroll Setup list.

Hit the Edit button to get the full screen and save the record by hitting OK here and Save on the previous screen. This process creates the new Paid Leave Taxes in the Tax Definition screen.

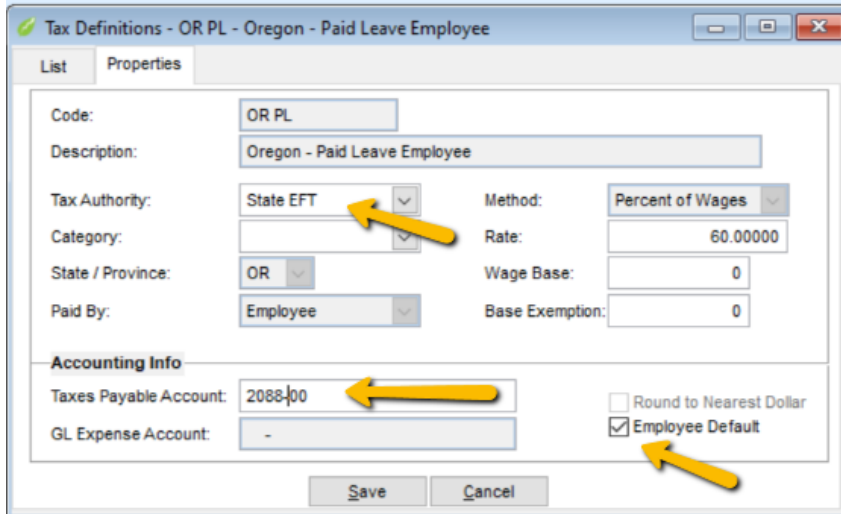
You should also setup the automatic Overtime calculation. You must first have an Earnings Type already created for OT. Go set that up if you don't have one and come back here to trigger the auto function. Starting Jan 1, 2023 AG overtime must be paid for hours over 55. Here is where you set the base hours. Next year that number will be reduced and each year after till 40.

Next, complete the Tax Definition screens with Tax Authority, the GL account and default. If you are a small employer with less than 25 employees, only setup the Paid Family Leave for employees. Do not set up the company Paid Family Leave as you do not have to contribute. The taxes are submitted as part of your quarterly reporting and will appear in that report.



Code	Description
Medic Co	Medicare Company Share
Medicare	Medicare Employee Share
OR PL	Oregon - Paid Leave Employee
OR PL CO	Oregon - Paid Leave Company
OR STT	Oregon - Statewide Transit Tax
OR Tax	Oregon - State Withholding
OR Unemp	Oregon - State Unemployment Tax
OR WC	Oregon - Workers' Compensation Employee
OR WC CO	Oregon - Workers' Compensation Company

Once you have re-saved your Oregon state setup screen in the step above, you will see 2 new taxes added to your Tax Definitions, one for Employee and one for Company.



