

3rd Party Sick Pay Setup

Modified on: Wed, 22 Dec, 2021 at 8:35 AM

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PAYROLL CODES NEEDED

Type	Code	Description	Benefit Category	SubType
Earnings	3RD PARTY SICK FSUB	3rd Party Sick Pay FIT Subject		Additional Rate
Earnings	3RD PARTY SICK NOFIC	3rd Party Sick Not Subject t...		Additional Rate
Deduction	3RD PARTY SICK OS	3rd Party Sick OS		
Employer Contribution	3RD PARTY SICK TAXFO	3rd Party Sick Tax Fed Offset	ER CONTRI...	
Employer Contribution	3RD PARTY SICK TAXOS	3rd Party Sick Tax Offset	ER CONTRI...	

3P.01

Earnings - 3RD PARTY SICK NOFIC

Code:	3RD PARTY SICK NOFIC	W2 Tax Do Not Reverse Sign:	☐
Description:	3rd Party Sick Not Subject to FICA	Sorting No.:	100
Manual Input Allowed:	☒	State Code:	
Reverse Sign Allowed:	☒	Blocked:	☐
Process Procedure Code:	FROM CUST EMP AMTS	Use Default State Earnings:	☐
W2 Classification:		Certified Payroll Report Code:	
W2 Box 14 Caption:		Certified Report Hours Worked Multiplier:	0.00
W2 State Line Emp. ID Override:		Certified Report Hours Paid Multiplier:	0.00

Earnings Setup	
Job Edit Regular Earnings:	☐
Job Edit Overtime:	☐
Job Edit Double Time:	☐
Earnings SubType:	Additional Rate
Copy Job Dimensions:	☐
Auto Approve Earnings Code:	☒
Use in Blended OT Hours Calc.:	☐
Use in Blended OT Amount Calc.:	☐
Hours Applicable to OT Floor:	☐
Subtract Hours from Total OT Hours:	☐
Late Earnings Code:	
Auto Create Late Earnings Code:	
Allow Negative Hours:	☐

PTO Setup	
Federal Exemptions	
Exempt from Federal WH:	☐
Exempt from FUTA:	☒
Exempt from Social Security:	☒
Exempt from Medicare:	☒
Exempt from Social Security Employee WH Tax:	☒
Exempt from Social Security Employer Tax:	☒

State / Local Exemptions	
Exempt from SUTA:	☒
Exempt from State Income Tax:	☒
Exempt from Local Tax:	☒
Exempt from State Dis. WH:	☒
Exempt from State Unemp. WH:	☒
Exempt from Fam. Med. Leave WH:	☒
Exempt from Workforce Dev. WH:	☒
Exempt from Transit Tax WH:	☒

In this case, two earnings codes were created to accommodate both 3rd Party Sick Pay that is subject to both FIT and FICA/Medicare (3RD PARTY SICKFSUB) and 3rd Party Sick Pay that is only subject to FIT (3RD PARTY SICK NOFIC).

Make sure each of these earnings codes have all the appropriate boxes checked for the exempt taxes. In the case of this New Jersey Disability, all the boxes are marked exempt for state withholding, local withholding, FUTA, SUTA, all random state taxes. Then on the 3RD PARTY SICK NOFIC code, the FICA and Medicare is also marked as exempt.

3P.02

Earnings - 3RD PARTY SICK FSUB

Type:	Earnings	W2 State Line Wages Override:	
Code:	3RD PARTY SICK FSUB	W2 Tax Do Not Reverse Sign:	☐
Description:	3rd Party Sick Pay FIT Subject	Sorting No.:	100
Manual Input Allowed:	☒	State Code:	
Reverse Sign Allowed:	☒	Blocked:	☐
Process Procedure Code:	FROM CUST EMP AMTS	Use Default State Earnings:	☐
W2 Classification:		Certified Payroll Report Code:	
W2 Box 14 Caption:		Certified Report Hours Worked Multiplier:	0.00
W2 State Line Emp. ID Override:		Certified Report Hours Paid Multiplier:	0.00

