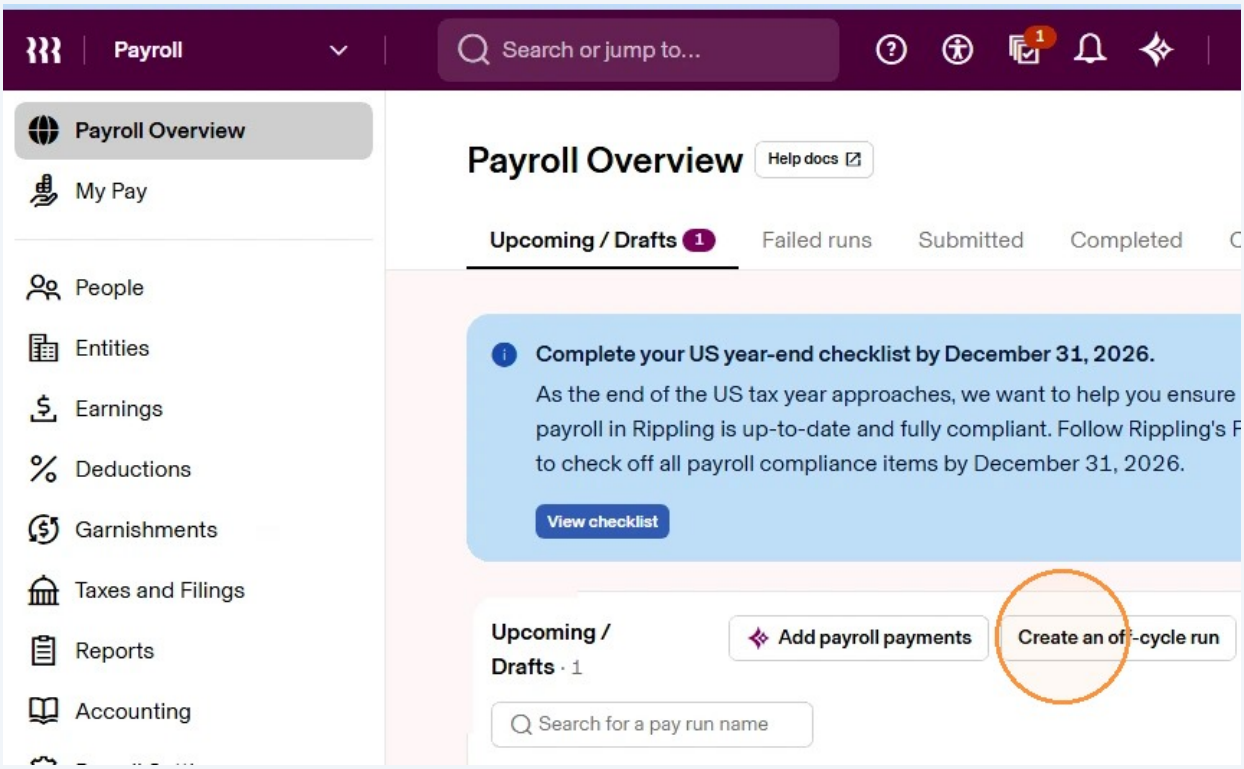
Rippling S-Corp Health Insurance Instructions

Instructions for running an off-cycle pay run to record S-Corp Health Insurance contributions for 2% shareholders.