Code: OR PL

Description: Oregon - Paid Leave Employee

Tax Authority: State EFT Method: Percent of Wages

Category: Rate: 60.00000

State / Province: OR Wage Base: 0

Paid By: Employee Base Exemption: 0

Accounting Info

Taxes Payable Account: 2088-00

GL Expense Account: -

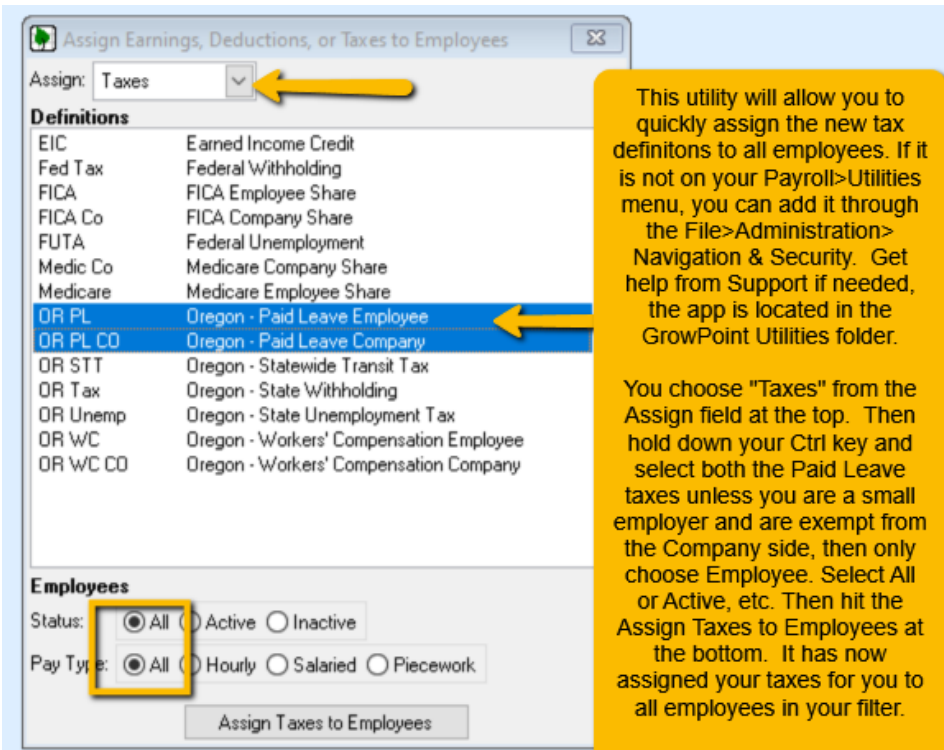
☐ Round to Nearest Dollar

☒ Employee Default

Save Cancel

On the Properties screen enter a Tax Authority that you probably already have for your state (it doesn't really matter, just required). Enter the Taxes Payable GL account (you may want to create a new one just for this tax) and make it an Employee Default if all your employees are in Oregon.

Finally, assign the tax or taxes to all employees with the Assign Definitions app in the utilities folder.



Assign Earnings, Deductions, or Taxes to Employees

Assign: **Taxes**

Definitions

EIC	Earned Income Credit
Fed Tax	Federal Withholding
FICA	FICA Employee Share
FICA Co	FICA Company Share
FUTA	Federal Unemployment
Medic Co	Medicare Company Share
Medicare	Medicare Employee Share
OR PL	Oregon - Paid Leave Employee
OR PL CO	Oregon - Paid Leave Company
OR STT	Oregon - Statewide Transit Tax
OR Tax	Oregon - State Withholding
OR Unemp	Oregon - State Unemployment Tax
OR WC	Oregon - Workers' Compensation Employee
OR WC CO	Oregon - Workers' Compensation Company

Employees

Status: ☒ All ☐ Active ☐ Inactive

Pay Type: ☒ All ☐ Hourly ☐ Salaried ☐ Piecework

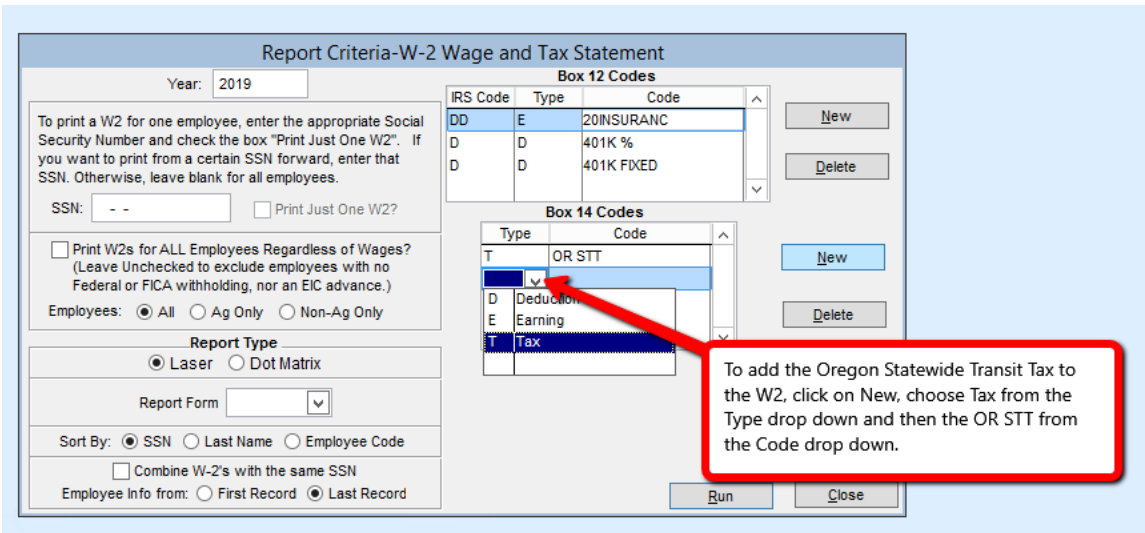
Assign Taxes to Employees

This utility will allow you to quickly assign the new tax definitions to all employees. If it is not on your Payroll>Utilities menu, you can add it through the File>Administration>Navigation & Security. Get help from Support if needed, the app is located in the GrowPoint Utilities folder.