Earnings Setup

Job Edit Regular Earnings:	☐	Use in Blended OT Amount Calc.:	☐
Job Edit Overtime:	☐	Hours Applicable to OT Floor:	☐
Job Edit Double Time:	☐	Subtract Hours from Total OT Hours:	☐
Earnings SubType:	Additional Rate	Late Earnings Code:	
Copy Job Dimensions:	☐	Auto-Create Late Earnings Code:	
Auto-Approve Earnings Code:	☒	Allow Negative Hours:	☐
Use in Blended OT Hours Calc.:	☐		

PTO Setup

Federal Exemptions

Exempt from Federal WH:	☐	Exempt from Medicare:	☐
Exempt from FUTA:	☒	Exempt from Social Security Employee WH Tax:	☐
Exempt from Social Security:	☐	Exempt from Social Security Employer Tax:	☐

State / Local Exemptions

Exempt from SUTA:	☒	Exempt from State Unemp. WH:	☒
Exempt from State Income Tax:	☒	Exempt from Fam. Med. Leave WH:	☒
Exempt from Local Tax:	☒	Exempt from Workforce Dev. WH:	☒
Exempt from State Dis. WH:	☒	Exempt from Transit Tax WH:	☒

Here's the earnings card for the one that is subject to both Fed Withholding and FICA and Medicare.

Deduction - 3RD PARTY SICK OS

Payroll Code		W2 State Line Wages Override:	
Type:	Deduction	W2 State Line Wages Override:	
Code:	3RD PARTY SICK OS	W2 Tax Do Not Reverse Sign:	☐
Description:	3rd Party Sick OS	Sorting No.:	200
Manual Input Allowed:	☒	State Code:	
Reverse Sign Allowed:	☒	Blocked:	☐
Process Procedure Code:	3RD PARTY NET PP	Use Default State Earnings:	☐
W2 Classification:		Certified Payroll Report Code:	
W2 Box 14 Caption:		Certified Report Hours Worked Multiplier:	0.00
W2 State Line Emp. ID Override:		Certified Report Hours Paid Multiplier:	0.00

Deduction Setup		Use Arrears Tracking:	
Deduction Type:		Use Arrears Tracking:	☐
Deduction Limit:	0.00	Arrears Tracking Sequence:	
Deduction Catch up Limit:	0.00	Custom Deduction Limit Code:	
Total Contribution Limit:	0.00	Use Deduction Earnings Filter:	☐
Compensation Limit:	0.00	Deduction Earnings Filter:	
Garnishment:	☐	Exclude Deduction Earnings Codes:	☐
Check Deduction/Contribution Limits During Calc.:	☒	Benefit Termination Date to Use:	
Loan Repayment:	☐		

Here's the deduction card that will be the partial offset to the earnings to make sure that there is no payroll document balance owed to the employee.

This payroll code is linked to the process procedure 3RD PARTY NET PP which will look to the earnings and withholdings and provide a deduction that is the equivalent of these to zero out the payroll document to the employee.

3P.04

Employer Contribution - 3RD PARTY SICK TAXFO

Payroll Code		W2 State Line Wages Override:	
Type:	Employer Contribution	W2 State Line Wages Override:	
Code:	3RD PARTY SICK TAXFO	W2 Tax Do Not Reverse Sign:	☐
Description:	3rd Party Sick Tax Fed Offset	Sorting No.:	800
Manual Input Allowed:	☒	State Code:	
Reverse Sign Allowed:	☒	Blocked:	☐
Process Procedure Code:	3RD PARTY TAX F OS P	Use Default State Earnings:	☐
W2 Classification:		Certified Payroll Report Code:	
W2 Box 14 Caption:		Certified Report Hours Worked Multiplier:	0.00
W2 State Line Emp. ID Override:		Certified Report Hours Paid Multiplier:	0.00

Benefit Setup		Benefit 034 Code:	
Skip Expense Allocation Line Creation:	☐	Benefit 034 Code:	
Treat as Earnings:	☐	Health Insurance Deduction:	☐
Use Employer Contribution Earnings Filter:	☐	Health Insurance Contribution:	☐
Employer Contribution Earnings Filter:		Retirement Employer Contribution:	☐
Exclude Employer Contribution Earnings Codes:	☐	W2 Retirement Plan:	☐
Benefit Category:	ER CONTRIBUTION		

An Employer Contribution code will be necessary to reflect the taxes withheld and paid by the 3rd Party Sick Pay provider.

