## **Communication Channel: E-News Subscribers**

## **Subject Line: Washington Paid Family Leave (WaPFL), Washington Cares (WaCares)** **Audience: HR Directors, Payroll Partners**

Good morning/afternoon:

This communication is intended for Payroll and Human Resource Partners as a resource to help manage questions from employees impacted by the Washington Paid Family Leave (WaPFL) and Washington Cares programs (WaCares) deductions implemented in Workday Payroll in September. Please direct employees to the [WaPFL/](https://secureaccess.wa.gov/esd/pfml)WaCares website (employees will need to sign up for an account) for more detailed information on these programs.WaCares website (employees will need to sign up for an account) for more detailed information on these programs.

## **Overview of Washington Paid Family Leave (WaPFL)**

WaPFL has been in place in Washington since October 19, 2017, and is a mandatory contribution of 0.8% of gross wages for any employee working in Washington state, unless they meet the Paid Leave Oregon Place of Performance rule and are eligible for Paid Leave Oregon contributions. WaPFL contributions are shared by the employee and the employer.

### **Employee and Employer Shared Contributions - Percentages of Gross Wages:**

* WaPFL (Employee Share): 0.5821%
* WaPFL (Employer Share): 0.2179%
* Total WaPFL rate equals the 0.8% of gross wages

## **Overview of Washington Cares (WaCares)**

WaCares is a new program that was implemented for employees working in Washington state and is a mandated contribution of 0.58% of gross wages. This program was implemented in Workday in September. State of Oregon employees that are remote workers living in Washington state and have their taxes withheld to Washington will have seen this deduction on payslips starting with the October 1 pay and subsequent pay going forward, unless they meet the Paid Leave Oregon Place of Performance rule and are eligible for Paid Leave Oregon contributions. Employees not eligible for Paid Leave Oregon contributions may apply to Washington for an exemption and must meet eligibility requirements to apply. Please see the exemption eligibility requirements below.

### **Employee Eligibility for Exemption to WaCares Fund:**

* Primary residence outside of Washington state
* Temporary worker visa holder
* Spouse or registered domestic partner of an active-duty service member of the United States armed forces
* Veteran with a service-connected disability rating of 70% or greater

### **Proof of identity required. Accepted identity documents are limited to one of the following:**

* Valid United States federal or state government issued forms of identification such as:
* Passport
* Passport Card
* ID Card
* Driver’s License (enhanced or standard)
* B1/B2 Border Crossing Card
* Valid United States Citizenship and Immigration Service ID:
  + I-327 U.S. Permit to Re-Enter Travel Document
  + I-551 Permanent Resident Card
  + I-571 U.S. Refugee Travel Document
  + I-766 Employment Authorization

Website to apply for an exemption to WaCares Fund – [WaCares Fund Exemption Website Link](https://wacaresfund.wa.gov/how-it-works/exemptions/apply-exemption#:~:text=Applying%20for%20an%20exemption&text=On%20the%20%E2%80%9CCreate%20an%20Account,reviewing%20the%20document%20linked%20below.&text=Need%20assistance%3F)

State of Oregon employees that are remote workers living in Washington state and have their taxes withheld to Washington and who do not meet the Paid Leave Oregon Place of Performance rule and are eligible for Paid Leave Oregon contributions can expect the following on payslips:

* They will have the WaPFL and WaCares deducted
* They will not have deductions for Paid Leave Oregon

**Please note:** If employees are seeing both Washinton and Oregon Paid Leave deductions, they should reach out to their Payroll Partners and submit a case.

For employees who are remote workers living in Washington state, who have their taxes withheld to Washington and who are eligible for Paid Leave Oregon contributions and HR has communicated this to Payroll Partners, then the Payroll Partner should follow the instructions located on Workday Drive for pay input to establish enrollment in Paid Leave Oregon:

* Workday Drive> Payroll Information and Resources>Processes and Checklists
  + Pay Input for Paid Leave Oregon
  + How to add Tax Exemption for WaPLF and WaCares

Eligibility for Paid Leave Oregon contribution is based on the Paid Leave Oregon Place of Performance rule. Eligibility is determined by the HR Analyst, based on information provided by the employee during the remote work agreement process in Workday.

Thank you for your attention to this matter. If you have follow-up questions regarding this program, please create a case in Workday with a case title of “WaPFL” or “WaCares” so DAS can assign it to the appropriate person.

Thank you,

DAS Workday Team