



# w2\_enter\_third\_party\_sick\_pay



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[Human Resources > Maintenance > Calendar YTD Data > Third Party Sick Pay](#)

**Skip this step** if you do not have any 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.

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.

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

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

Many companies do not send the information until late January. 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.

Run the [HRS5200 - Third Party Sick Pay Report](#) to verify totals from the Human Resources > Reports > HR Reports > Quarterly Annual Report. Print and verify third-party sick pay totals against the third party provider statement.