In this case, we needed two different codes because Federal WH and FICA/Medicare were mapped to two different liability accounts in the GL and we want to make sure the posting of these documents reflect those amounts correctly.

Employer Contribution - 3RD PARTY SICK TAXOS

Payroll Code			
Type:	Employer Contribution	W2 State Line Wages Override:	
Code:	3RD PARTY SICK TAXOS	W2 Tax Do Not Reverse Sign:	☐
Description:	3rd Party Sick Tax Offset	Sorting No.:	800
Manual Input Allowed:	☒	State Code:	
Reverse Sign Allowed:	☒	Blocked:	☐
Process Procedure Code:	3RD PARTY TAX OS PP	Use Default State Earnings:	☐
W2 Classification:		Certified Payroll Report Code:	
W2 Box 14 Caption:		Certified Report Hours Worked Multiplier:	0.00
W2 State Line Emp. ID Override:		Certified Report Hours Paid Multiplier:	0.00

Benefit Setup			
Skip Expense Allocation Line Creation:	☐	Benefit 834 Code:	
Treat as Earnings:	☐	Health Insurance Deduction:	☐
Use Employer Contribution Earnings Filter:	☐	Health Insurance Contribution:	☐
Employer Contribution Earnings Filter:		Retirement Employer Contribution:	☐
Exclude Employer Contribution Earnings Codes:	☐	W2 Retirement Plan:	☐
Benefit Category:	ER CONTRIBUTION		

These payroll codes are linked to process procedures that look to advanced filters specific to the taxes you want assigned to each of the employer contribution codes.

3P.06
SEPARATE PAYROLL CALCULATION REQUIRED

To accommodate 3rd Party Sick Pay payroll documents, you have to have a separate payroll calculation you choose when you create these documents. It will only include the payroll codes required for these documents. The deduction line will default to a calculation sorting number of 100. You must change it to 300 so it happens after the withholdings so they will be considered in the process procedure.

Payroll Calculation Lines

Code	Type	Payroll Code	Rate per Hour	Hours	Amount Type	A... Pe...	Formula	Formula ID	Calculation Sorting No.	State Filter
D PARTY SP	Earnings	3RD PARTY SICK FSUB			Formula	0.00	PROCESS PROCEDURE TABLE	48	10	
3RD PARTY SP	Earnings	3RD PARTY SICK NOFIC			Formula	0.00	PROCESS PROCEDURE TABLE	48	10	
3RD PARTY SP	Deduction	3RD PARTY SICK OS			Formula	0.00	PROCESS PROCEDURE TABLE	48	300	
3RD PARTY SP	Withholding	FIT WH			Formula	0.00	FEDERAL TAX WH	2	200	
3RD PARTY SP	Withholding	FICA-EE - MED			Formula	0.00	FICA MED WH	4	201	
3RD PARTY SP	Withholding	FICA-EE - SS			Formula	0.00	FICA SS WH	3	201	
3RD PARTY SP	Employer Tax	FICA-ER - MED			Formula	0.00	FICA MED EXPENSE	6	400	
3RD PARTY SP	Employer Tax	FICA-ER - SS			Formula	0.00	FICA SS EXPENSE	5	400	
3RD PARTY SP	Employer Contribution	3RD PARTY SICK TAXFO			Formula	0.00	PROCESS PROCEDURE TABLE	48	500	
3RD PARTY SP	Employer Contribution	3RD PARTY SICK TAXOS			Formula	0.00	PROCESS PROCEDURE TABLE	48	500	
3RD PARTY SP	Direct Deposit				Formula	0.00	DIRECT DEPOSIT DEDUCTION	9	800	
3RD PARTY SP	Payment	CHECK			Formula	0.00	PAYMENT TO EMPLOYEE	14	900	
3RD PARTY SP	Direct Deposit	DEFAULT DIRECT DEP			Formula	0.00	PAYMENT TO EMPLOYEE	14	900	

3P.07

POSTING SETUP REQUIREMENTS

The key to the results of 3rd Party Sick Pay lies in the posting setup for all the 3rd Party Sick Pay payroll codes.

