



# 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 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.



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



Generate 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.



Date Run: 11-05-2019 3:38 PM		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
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								