



# 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   |
|-------------------------|---|
| <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. |



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