The Earnings codes and the Deduction code and the credit side of the Employer Contribution codes should go to some balance sheet PAYROLL CLEARING ACCOUNT. The amounts for all these components will wash to zero.

The debit side of the Employer Contribution codes need to match the credit that is used on the withholding codes for Federal WH, FICA and Medicare.

PR RM	A	B	C	D	E	F	G
	Payroll Posting Setup		14141108		GREEN WASHES OUT THE 3RD PARTY SICK PAY CHECK		
					ORANGE IS SAME AS FICA WH	YELLOW IS SAME AS FIT WH	
Employee Posting Group	Payroll Code	Debit Account Type	Debit Account No.	Credit Account Type	Credit Account No.	Payroll Type	
ADMIN 7100	3RD PARTY SICK OS			G/L Account	2505	Deduction	
DATA MGT 5104	3RD PARTY SICK OS			G/L Account	2505	Deduction	
JOB 4100	3RD PARTY SICK OS			G/L Account	2505	Deduction	
OFFICE 7103	3RD PARTY SICK OS			G/L Account	2505	Deduction	
SAFETY 5102	3RD PARTY SICK OS			G/L Account	2505	Deduction	
SALES 6100	3RD PARTY SICK OS			G/L Account	2505	Deduction	
SHOP 5200	3RD PARTY SICK OS			G/L Account	2505	Deduction	
SUPER 5100	3RD PARTY SICK OS			G/L Account	2505	Deduction	
TELEMRKT 6103	3RD PARTY SICK OS			G/L Account	2505	Deduction	
ADMIN 7100	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
DATA MGT 5104	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
JOB 4100	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
OFFICE 7103	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
SAFETY 5102	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
SALES 6100	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
SHOP 5200	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
SUPER 5100	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
TELEMRKT 6103	3RD PARTY SICK FSUB	G/L Account	2505			Earnings	
ADMIN 7100	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
DATA MGT 5104	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
JOB 4100	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
OFFICE 7103	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
SAFETY 5102	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
SALES 6100	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
SHOP 5200	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
SUPER 5100	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
TELEMRKT 6103	3RD PARTY SICK NOFIC	G/L Account	2505			Earnings	
ADMIN 7100	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
DATA MGT 5104	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
JOB 4100	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
OFFICE 7103	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
SAFETY 5102	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
SALES 6100	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
SHOP 5200	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
SUPER 5100	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
TELEMRKT 6103	3RD PARTY SICK TAXOS	G/L Account	2410	G/L Account	2505	Employer Contribution	
ADMIN 7100	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
DATA MGT 5104	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
JOB 4100	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
OFFICE 7103	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
SAFETY 5102	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
SALES 6100	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
SHOP 5200	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
SUPER 5100	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	
TELEMRKT 6103	3RD PARTY SICK TAXFO	G/L Account	2400	G/L Account	2505	Employer Contribution	

3P.08

Process Procedure Codes ▾

Type	Code	Description
Procedure	3RD PARTY NET PP	3rd Party Net PP
Procedure	3RD PARTY TAX F OS P	3rd Party Tax Fed OS PP
Procedure	3RD PARTY TAX OS PP	3rd Party Tax OS PP
Advanced Filter	3RD PARTY NET	3rd Party Net
Advanced Filter	3RD PARTY TAX	3rd Party Tax
Advanced Filter	3RD PARTY TAX FED	3rd Party Tax Fed

PROCESS PROCEDURES and ADVANCED FILTERS TO SET UP

You will need advanced filters and process procedures for your 3rd Party Net Pay offset then as many advanced filters and process procedures required for your taxes withheld. If all your Federal WH and FICA/Medicare go to the same liability account, you only need one set. In this case Federal Withholding goes to a different GL account than FICA/Medicare so there are two sets of advanced filters and process procedures.