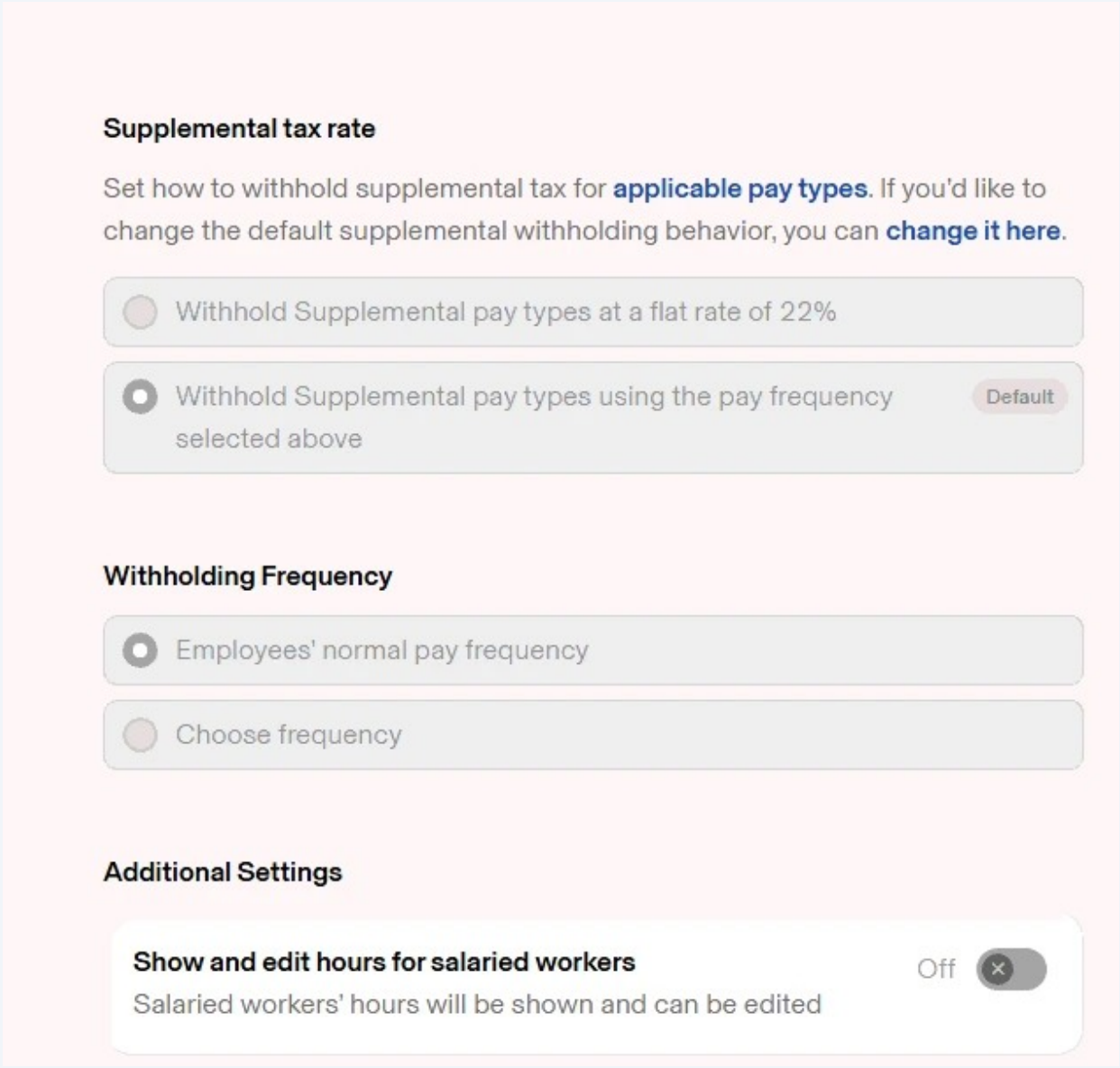
1 From the main sidebar, select **Payroll**, then click **Create an off-cycle run** in the top right.



2 Give the run a descriptive title (e.g., "S-Corp Health Insurance Year-End"), select a pay date at least 4 business days out, and choose whether to display a pay period. Select who needs to be included.

3 Specify gross pay, then select **No Deductions** (since this run won't withhold taxes or pay out amounts).

4 For the supplemental pay and withholding frequency questions you can choose "Withhold Supplemental pay types using the pay frequency selected above" and "Employees' normal pay frequency"



5 Once you reach the pay run table, go to the **Earnings** tab and make sure the **S-Corp Health and Disability** pay type is included. If it's not visible, click **Show additional earning types** to locate and add it.

6 Enter the total S-Corp Health & Disability amounts for each owner.

7 On the **Deductions** tab, input the amounts to be recorded in the corresponding employer contribution columns (e.g., Medical). This creates a $0 net paycheck to offset the "earnings".

8 When you reach the payroll preview, you may see negative net pay since this is an imputed pay type with no actual payout but tax withholdings are calculated. To resolve this, click the **">"** icon next to each employee's name to review tax withholdings and **zero out Federal and State Income taxes.**

9 Review everything, then **Approve** the run.

10 These contributions will appear in boxes 1, 16 (if applicable), and 14 of the owner's W-2.

Tip! If you get stuck or have questions, Rippling's in-app Support feature can be found in the upper-right menu.

