



w2_enter_third_party_sick_pay

Table of Contents

w2_enter_third_party_sick_pay i

[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.

The screenshot shows the 'Maintenance > Calendar YTD Data' interface. At the top, there's a green header with a home icon, the breadcrumb 'Maintenance > Calendar YTD Data', and a 'Payroll' dropdown menu. Below the header is a 'Save' button. A section contains 'Calendar Year: 20XX' (highlighted with a black box) and 'Employee: 000075 :'. To the right are 'Retrieve' and 'Directory' buttons. Below this is a tabbed interface with 'CALENDAR YTD', 'THIRD PARTY SICK PAY' (selected), and 'W2 INQUIRY'. At the bottom left of the 'THIRD PARTY SICK PAY' tab is an 'Add' button, which is pointed to by a large black arrow.

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

This screenshot shows the same interface as the previous one, but with data entered. The 'Add' button is no longer visible. Instead, there is a 'Delete' button. The 'Non-Tax Sick Pay' field is populated with '256.32'. Below this are three white boxes for 'Withholding', 'Medicare', and 'FICA'. Each box contains 'Gross' and 'Tax' fields. For Withholding, Gross is 2,500.00 and Tax is 250.00. For Medicare, Gross is 152.00 and Tax is 15.20. For FICA, Gross is 170.00 and Tax is 17.00.

☐ 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	
Cntry 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								