3P.09

Edit - Process Procedure Advanced Filter Card - 3RD PARTY NET - 1/1/2020

General

Code: 3RD PARTY NET

Starting Date: 1/1/2020

Ending Date:

Position Code:

Position Department:

Position Category:

Union Code:

State Filter:

☒ Do Not Filter by Position / Union / State

☐ Calculate Hours Instead of Amount

Set Rate / Hours Limit:

Rate / Hours Limit:

Apply Limit to Each Record:

Edit - Advanced Filter Payroll Codes

Payroll Type	Payroll Code	Description	Rev...	Sign
Earnings	3RD PARTY SICK FSUB	3rd Party Sick Pay FIT Subject	☒	☐
Earnings	3RD PARTY SICK NOFIC	3rd Party Sick Not Subject to FICA	☒	☐
Withholding	FICA-EE - MED	FICA - Medicare	☒	☐
Withholding	FICA-EE - SS	FICA - Social Security	☒	☐
Withholding	FIT WH	FIT WH	☒	☐

Custom Payroll Dimensions

SPECIAL WAGE CODE: WORK DATE:

BENEFIT RATE CODE: FROM JOB JNL EDIT PR:

ADVANCED FILTER – 3RD PARTY NET

This advanced filter allows us to determine the deduction offset to zero out the document

- DO NOT FILTER BY turned on

- Mark the items that will show up on the 3rd Party document

- All earnings codes for 3rd Party Sick Pay
- Any withholding codes

3P.10

3RD PARTY TAX - 1/1/2020

General

Code: 3RD PARTY TAX Union Code: State Filter: Do Not Filter by Position / Union / State: ☒

Starting Date: 1/1/2020 Ending Date: Position Code: Position Department: Position Category:

Calculate Hours Instead of Amount: Set Rate / Hours Limit: Rate / Hours Limit: Apply Limit to Each Record:

Custom Payroll Dimensions

SPECIAL WAGE CODE: WORK DATE: BENEFIT RATE CODE: FROM FOR INI EDIT PR:

Edit - Advanced Filter Payroll Codes

Payroll Type Payroll Code Description A... Rev... Sign

Withholding	FICA-EE - MED	FICA - Medicare	☒	☐
Withholding	FICA-EE - SS	FICA - Social Security	☒	☐

Show fewer fields

ADVANCED FILTER – 3RD PARTY TAX

This advanced filter allows us to record the FICA/Medicare employee taxes paid by the 3rd Party Sick Pay Provider

- DO NOT FILTER BY turned on
- Mark these items:
 - FICA-EE MED
 - FICA-EE SS

3P.11

Edit - Process Procedure Advanced Filter Card - 3RD PARTY TAX FED - 1/1/2020

HOME ACTIONS

View Edit New Select Advanced Filter Payroll Codes OneNote Notes Links Refresh Clear Filter Go to Previous Next

3RD PARTY TAX FED - 1/1/2020

General

Code: 3RD PARTY TAX FED Union Code: State Filter: ☒ Do Not Filter by Position / Union / State: ☒ Calculate Hours Instead of Amount: ☐ Set Rate / Hours Limit: ☐ Rate / Hours Limit: ☐ Apply Limit to Each Record: ☐

Custom Payroll Dimensions

SPECIAL WAGE CODE: WORK DATE: FROM JOB JNL EDIT PR:

Benefit Rate Code: FROM JOB JNL EDIT PR:

Edit - Advanced Filter Payroll Codes

HOME

Delete Refresh Find

Payroll Type	Payroll Code	Description	A...	Rev... Sign
Withholding	FIT WH	FIT WH	☒	☐

Show fewer fields

ADVANCED FILTER – 3RD PARTY TAX FED

This advanced filter allows us to record the Federal WH taxes withheld by the 3rd Party Sick Pay Provider