You choose "Taxes" from the Assign field at the top. Then hold down your Ctrl key and select both the Paid Leave taxes unless you are a small employer and are exempt from the Company side, then only choose Employee. Select All or Active, etc. Then hit the Assign Taxes to Employees at the bottom. It has now assigned your taxes for you to all employees in your filter.

Oregon Statewide Transit Tax

If you did not do this last year, add the OR STT tax to print on your state W2's. The OSTT tax will now be reported in your 1st Quarter Unemployment report submission. See below:



Report Criteria-W-2 Wage and Tax Statement

Year: **2019**

To print a W2 for one employee, enter the appropriate Social Security Number and check the box "Print Just One W2". If you want to print from a certain SSN forward, enter that SSN. Otherwise, leave blank for all employees.

SSN: **- -** ☐ Print Just One W2?

☐ Print W2s for ALL Employees Regardless of Wages? (Leave Unchecked to exclude employees with no Federal or FICA withholding, nor an EIC advance.)

Employees: ☒ All ☐ Ag Only ☐ Non-Ag Only

Report Type

☒ Laser ☐ Dot Matrix

Report Form: **W-2**

Sort By: ☒ SSN ☐ Last Name ☐ Employee Code

☐ Combine W-2's with the same SSN

Employee Info from: ☐ First Record ☒ Last Record

Box 12 Codes

IRS Code	Type	Code
DD	E	20INSURANC
D	D	401K %
D	D	401K FIXED

Box 14 Codes

Type	Code
T	OR STT
D	Deduction
E	Earning
T	Tax

To add the Oregon Statewide Transit Tax to the W2, click on New, choose Tax from the Type drop down and then the OR STT from the Code drop down.

Employer Cost of Health Care on W2 Box 12. We have separate instructions describing the procedures for this process if you are required. This procedure went in place in 2012, however it still remains a

requirement only for employers who print 250 or more W2's. If you do, compile a list of the cost of health insurance for your employees and follow the instructions on the "Health Insurance Premiums Cost" document. This is YOUR cost as an employer, not what your employee paid in as premiums. More information at <http://www.irs.gov/uac/Form-W-2-Reporting-of-Employer-Sponsored-Health-Coverage>

FFCRA Sick & Family Leave on the W2

If you paid out Sick Leave or FFCRA Leave (Families First Corona Response Act), you are required to give that information to employees either in Box 14 of the W2 or on a separate statement per this IRS publication. <https://www.irs.gov/pub/irs-drop/n-20-54.pdf> If you want to include that information on the W2, we have a separate document with those instructions attached with the email or available for download from our Message board.

W3 Transmittal

For those who are not submitting the W2's to the government online by magnetic media, remember to check the top boxes and sign before sending the W3 in with your W2's.

DO NOT STAPLE

33333 a Control number For Official Use Only ▶ OMB No. 1545-0008	
b Kind of Payer (Check one) <div style="display: flex; justify-content: space-between; font-size: small;"> <div> <input type="checkbox"/> 941 Military <input type="checkbox"/> CT-1 <input type="checkbox"/> Hshld. emp. <input type="checkbox"/> 943 Medicare govt. emp. </div> <div> <input type="checkbox"/> 944 <input type="checkbox"/> None apply <input type="checkbox"/> State/local non-501c <input type="checkbox"/> 501c non-govt. <input type="checkbox"/> State/local 501c <input type="checkbox"/> Federal govt. </div> <div> <input type="checkbox"/> Third-party sick pay (Check if applicable) </div> </div>	Kind of Employer (Check one) <div style="display: flex; justify-content: space-between; font-size: small;"> <div> <input type="checkbox"/> 1 Wages, tips, other compensation <input type="checkbox"/> 3 Social security wages <input type="checkbox"/> 5 Medicare wages and tips </div> <div> <input type="checkbox"/> 2 Federal income tax withheld <input type="checkbox"/> 4 Social security tax withheld <input type="checkbox"/> 6 Medicare tax withheld </div> </div>
c Total number of Forms W-2	d Establishment number
e Employer identification number (EIN)	f Employer's name
<div style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> After GrowPoint prints the amounts on your W3, you need to check the boxes that apply in this area of the form, fill in any telephone numbers needed, and also sign & date at the bottom. </div>	
g Employer's address and ZIP code	h Other EIN used this year
15 State Employer's state ID number	14 Income tax withheld by payer of third-party sick pay
16 State wages, tips, etc. 17 State income tax	18 Local wages, tips, etc. 19 Local income tax
Employer's contact person	Employer's telephone number
Employer's fax number	Employer's email address
Under penalties of perjury, I declare that I have examined this return and accompanying documents, and, to the best of my knowledge and belief, they are true, correct, and complete.	
Signature ▶	Title ▶ Date ▶

