



## **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.

The screenshot shows the 'Maintenance > Calendar YTD Data' interface. At the top, there is a 'Save' button. Below it, there are input fields for 'Calendar Year: 20XX' and 'Employee: 000075 :'. To the right of these fields are 'Retrieve' and 'Directory' buttons. Below the input fields, there are three tabs: 'CALENDAR YTD', 'THIRD PARTY SICK PAY' (which is selected and underlined), and 'W2 INQUIRY'. At the bottom left, there is an 'Add' button, which is highlighted with a black arrow pointing to it from the right.

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

The screenshot shows the 'Maintenance > Calendar YTD Data' interface with the 'THIRD PARTY SICK PAY' tab selected. At the top, there is a 'Save' button. Below it, there are input fields for 'Calendar Year: 20XX' and 'Employee: 000075 :'. To the right of these fields are 'Retrieve' and 'Directory' buttons. Below the input fields, there are three tabs: 'CALENDAR YTD', 'THIRD PARTY SICK PAY' (which is selected and underlined), and 'W2 INQUIRY'. Below the tabs, there is a 'Delete' button. Below the 'Delete' button, there is a 'Non-Tax Sick Pay:' label followed by an input field containing the value '256.32'. Below this, there are three columns of data entry fields: 'Withholding', 'Medicare', and 'FICA'. Each column has 'Gross' and 'Tax' input fields. The 'Withholding' column has 'Gross' (2,500.00) and 'Tax' (250.00). The 'Medicare' column has 'Gross' (152.00) and 'Tax' (15.20). The 'FICA' column has 'Gross' (170.00) and 'Tax' (17.00).

Click **Save**.

☐ 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  
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
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