



w2_enter_third_party_sick_pay

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(If necessary) Enter third party sick pay.

If you do not have third-party sick pay, skip this step. If the employee was directly paid third party sick pay or disability pay, proceed with this step to enter the data to match the report from your third party administrator.

The Third party Sick pay tab is used to display and maintain the third-party sick pay or disability pay that was paid directly to the employee. When reported to the employer, the data is compiled and available for W-2 reporting. Third-party sick pay is displayed in Box 12 - J on the W-2.

Many companies do not send the information until late January. The amounts paid to the district employees must be entered on the employee's w-2 and the district 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 again for updated totals.

Review IRS Publication 15-A and your LEA's sick pay policy. Run the HRS5200 - Third Party Sick Pay report to verify totals from the Reports < HR Reports > Quarterly Annual Report. Print and verify third party sick pay totals again the third party provider statement.