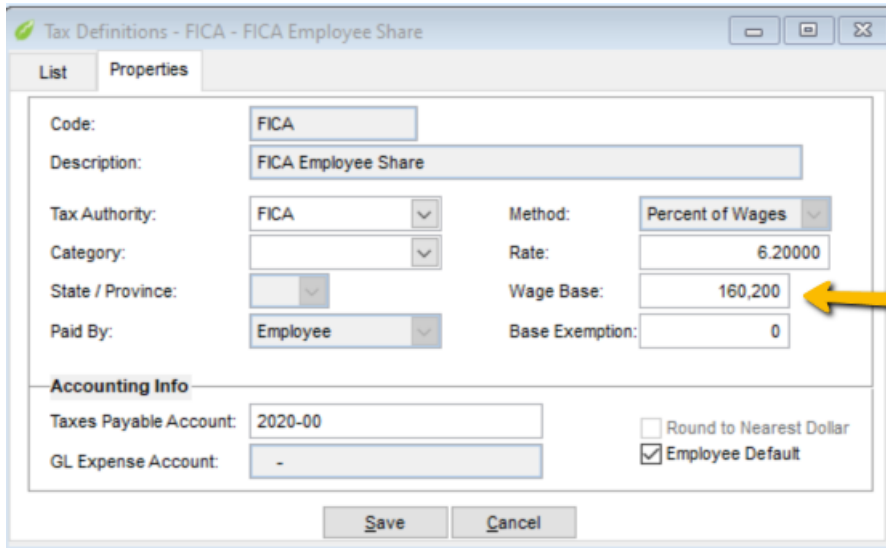
The deadline for 1099-NEC forms (for nonemployee compensation). The Form 1099-NEC must be filed on or before January 31, 2023 to both the recipient and the government. Otherwise, other 1099 forms file to the government by January 31, 2023 if you file on paper, or by March 31st electronically. The MISC-1099 Box 7 was replaced by the 1099-NEC for Non-employee Compensation last year. There

is a new box code that was added to the vendor file in 2020, be sure to use it instead of Box code 7 and also use the 1099-NEC form instead of the 1099-MISC form. These changes were all done in 2020 so this is just a reminder.

OASDI (FICA) and Medicare Rates & Limits

- FICA Limit Wage Base 160,200
- Employee Rate (unchanged) 6.2
- Company Rate (unchanged) 6.2

The only value that changes in your system will be the FICA Limit (Wage Base). Be sure to change it in both the Employee and Employer FICA Tax Definition in Maintenance>Tax Definitions AFTER the end of the year.



The screenshot shows a software window titled "Tax Definitions - FICA - FICA Employee Share". It has two tabs: "List" and "Properties". The "Properties" tab is active, showing various fields for tax configuration. The "Wage Base" field is set to "160,200". A yellow arrow points from a callout box to this field.

Code:	FICA
Description:	FICA Employee Share
Tax Authority:	FICA
Category:	
State / Province:	
Paid By:	Employee
Method:	Percent of Wages
Rate:	6.20000
Wage Base:	160,200
Base Exemption:	0

Accounting Info

Taxes Payable Account: 2020-00

GL Expense Account: -

☐ Round to Nearest Dollar

☒ Employee Default

Save Cancel

The FICA wage base changes to 160,200 for 2023. You must change this number in your system yourself, it is not part of the tax tables. Change it on both the FICA Employee and the FICA Company Share tax definitions AFTER your last payroll in 2022.

