



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, the 'Calendar Year' is set to '20XX' and the 'Employee' ID is '000075'. There are 'Retrieve' and 'Directory' buttons. The 'THIRD PARTY SICK PAY' tab is selected, and the 'Add' button is highlighted with a 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. A 'Delete' button is visible. The 'Non-Tax Sick Pay' field contains the value '256.32'. Below this, there are three sections for tax data: 'Withholding', 'Medicare', and 'FICA'. Each section has 'Gross' and 'Tax' fields with values entered.

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