

w2\_enter\_third\_party\_sick\_pay

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## Payroll > Maintenance > Calendar YTD Data > Third Party Sick Pay

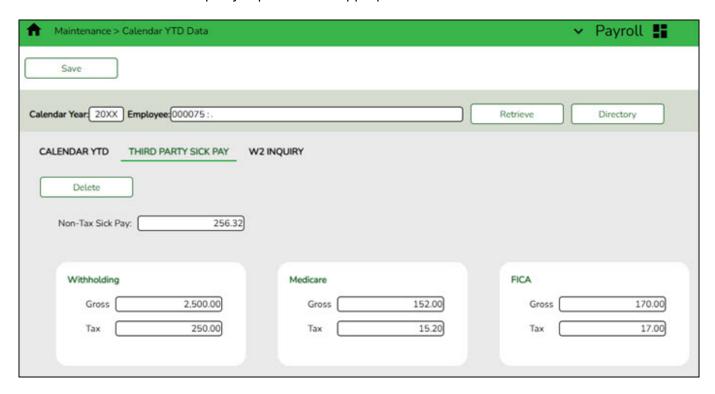
**Skip this step** if you do not use third-party sick pay.

If the employee received sick or disability pay directly from a third party, enter the data from the third-party administrator report.

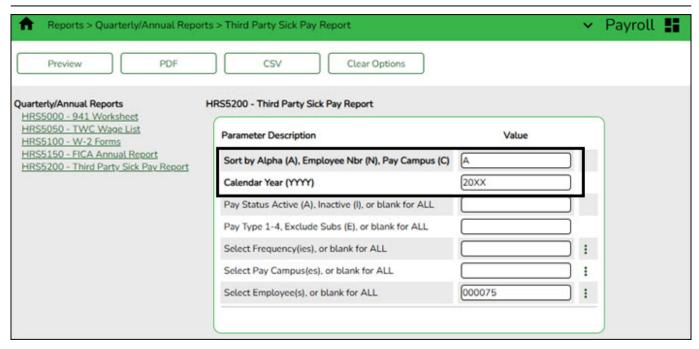
- Third-party sick pay is displayed in Box 12 J on the W-2.
- The amounts paid to the employees must be entered on the employee's W-2 and 941 reporting. If the taxable fields (**Withholding**, **Medicare**, and **FICA**) are populated, the third-party sick pay changes the W-2 totals. Be sure to generate 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.



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



☐ 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.



Date Run: Cnty Dist:		Third Party Sick Pay Report ( Jan 1 Thru Dec 31, 20 )					Program: HRS5200 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									