

Third Party Sick Pay- HRS3600

Table of Contents

Third Party Sick Pay- HRS3600 i
Third Party Sick Pay- HRS3600 1

Third Party Sick Pay- HRS3600

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

This tab is used to display and maintain the third-party sick pay or disability pay that was paid directly to the employees. When reported to the employer, the data is compiled and available for W-2 reporting.

Create a third-party sick pay record:

Field	Description
Calendar Year	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
Employee	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory.
Non-Tax Sick Pay	Type the amount paid directly to the individual.

❑ Under **Withholding**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

❑ Under **Medicare**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

❑ Under **FICA**, complete the following fields:

Gross	Type the gross taxable amount.
Tax	Type the amount of taxes withheld.

❑ Click **Save** to save the changes.

Other functions and features:

+Add	Click to add a row.
Delete	Click to delete a record.