Medicare Employee & Company

There is no upper limit, so set the Wage Base to 999,999 and the rate of 1.45 remains the same.

Oregon Unemployment and Worker's Comp changes

Oregon's Taxable Wage Base will be **\$50,900** up from \$47,700. Your unemployment rate will be sent to you by your state, make any changes to that rate on the same screen.

Tax Definitions - OR Unemp - Oregon - State Unemployment Tax

List Properties

Code: OR Unemp

Description: Oregon - State Unemployment Tax

Tax Authority: State EFT Method: Percent of Wages

Category: Rate: 0.90000

State / Province: Wage Base: 50,900

Paid By: Base Exemption: 0

Accounting Info

Taxes Payable Account: ☐ Round to Nearest Dollar

GL Expense Account: ☒ Employee Default

Save Cancel

This rate will be sent to you by your state. Enter as a percentage, for example, .9% is entered as .90000

Enter the new wage base for your state for Unemployment insurance if it changed. Oregon changes to 50,900. Your state will send you this information in the fall.

Oregon Worker's Benefit Fund: <https://www.oregon.gov/dcbs/Pages/wbf.aspx> This assessment remains the same as 2022 - 2.2 cents per hour. Divide the rate in half for the employee and company portions, to **1.1 cents** each and enter as a decimal (0.01100) in both the Employee and Company Worker's Compensation taxes.

Tax Definitions - OR WC - Oregon - Workers' Compensation Employee

List Properties

Code: OR WC

Description: Oregon - Workers' Compensation Employee

Tax Authority: CO - Oregon Workers Compensation Company share Method: Hourly Rate

Category: Rate: 0.01100

State / Province: Wage Base: 0

Paid By: Base Exemption: 0

Accounting Info

Taxes Payable Account: ☐ Round to Nearest Dollar

GL Expense Account: ☒ Employee Default

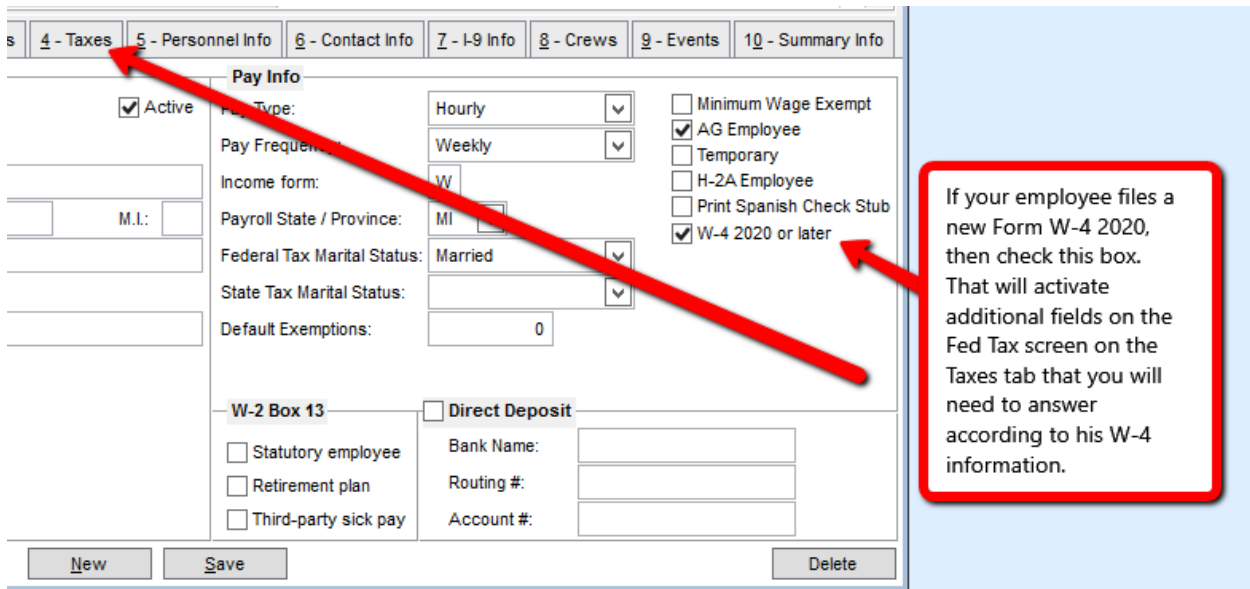
Save Cancel

A rate of 1.1 cents per hour is entered as a decimal, 0.01100 here and in the Employer tax too. OR WC CO - Oregon Workers Compensation Company share.