- DO NOT FILTER BY turned on
- Mark these items:
 1. FIT WH

3P.12

3RD PARTY NET PP - 1/1/2020

General

Code: 3RD PARTY NET PP Payroll Header Date to Use: Payment Date

Starting Date: 1/1/2020 Apply to All Employees: ☒

Ending Date: Use Fixed Date in Age Calculation: ☐

Earnings Calculation: Actual Earnings Age Calculation Fixed Date:

Procedure Audit Enabled: ☐

Lines

New Find Filter Clear Filter

Description	Calcula... Order	Procedure Operation	Procedure Operation 2	Amount	Go to Calculation No. if True	Go to Calculation No. if False	Result From Procedure	Advanced Filter Code
10 Advanced Filter				0	0	0	0	3RD PARTY NET
20 End Processing				0	0	0	0	

PROCESS PROCEDURES:

3rd PARTY NET PP gets assigned to the DEDUCTION CODE 3rd PARTY SICK OS

3P.13

3RD PARTY TAX OS PP - 1/1/2020

General

Code: 3RD PARTY TAX OS PP Payroll Header Date to Use: Payment Date

Starting Date: 1/1/2020 Apply to All Employees: ☒

Ending Date: Use Fixed Date in Age Calculation: ☐

Earnings Calculation: Actual Earnings Age Calculation Fixed Date:

Procedure Audit Enabled: ☐

Lines

New Find Filter Clear Filter

Description	Calculation Order	Procedure Operation	Procedure Operation 2	Amount	Go to Calculation No. if True	Go to Calculation No. if False	Result From Procedure	Advanced Filter Code
10 Advanced Filter				0	0	0	0	3RD PARTY TAX
20 End Processing				0	0	0	0	

3rd PARTY TAX OS PP gets assigned to the EMPLOYER CONTRIBUTION CODE 3rd PARTY SICK TAXOS

3RD PARTY TAX F OS P - 1/1/2020

General

Code: 3RD PARTY TAX F OS P Payroll Header Date to Use: Payment Date

Starting Date: 1/1/2020 Apply to All Employees: ☒

Ending Date: Use Fixed Date in Age Calculation: ☐

Earnings Calculation: Actual Earnings Age Calculation Fixed Date:

Procedure Audit Enabled: ☐

Lines

New Find Filter Clear Filter

Description	Calculation Order	Procedure Operation	Procedure Operation 2	Amount	Go to Calculation No. if True	Go to Calculation No. if False	Result From Procedure	Advanced Filter Code
10 Advanced Filter				0	0	0	0	3RD PARTY TAX FED
20 End Processing				0	0	0	0	

3rd PARTY TAX F OS P gets assigned to the EMPLOYER CONTRIBUTION CODE 3rd PARTY SICK TAXFO

3P.14

Custom Employee Amounts ▾

Show results:

✕ Where Date ▾ is 12/26/20

✕ And Status ▾ is Open

+ Add Filter

Payroll Emplo...	Date	Payroll Type	Payroll Code	Amount	Payroll Reason Code	First Name	Last Name
GOMESA	12/26/2020	Earnings	3RD PARTY SICK FSUB	7,584.81		Anthony	Gomes
KOURBAE	12/26/2020	Earnings	3RD PARTY SICK FSUB	7,771.06		Elshan	Kourbanov
PEREIE	12/26/2020	Earnings	3RD PARTY SICK FSUB	1,973.64		Edson	Pereira
PEREZL	12/26/2020	Earnings	3RD PARTY SICK FSUB	773.38		Lorenzo	Perez
PEREZL	12/26/2020	Earnings	3RD PARTY SICK NOFIC	45.09		Lorenzo	Perez
PEREZPAULI...	12/26/2020	Earnings	3RD PARTY SICK FSUB	3,090.88		Pauline	Perez
SARDOP	12/26/2020	Earnings	3RD PARTY SICK FSUB	6,022.83		Paul	Sardo

PAYROLL DOCUMENTS EXAMPLES

Enter the amounts in CUSTOM EMPLOYEE AMOUNTS

- Enter the Federal Taxable 3rd party sick pay amount in the 3rd PARTY SICK FSUB
- If there's a difference between the Federal Taxable and the FICA taxable (FICA taxable is less), then include a line for the difference using 3RD PARTY SICK NOFIC

Create your document using the special payroll calculation.

