

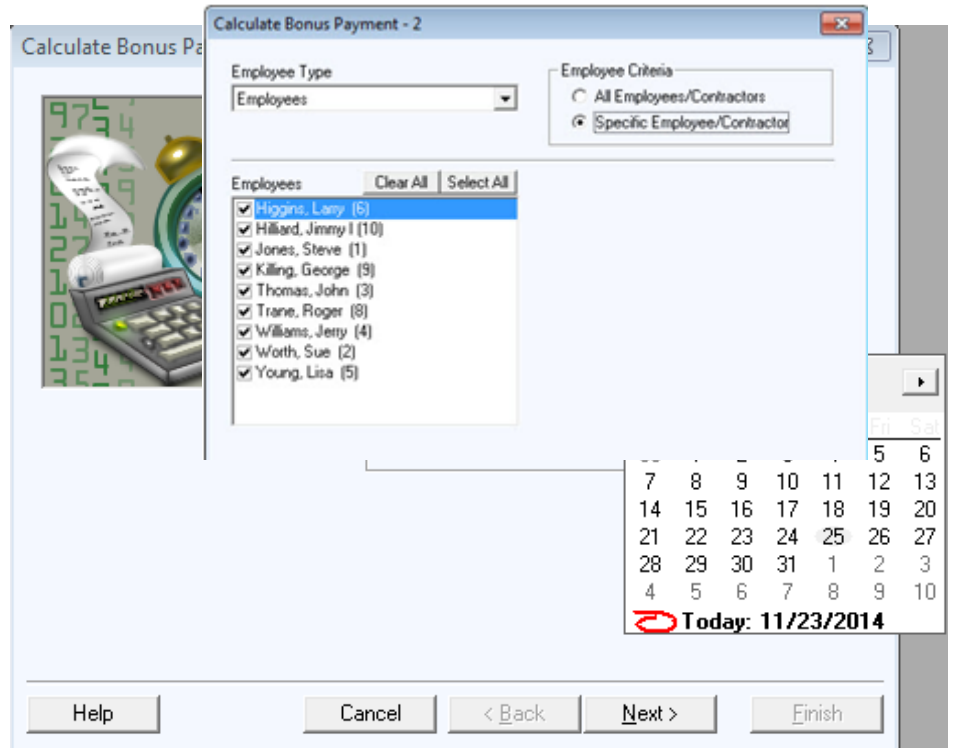


Payroll>Calculate Bonus Payment

Calculate Bonus Payment – 1

Select the date the checks are to be issued.

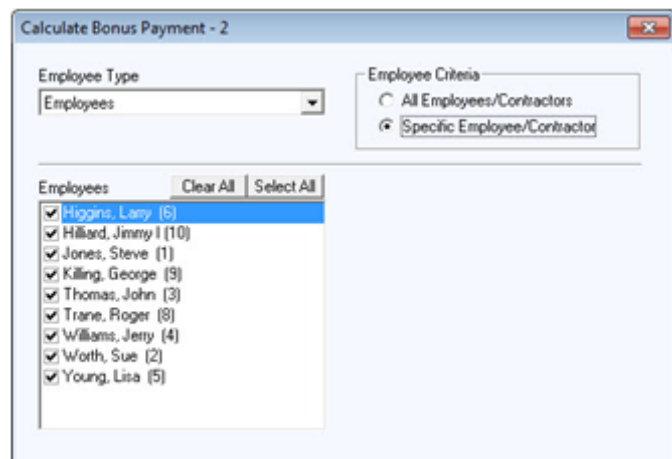
Click *Next*



Calculate Bonus Payment – 2

Select the *employee(s)* receiving bonus payments.

Click *Next*



Calculate Bonus Payment – 3

Enter the amount of the bonus and select either *Gross-up Income* or *Standard Withholding*.

Gross-up income - wages will be increased by an allowance for the bonus and the related employee share of Social Security and Medicare. The amount of the check will be equal to the amount entered as the bonus.

Standard withholding - taxes will be calculated and withheld from the bonus payment based on the frequency and tax allowances marked in the Employee File.

This example uses *Gross-up*.

Click *Next*.

Employees	
Name	Bonus Amount
Higgins, Larry	\$75.00
Hilliard, Jimmy I	\$75.00
Jones, Steve	\$75.00
Killing, George	\$75.00
Thomas, John	\$75.00
Trane, Roger	\$75.00
Williams, Jerry	\$75.00
Worth, Sue	\$75.00

Choose method of withholding taxes

Gross-up income - Enter the net amount above (Default)

Standard Withholding — Tax Table withholding rates are used instead of IRS flat rate.

Remove:
Remove the selected employee from the list.

Restore:
Restore employees that have been removed or have failed to process.

Help Cancel < Back Next > Finish

Calculate Bonus Payment - 4

Preview Report(s)

Pay Period Taxable Earnings Report

Pay Period Pay Type Earnings Detail Report

Pay Period Deductions Report

Check Register

Save as default

Browse Calculation(s)

Click *Browse Calculations* to view the details of each person's pay.

This screen can be edited if necessary.

Once you have viewed the calculations, and if there are no changes, click *Cancel*.

Select the report(s) you wish to view and/or print and click *Next*.

Employees	Gross Pay	Total Tax Deductions	Total Other Deductions	Total Allowances	Advanced EIC	Net Pay
Higgins, Larry	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
Hilliard, Jimmy I	\$79.49	\$4.49	\$0.00	\$0.00	\$0.00	\$75.00
Jones, Steve	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00
Killing, George	\$79.49	\$4.49	\$0.00	\$0.00	\$0.00	\$75.00
Thomas, John	\$79.49	\$4.49	\$0.00	\$0.00	\$0.00	\$75.00

Federal		Social Security		Local					
Amount Withheld	\$0.00	Amount Withheld	\$0.00	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cincy</td> <td>\$0.00</td> </tr> </tbody> </table>		Description	Amount	Cincy	\$0.00
Description	Amount								
Cincy	\$0.00								
Gross Taxable	\$75.00	Gross Taxable	\$0.00						
State		MediCare							
Amount Withheld	\$0.00	Amount Withheld	\$0.00						
Gross Taxable	\$75.00	Gross Taxable	\$0.00	Gross Taxable	\$75.00				

Calculate Bonus Payment – 5

The option to print reports. After viewing and/or printing, click *Next*.

Calculate Bonus Payment - 6

Click *Finish* to Post to Payroll, Print Checks and Transfer to Accounting.

The message indicates that the bonus pay has been posted to Payroll.

Date: 12/25/2014

Post to Payroll? Yes No

Print Check(s) / Assign Check Numbers

Transfer to Accounting

Save as default

Buttons: Help, Cancel, < Back, Next >, Finish

Post Bonus payment

Bonus pay calculations posted to Employee file successfully.

OK

Click *OK*.

Proceed through the check printing process and transfer these entries to Accounting.