



## ASCENDER GUIDES



**w2\_enter\_third\_party\_sick\_pay**



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## Payroll &gt; Maintenance &gt; Calendar YTD Data &gt; 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.



Maintenance > Calendar YTD Data

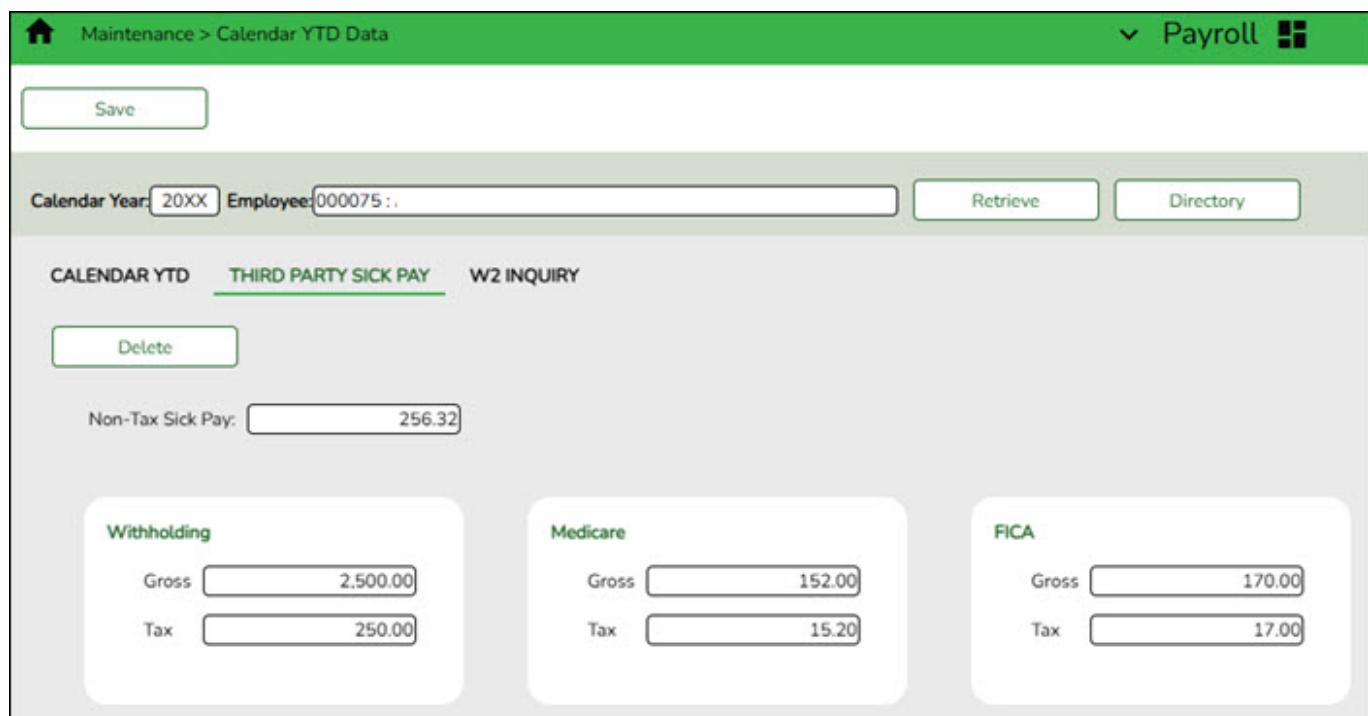
Save

Calendar Year: 20XX Employee: 000075 : Retrieve Directory

CALENDAR YTD **THIRD PARTY SICK PAY** W2 INQUIRY

Add

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



Maintenance > Calendar YTD Data

Save

Calendar Year: 20XX Employee: 000075 : Retrieve Directory

CALENDAR YTD **THIRD PARTY SICK PAY** W2 INQUIRY

Delete

Non-Tax Sick Pay: 256.32

Withholding

Gross	2,500.00
Tax	250.00

Medicare

Gross	152.00
Tax	15.20

FICA

Gross	170.00
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.

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, 20XX )** 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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