



w2_enter_third_party_sick_pay

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Payroll > Maintenance > Calendar YTD Data > Third Party Sick Pay

Skip this step if you do not use third-party sick pay.

If the employee received sick or disability pay directly from a third party, enter the data from the third-party administrator report.

- Third-party sick pay is displayed in Box 12 - J on the W-2.
- The amounts paid to the employees must be entered on the employee’s W-2 and 941 reporting. If the taxable fields (**Withholding**, **Medicare**, and **FICA**) are populated, the third-party sick pay changes the W-2 totals. Be sure to generate the HRS5100 - W-2 Forms report for updated totals.
- Review IRS Publication 15-A and your LEA’s sick pay policy.

Click **Add** to display the third-party data fields.

Maintenance > Calendar YTD Data Payroll

Save

Calendar Year: 20XX Employee: 000075 : Retrieve Directory

CALENDAR YTD THIRD PARTY SICK PAY W2 INQUIRY

Add ←

Enter data from the third-party reports in the appropriate fields.

Maintenance > Calendar YTD Data Payroll

Save

Calendar Year: 20XX Employee: 000075 : Retrieve Directory

CALENDAR YTD THIRD PARTY SICK PAY W2 INQUIRY

Delete

Non-Tax Sick Pay: 256.32

Category	Gross	Tax
Withholding	2,500.00	250.00
Medicare	152.00	15.20
FICA	170.00	17.00

Click **Save**.

☐ Generate the [Payroll > Reports > Quarterly Annual Report > HRS5200 - Third Party Sick Pay Report](#) to verify the third-party sick pay totals against the third party provider statement.

Home Reports > Quarterly/Annual Reports > Third Party Sick Pay Report Payroll

Preview PDF CSV Clear Options

Quarterly/Annual Reports

- [HRS5000 - 941 Worksheet](#)
- [HRS5050 - TWC Wage List](#)
- [HRS5100 - W-2 Forms](#)
- [HRS5150 - FICA Annual Report](#)
- [HRS5200 - Third Party Sick Pay Report](#)

HRS5200 - Third Party Sick Pay Report

Parameter Description	Value
Sort by Alpha (A), Employee Nbr (N), Pay Campus (C)	A
Calendar Year (YYYY)	20XX
Pay Status Active (A), Inactive (I), or blank for ALL	
Pay Type 1-4, Exclude Subs (E), or blank for ALL	
Select Frequency(ies), or blank for ALL	
Select Pay Campus(es), or blank for ALL	
Select Employee(s), or blank for ALL	000075

Date Run: Third Party Sick Pay Report (Jan 1 Thru Dec 31, 20 Program: HRS5200
 Cnty Dist: ISD Page: 1 of 1

Emp Nbr	Employee Name	WithHold Gross	WithHold Tax	FICA Gross	FICA Tax	Medicare Gross	Medicare Tax	NonTax Sick Pay
000075		2,500.00	250.00	170.00	17.00	152.00	15.20	256.32
District Totals:		2,500.00	250.00	170.00	17.00	152.00	15.20	256.32

End of Report