3P.15

DON'T FORGET TO MARK THE 3RD PARTY SICK PAY BOX ON THE EMPLOYEE's CARD!!!!

After you create your document, you must make sure that all the Federal Withholding and FICA and Medicare numbers are EXACTLY what is showing on the report from the 3rd Party Sick Pay Provider.

You will probably have to override the Federal Withholding and you may even have to change the FICA or Medicare because of penny rounding.

PRL14864

General	
No.:	PRL14864
Employee No.:	PEREZL
First Name:	Lorenzo
Last Name:	Perez
Pay Cycle Period:	Week 53 2020
Posting Date:	12/31/2020
Payment Date:	12/31/2020
Reversed:	☐
Check Stub Emailed:	☐
Check No.:	***
Vacation:	0
Sick Leave:	0
Holiday:	0
Personal Day Hours:	0

Lines									
Line Find Filter Clear Filter									
Payroll Type	Code	Description	Hours	Quantity	Rate per Hour / ...	Total Amount	Skip on ...	SUTA / Income To...	Base Taxable Amount
Earnings	3RD PARTY SICK FSUB	3rd Party Sick Pay FIT Subject				773.38	☐		0.00
Earnings	3RD PARTY SICK NOFIC	3rd Party Sick Not Subject to FICA				45.09	☐		0.00
Deduction	3RD PARTY SICK OS	3rd Party Sick OS				-683.31	☐		0.00
Withholding	FIT WH	FIT WH				-76.00	☒		818.47
Withholding	FICA-EE - SS	FICA - Social Security				-47.95	☐		773.38
Withholding	FICA-EE - MED	FICA - Medicare				-11.21	☐		773.38
Employer Tax	FICA-ER - MED	FICA - Medicare (Employer)				-11.21	☐		773.38
Employer Tax	FICA-ER - SS	FICA - Social Security (Employer)				-47.95	☐		773.38
Direct Deposit	DEFAULT DIRECT DEP	Net Pay Direct Deposit				0.00	☐		0.00
Employer Contribution	3RD PARTY SICK TAXFO	3rd Party Sick Tax Fed Offset				-76.00	☐		0.00
Employer Contribution	3RD PARTY SICK TAXOS	3rd Party Sick Tax Offset				-59.16	☐		0.00

Be warned. If you take the Federal Withholding to ZERO, make sure the EMPLOYER CONTRIBUTION for 3RD PARTY SICK TAXFO is ZERO also. It seems if you change your Federal Withholding to a different non-zero number, this EMPLOYER CONTRIBUTION does update. But if you take the Federal Withholding line to zero, it doesn't update.

PRL14865

General	
No.:	PRL14865
Employee No.:	PEREZPAULINE
First Name:	Pauline
Last Name:	Perez
Pay Cycle Period:	Week 53 2020
Posting Date:	12/31/2020
Payment Date:	12/31/2020
Reversed:	☐
Check Stub Emailed:	☐
Check No.:	***
Vacation:	0
Sick Leave:	0
Holiday:	0
Personal Day Hours:	0

Lines									
Payroll Type	Code	Description	Hours	Quantity	Rate per Hour / ...	Total Amount	Skip on ...	SUTA / Income Ta...	Base Taxable Amount
Earnings	3RD PARTY SICK FSUB	3rd Party Sick Pay FIT Subject				3,090.88	☐		0.00
Deduction	3RD PARTY SICK OS	3rd Party Sick OS				-2,854.44	☐		0.00
Withholding	FIT WH	FIT WH			0.00		☒		3,090.88
Withholding	FICA-EE-SS	FICA - Social Security			191.63		☐		3,090.88
Withholding	FICA-EE-MED	FICA - Medicare			-44.81		☒		3,090.88
Employer Tax	FICA-ER-MED	FICA - Medicare (Employer)			-44.81		☒		3,090.88
Employer Tax	FICA-ER-SS	FICA - Social Security (Employer)			-191.63		☐		3,090.88
Direct Deposit	DEFAULT DIRECT DEP	Net Pay Direct Deposit			0.00		☐		0.00
Employer Contribution	3RD PARTY SICK TAXOS	3rd Party Sick Tax Offset			-236.44		☐		0.00

Here's one where we've change the FIT WH to zero and made sure the EMPLOYER CONTRIBUTION associated with the FIT WH is zero or deleted.

