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Friday, December 30th, 2022

## New isolved release: version 8.25

### Highlights

isolved version 8.25 includes information regarding a reduction to Arizona withholding rates, new Paid Family & Medical Leave Insurance for Colorado, New Hampshire, and Oregon.

#### Payroll

- Arizona's individual withholding tax rate reductions
- Colorado's new Paid Family & Medical Leave Insurance (FAMLI)
- New Hampshire Voluntary Paid Family & Medical Leave (NH PFML)
- Oregon's new Paid Leave Oregon plan

#### Time and Labor Management

- Time card objections are coming soon

## Payroll

### Arizona reduced withholding tax rates

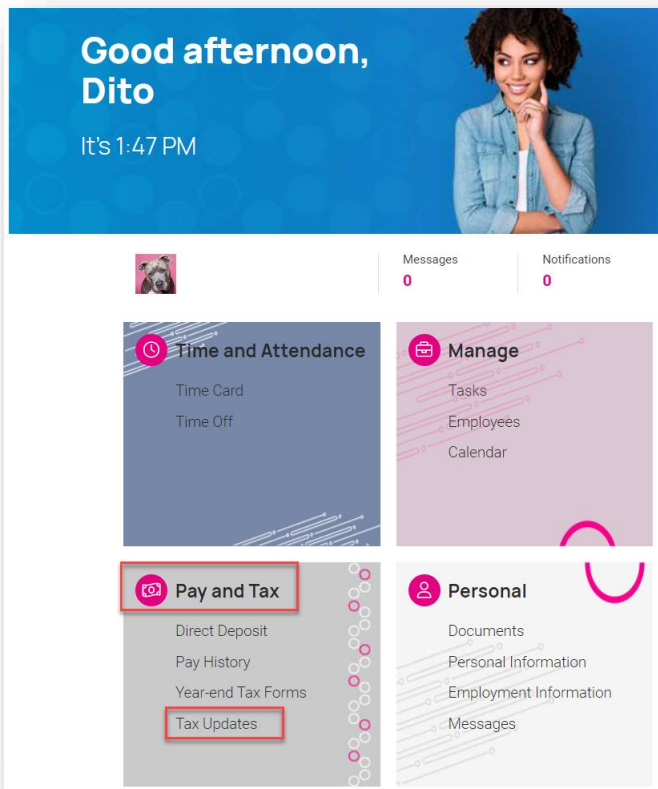
#### Employees required to complete a new Form A-4

Arizona's individual *Income Tax Withholding Form (Arizona Form A-4)* has been updated to reflect lower individual income tax rates and will be available within the Tax Update screen on January 1, 2023. The new A-4 form has seven new withholding election rate boxes while retaining both the zero withholding rate option and the line for additional Arizona withholding. For more information about Arizona's withholding tax changes, visit Arizona's [Department of Revenue](#) website.

**Every Arizona employer is required to make this form available to its Arizona employees by January 31, 2023.** A release in late January will remove the previous rate options and any existing employees who have not updated their *Form A-4* will have their taxes calculated at the default rate of 2% until updated.

Employees can easily complete the A-4 form within insperity.com:

For those clients taking advantage of the modern Adaptive Employee Experience (AEX), employees can create a new A-4 by selecting the **Tax Updates** option.



Within the Tax Updates page, the employee may access the A-4 by selecting the **Start Wizard** button and then clicking the blue **Start** button on the Employee Withholding Resource Center page that follows.

Tax Withholdings

### Tax Updates Wizard

Make changes and updates to your tax withholdings

[START WIZARD](#)

Federal

Filing status: Single

Exemptions: 1

State

## Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain

[Start](#) [Sign out](#)

If the employee is only going to create a new *Form A-4*, they would select the **“I wish to NOT complete forms for this jurisdiction at this time”** under the Federal forms section of the screen. The **“I wish to complete forms for this jurisdiction”** option defaults to selected for the Arizona Resident section of the screen. Clicking on the blue **Continue** button will lead the employee through a series of questions to confirm the *A-4* form applies to their situation and allow them to complete the *A-4* form by clicking the blue **Start** button.

Please select which sections you would like to complete:

Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate.

Federal

I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me

I wish to NOT complete forms for this jurisdiction at this time

Arizona Resident

I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me

I wish to NOT complete forms for this jurisdiction at this time

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Tax Withholdings

🏠 Main Menu

Arizona Resident — Summary

📌 Check my progress

Summary ▶

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **Arizona**.

	Locality	Name	Title	Status
<a href="#">Start</a>	AZ	A-4	Employee's Arizona Withholding Election	<b>Not completed</b>

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For those clients who remain on the Employee Self-Service Classic View, employees can create a new *A-4* by selecting the **Tax Updates Wizard** menu option within the Employee Self-Service menu and then selecting the **Start** button on the Employee Withholding Resource Center page.

Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain

[Start →](#) [✕ Sign out](#)

If the employee is only going to create a new *Form A-4*, they would select the **“I wish to NOT complete forms for this jurisdiction at this time”** under the Federal forms section of the screen. The **“I wish to complete forms for this jurisdiction”** option defaults to selected for the Arizona Resident section of the screen. Clicking on the blue **Continue** button will lead the employee through a series of questions to confirm the *A-4* form applies to their situation and allow them to complete the *A-4* form by clicking the blue **Start** button.

Please select which sections you would like to complete:

Note: Opting out of jurisdictions, to which you may be liable, may result in not enough taxes from being withheld or your employer to withhold at a higher rate.

Federal

- I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me
- I wish to NOT complete forms for this jurisdiction at this time

Arizona Resident

- I wish to complete forms for this jurisdiction. Please help determine which withholding forms apply to me
- I wish to NOT complete forms for this jurisdiction at this time

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#### Tax Withholdings

[Main Menu](#)

#### Arizona Resident — Summary

[Check my progress](#)

Summary [▶](#)

Based on answers you provided, we have determined the following withholding form(s) may apply to you as a resident of **Arizona**.

	Locality	Name	Title	Status
<a href="#">Start</a>	AZ	A-4	Employee's Arizona Withholding Election	<b>Not completed</b>

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## Colorado's new Paid Family & Medical Leave Insurance (FAMLI)

**FAMLI contributions will begin with your January 3, 2023 pay date which may include a pay period that began in December 2022**

Colorado's new family leave insurance provides Colorado employees with twelve weeks of paid family and medical leave. Employers and their employees are both responsible for funding the program and may split the

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cost 50/50. The premiums are set to 0.9% of the employee's wage with 0.45% paid by the employer and 0.45% paid by the employee.

Businesses with nine or fewer employees do not have to contribute to the program but do have to remit their employee's share (0.45%) of the premium on behalf of the employees each quarter.

Please see the [FAMLI article](#) on the Insperity Help Center for detailed information regarding the legislation, important dates, links to resources, FAQs, and information about how the tax will be implemented within involved.

## **New Hampshire's new voluntary Paid Family & Medical Leave Program**

### **The Granite State Family Leave Plan begins January 1, 2023**

Unlike other states with mandatory paid family and medical leave programs, beginning January 1, 2023, New Hampshire allows employers and employees to opt into a voluntary state-paid family and medical leave plan under the Granite State Family Leave Plan program (NH PFML).

Employers will have a choice to offer a plan with either 6 or 12 weeks of leave and may fully fund the NH PFML insurance premium cost on their workers' behalf, split the premium cost with workers or pass on the full cost to workers. Employers do not have to take advantage of NHPFML Insurance issued by MetLife, the state's insurance partner. Instead, they may offer other paid family and medical leave insurance plans that are approved by the New Hampshire Department of Insurance or offer self-insured employer equivalent benefit coverage. However, the NH PFML plan incentivizes employers to purchase six weeks of coverage from MetLife by providing a Business Enterprise Tax (BET) Credit equal to 50% of the insurance premiums they pay.

If an employer does not provide employer equivalent benefit coverage, workers may purchase a NH PFML individual insurance plan for themselves from MetLife. Employers with 50 or more workers must collect worker premiums through payroll deductions. This requirement applies whether the employer opts into the NH PFML insurance plan or if workers purchase coverage under a NH PFML individual plan. Smaller employers are not required to collect premium payments through payroll deductions.

For more information about the Granite State Family Leave Plan, visit [New Hampshire Paid Family & Medical Leave](#).

## **Oregon's new Paid Leave Oregon Program**

**Paid Leave Oregon contributions will begin with your January 3, 2023 pay date which may include a pay period that began in December 2022**

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Paid Leave Oregon provides Oregon employees with up to 12 weeks of paid family leave a year. Employers and employees share the costs, which means you will pay 40% of the contribution and your employees will pay 60%. Your employees will participate in the program, no matter the size of your business.

Businesses with twenty-four or fewer employees do not have to contribute to the program but do have to remit their employee's share of the premium on behalf of the employees each quarter.

Please see the [Paid Leave Oregon article](#) on the Insperity Help Center for detailed information regarding the legislation, important dates, links to resources, FAQs, and information about how the tax will be implemented within isolved.

## Time and Labor Management

### Time card objections – *coming soon*

#### Allow employee objections to time cards

Those clients taking advantage of isolved's Time and Labor Management product will be able to include employee objections to their time card verification process. Employees will have an opportunity to object to their time card and must enter comments as to why they feel the information is not accurate. Supervisors/Managers can be notified by email/AEX so they can address concerns the employee may have.

**For more information about the changes in the version 8.25 release, contact your Payroll Specialist.**