



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 green header bar with a home icon, the breadcrumb 'Maintenance > Calendar YTD Data', and a 'Payroll' dropdown menu. Below the header, there is a 'Save' button. A search bar contains 'Calendar Year: 20XX' and 'Employee: 000075 :'. To the right of the search bar are 'Retrieve' and 'Directory' buttons. Below the search bar, 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 pointed to by a large black arrow.

☐ 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. The 'Add' button from the previous screenshot is now a 'Delete' button. Below the 'Delete' button, there is a 'Non-Tax Sick Pay' field with the value '256.32'. Below this, there are three white boxes for data entry: 'Withholding', 'Medicare', and 'FICA'. Each box contains 'Gross' and 'Tax' fields with numerical values.

Field	Withholding	Medicare	FICA
Gross	2,500.00	152.00	170.00
Tax	250.00	15.20	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									



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