3P.16

PRL14863

General

No.: PRL14863

Employee No.: RUIZA

First Name: Aileen

Last Name: Ruiz

Pay Cycle Period: Week 53 2020

Posting Date: 12/31/2020

Payment Date: 12/31/2020

Reversed: ☐

Check Stub Emailed: ☐

Check No.: ***

Vacation: 0

Sick Leave: 0

Holiday: 0

Personal Day Hours: 0

Lines

Line Find Filter Clear Filter

Payroll Type	Code	Description	Hours	Quantity	Rate per Hour / ...	Total Amount	Skip on ...	SUTA / Income Ta...	Base Taxable Amount
Deduction	3RD PARTY SICK OS	3rd Party Sick OS				207.00	☒		0.00
Withholding	FIT WH	FIT WH				-207.00	☒		0.00
Payment	CHECK	Check				0.00	☐		0.00
Employer Contribution	3RD PARTY SICK TAXFO	3rd Party Sick Tax Fed Offset				-207.00	☒		0.00

This example is a very strange one. Federal Withholding with no 3rd Party Sick Pay taxable amount. Not sure if you'll run across anything like this but here it is. This one required the MANUAL ENTRY ENABLED to be checked in the document header in order to post.

3P.17

RESULTING GL IMPACT

This will book the liability for the employer's portion of FICA and Medicare that they are responsible for paying and record the 3rd party taxable benefits and withholdings as appropriate for the W2s.

General Ledger Entries ▾

Show results:

✕ Where Document No. ▾ is PRL14864

✕ And Posting Date ▾ is 12/31/20

+ Add Filter

Posti... Date	Document No.	G/L Acco...	G/L Account Name	Description	Amount
12/31/2020	PRL14864	2400	FED WITHHOLDING TAX PAYABLE	FIT WH	-76.00
12/31/2020	PRL14864	2400	FED WITHHOLDING TAX PAYABLE	3rd Party Sick Tax Fed Offset	76.00
12/31/2020	PRL14864	2410	FICA TAX PAYABLE	FICA - Social Security	-47.95
12/31/2020	PRL14864	2410	FICA TAX PAYABLE	FICA - Medicare	-11.21
12/31/2020	PRL14864	2410	FICA TAX PAYABLE	FICA - Medicare (Employer)	-11.21
12/31/2020	PRL14864	2410	FICA TAX PAYABLE	FICA - Social Security (Empl...	-47.95
12/31/2020	PRL14864	2410	FICA TAX PAYABLE	3rd Party Sick Tax Offset	59.16
12/31/2020	PRL14864	2505	PAYROLL CLEARING ACCOUNT	3rd Party Sick Pay FIT Subject	773.38
12/31/2020	PRL14864	2505	PAYROLL CLEARING ACCOUNT	3rd Party Sick Not Subject t...	45.09
12/31/2020	PRL14864	2505	PAYROLL CLEARING ACCOUNT	3rd Party Sick OS	-683.31
12/31/2020	PRL14864	2505	PAYROLL CLEARING ACCOUNT	3rd Party Sick Tax Fed Offset	-76.00
12/31/2020	PRL14864	2505	PAYROLL CLEARING ACCOUNT	3rd Party Sick Tax Offset	-59.16
12/31/2020	PRL14864	4107	PAYROLL TAXES	FICA - Medicare (Employer)	11.21
12/31/2020	PRL14864	4107	PAYROLL TAXES	FICA - Social Security (Empl...	47.95

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