Other states will send you their changes to the unemployment Wage Base and rate for your company, and any rate changes for Worker's Comp. Change them in the same manner for your state. **In our system, percentage rates are entered as the percentage. Ex. 6.2% = 6.2000 For the cents/hour, it is the cents in decimal form, so 1.1 cents per hour is 0.01100.**

Form W4 and Federal Withholding Calculation Changes

There is a new W4 built into GrowPoint with the 2023 date in the upper right-hand corner. It has not changed in the details compared with the W4's since 2020 when there was a new Form W4. So the following detailed instructions still work. The newer form no longer uses withholding allowances, but rather uses a structure of 2 different Federal Tax Tables. A second table is used if the employee checks the box in Step 2 of the new Form W4 for those who have multiple jobs or a working spouse. The Standard Withholding Rate table is used for those employees who have submitted or still have on record, a Form W4 from 2019 or prior years, or if the box in Step 2 of the new form is NOT checked. Basically, if your employee feels that they did not have the proper amount of tax withheld in the past – either too much or too little, they should use the worksheet on the new W4 to calculate the best method to request on making a change. If your employee has filed a Form W-4 2020 or later, then check the box on the Details tab of the employee screen, if not, the prior years W4's are valid to use.



The screenshot shows the '4 - Taxes' tab in the GrowPoint software. A red arrow points to the 'W-4 2020 or later' checkbox. A red box highlights the checkbox with a text callout: "If your employee files a new Form W-4 2020, then check this box. That will activate additional fields on the Fed Tax screen on the Taxes tab that you will need to answer according to his W-4 information."

Do not check the box if the employee still has an old (prior to 2020) Form W-4 filed with you. Existing employees are not required to fill out a new W4 Form. Additional information on withholding can be found in the FAQ here: <https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4> Our system prints the 2023 W4 form from the Employee record in the lower left-hand corner under "Forms."

Step 2 on the Form W4 has options a, b, and c. If the employee chooses option a) or b) they are responsible for calculating any additional withholding tax they would want to add to what the table will calculate for them, and they will put that amount in Step 4 c) of the Form W4. The new Form W-4 includes a worksheet and tax tables, but we do not print those out from GrowPoint, see the attached version.

Form W-4 Employee's Withholding Certificate (OMB No. 1545-0074) **2020**

Department of the Treasury Internal Revenue Service

► Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ► Give Form W-4 to your employer. ► Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial Last name
 Address
 City or town, state, and ZIP code

(b) Social security number
 ► Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213, or go to www.ssa.gov.

(c) ☐ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of household (Check only if you're unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information. If you skip a step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:
 (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):
 Multiply the number of qualifying children under age 17 by \$2,000 ► \$
 Multiply the number of other dependents by \$500 ► \$
 Add the amounts above and enter the total here 3 \$

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$
 (b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$
 (c) Extra withholding. Enter any additional tax you want withheld each pay period 4(c) \$

This graphic shows you how the boxes and fields on the new Form W-4 relate to the Employee Tax screen for Fed Tax. The fields are named on the screen with the corresponding line on the Form. These fields will **only appear IF** you have checked the box on the Details tab of the employee to indicate they have a "W-4 2020 or later", otherwise it uses the older calculation method. Lines 3 & 4 are all dollar amounts, not numbers of allowances.

Employee Tax

Code: Fed Tax ☒ Active

Description: Federal Withholding

Marital Status: Married ☐ W-2 Local Tax

☒ 2(c) Multiple Jobs 4(a) Other Income (not from jobs) \$ 0.00

3 Claim Dependents \$ 4,000.00 4(b) Deductions \$ 0.00

4(c) Extra Withholding \$ 0.00

OK Cancel

Form 1095-C/1094-C Health Care Offered Employers with 50 or more full-time employees (including full-time equivalent employees) are considered Large Employers and must use Forms 1094-C and 1095-C to report the information required about offers of health coverage and enrollment in health coverage for their employees. If you are not sure if you qualify as a Large Employer, we have a utility that will calculate the Full Time and Full Time Equivalents for you. Contact your CSC if you do not already have it from last year. (Healthcare Large Employer Calculator.app) Here is information on whether you are a large or small employer. <https://www.irs.gov/affordable-care-act/employers>

We print the forms directly from our system for you to give to your employees without having to purchase forms, it includes the instructions on the back. The utility to do this is the Form 1094-c and 1095-c.app located in your utilities folder. If you have more than 250 forms, then you must file with the government online. We work with a third-party provider, www.Aatrix.com to feed a spreadsheet into that system and allow you to complete the filing through them. Contact your CSC for information on working with Aatrix.

