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 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.

Image

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

Image

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 Human Resources > Reports > HR Reports > Quarterly Annual Report > HRS5200 – Third Party Sick Pay Report to verify the third-party sick pay totals against the third party provider statement.

Enter the necessary parameter data.

Image

Click **Run Preview**. The report is displayed.

Image

Emp Nbr	Employee Name	WithHold Gross	WithHold Tax	FICA Gross	FICA Tax	Medicare Gross	Medicare Tax	NonTax Sick Pay
000033	ANTHONY, ALEX R	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