



## **Third Party Sick Pay- HRS3600**



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# 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
<b>Calendar Year</b>	Type the year of the calendar in the YYYY format. The system is set to the current year, if available.
<b>Employee</b>	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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
<b>Non-Tax Sick Pay</b>	Type the amount paid directly to the individual.

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

<b>Gross</b>	Type the gross taxable amount.
<b>Tax</b>	Type the amount of taxes withheld.

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

<b>Gross</b>	Type the gross taxable amount.
<b>Tax</b>	Type the amount of taxes withheld.

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

<b>Gross</b>	Type the gross taxable amount.
<b>Tax</b>	Type the amount of taxes withheld.

Click **Save** to save the changes.

### Other functions and features:

<b>+Add</b>	Click to add a row.
<b>Delete</b>	Click to delete a record.