Here is a link for more information <http://www.irs.gov/uac/About-Form-1095-C> and also <https://www.irs.gov/pub/irs-pdf/i109495c.pdf> The above IRS instructions state:



2023 Payroll Information

600120

Form 1095-C **Employer-Provided Health Insurance Offer and Coverage** ☐ VOID ☐ CORRECTED OMB No. 1545-2251 **2022**

Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1095C for instructions and the latest information.

Part I Employee				Applicable Large Employer Member (Employer)											
1 Name of employee (first name, middle initial, last name)				2 Social security number (SSN)				7 Name of employer				8 Employer identification number (EIN)			
3 Street address (including apartment no.)				9 Street address (including room or suite no.)				10 Contact telephone number				11 City or town			
4 City or town				5 State or province				6 Country and ZIP or foreign postal code				12 State or province			
13 Country and ZIP or foreign postal code															
Part II Employee Offer of Coverage															
14 Offer of Coverage (enter required code)															
15 Employee Required Contribution (see instructions)															
16 Section 4980H Safe Harbor and Other Relief (enter code, if applicable)															
17 ZIP Code															

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M Form **1095-C** (2022)

The 1094-C is like a W3, it totals all the 1095's. Both need to be submitted to the government. Only the 1095 to the employee.

Form 1094-C **Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** ☐ CORRECTED OMB No. 1545-2251 **2022**

Do not attach to your tax return. Keep for your records.
Go to www.irs.gov/Form1094C for instructions and the latest information.

Part I Applicable Large Employer Member (ALE Member)															
1 Name of ALE Member (Employer)															
2 Employer identification number (EIN)															
3 Street address (including room or suite no.)															
4 City or town															
5 State or province															
6 Country and ZIP or foreign postal code															
7 Name of person to contact															
8 Contact telephone number															
9 Name of Designated Government Entity (only if applicable)															
10 Employer identification number (EIN)															
11 Street address (including room or suite no.)															
12 City or town															
13 State or province															
14 Country and ZIP or foreign postal code															
15 Name of person to contact															
16 Contact telephone number															
17 Reserved															
18 Total number of Forms 1095-C submitted with this transmittal															
19 Is this the authoritative transmittal for this ALE Member? If "Yes," check the box and continue. If "No," see instructions															
Part II ALE Member Information															
20 Total number of Forms 1095-C filed by and/or on behalf of ALE Member															
21 Is ALE Member a member of an Aggregated ALE Group? <input type="checkbox"/> Yes <input type="checkbox"/> No															
If "No," do not complete Part IV.															
22 Certifications of Eligibility (select all that apply):															
<input type="checkbox"/> A. Qualifying Offer Method <input type="checkbox"/> B. Reserved <input type="checkbox"/> C. Reserved <input type="checkbox"/> D. 98% Offer Method															
Under penalties of perjury, I declare that I have examined this return and accompanying documents, and to the best of my knowledge and belief, they are true, correct, and complete.															
Signature _____ Title _____ Date _____															

