



Third Party Sick Pay- HRS3600

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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. |



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