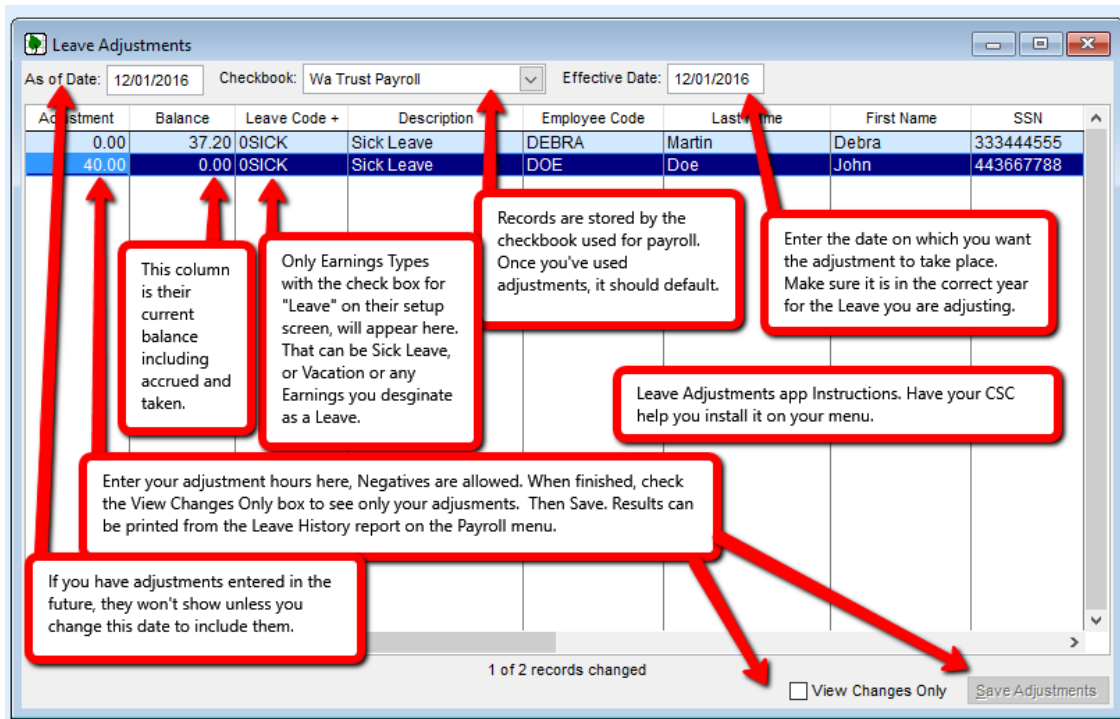
For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 61571A Form **1094-C** (2022)

Regular Sick Leave Accrual (reminder)

Several states have enacted some form of Paid Sick Leave law in the last 3 years. We have individual instructions available for California, Oregon and Washington. The system accrues sick leave based on the rate per hour you enter and accrues to a maximum limit. You now have the option to make the limit an annual limit. With our Leave Adjustment utility, you can manage the Sick Leave accrued to adjust for errors, correct the Balance for sick leave accrued before you implemented the process, or to simply give employees the maximum annual amount up front (an option in OR and CA). If you don't want to accrue per hour worked, you have the option of just giving them the maximum at the beginning of the year. Use the Leave Adjustment utility to do that. Run the Leave History report at year end to determine if you want to adjust for the amount of Leave employees carry over. You can adjust them back to a carryover amount with the Leave Adjustment Utility below.

Leave Adjustment Utility

You can use this utility to adjust not only Sick Leave, but Vacation or any earnings type you have designated as a Leave type in the Earning Type Definition screen. It is called "Leave Adjustments.app" and you may have installed it in the past. We have an updated version that includes an As of Date for adjustments entered in the future. Contact your CSC to have it installed or updated if you need it.



Leave Adjustments

As of Date: 12/01/2016 Checkbook: Wa Trust Payroll Effective Date: 12/01/2016

Adjustment	Balance	Leave Code +	Description	Employee Code	Last Name	First Name	SSN
0.00	37.20	0SICK	Sick Leave	DEBRA	Martin	Debra	333444555
40.00	0.00	0SICK	Sick Leave	DOE	Doe	John	443667788

Callout Boxes:

- This column is their current balance including accrued and taken.
- Only Earnings Types with the check box for "Leave" on their setup screen, will appear here. That can be Sick Leave, or Vacation or any Earnings you designate as a Leave.
- Records are stored by the checkbook used for payroll. Once you've used adjustments, it should default.
- Enter the date on which you want the adjustment to take place. Make sure it is in the correct year for the Leave you are adjusting.
- Leave Adjustments app Instructions. Have your CSC help you install it on your menu.
- Enter your adjustment hours here, Negatives are allowed. When finished, check the View Changes Only box to see only your adjustments. Then Save. Results can be printed from the Leave History report on the Payroll menu.
- If you have adjustments entered in the future, they won't show unless you change this date to include them.

1 of 2 records changed

☐ View Changes Only **Save Adjustments**

You can also manage the Leave by using the Leave Year End Process that is built into your menu. For Oregon and California which allow only a limited number of hours to be carried forward into the new year, you will need to create that rollover balance at the end of each year.