IRELY PAYROLL

How to Write a Bonus Check

IMPACT OF PAYROLL ON JANUARY SUPPORT

- **HIGHEST VOLUME OF SUPPORT FOR PAYROLL IS IN DECEMBER AND JANUARY**

- **300 SUPPORT CALLS LAST JANUARY**

- **WE BUILT THESE COURSES SO YOU COULD BE BETTER SERVED**

INTRODUCTION

- **JOIN US FOR A SHORT TUTORIAL ON HOW TO PROCESS A BONUS CHECK USING THE INDIVIDUAL CHECK PROCESS IN THE PAYROLL MODULE.**
  - PRINT PHYSICAL CHECK
  - DIRECT DEPOSIT
  - WITHOUT PAYROLL TIME ENTRY

AP VS. PAYROLL PROCESSING

- **IF USING AP CHECKS FOR BONUS CHECKS, NO ACCOUNTABILITY FOR**
  - W2
  - TAXES
  - WITHHOLDING
- **IF USING PAYROLL, ACCOUNTABILITY FOR**
  - W2
  - TAXES
  - WITHHOLDING

AGENDA

- SETUP
  - EARNINGS
  - SUPPLEMENTAL TAX
- INDIVIDUAL CHECK PROCESS
  - USING EARNINGS CODE
  - DEDUCTION/TAXES
  - OVERRIDE DIRECT DEPOSIT
  - PRINTING CHECK/DIRECT DEPOSIT SLIP
    - SEPARATE PROCESSING
    - INCLUDED WITH NORMAL PAYROLL
  - COMPLETING THE PROCESS

EARNINGS CODE SETUP

- SETUP THE BONUS EARNINGS CODE IN THE EARNINGS MAINTENANCE
- **CONTACT YOUR ACCOUNTANT FOR COMPLIANCE WITH FEDERAL/STATE/LOCAL TAXES**
- **PAYROLL – SETUP – EARNINGS MAINTENANCE**

SUPPLEMENTAL TAX SETUP

- IF YOU ARE USING THE SUPPLEMENTAL RATE, VERIFY THAT IT IS SETUP IN THE TAX RATE MAINTENANCE FOR 2014
  - IRS SUPPLEMENTAL RATE FOR 2014 IS 25%

- **PLEASE CONTACT YOUR ACCOUNTANT FOR COMPLIANCE ON FEDERAL/STATE/LOCAL TAXES**

- **PAYROLL – SETUP – TAXES MAINTENANCE**

Tax Year	?	2014		
Tax Type		FWT		
Tax Code		FEDS		
Local Tax Authority No.		0		
Description		FEDERAL WITH SINGLE		
Check Literal		FEDERAL S	Maximum Taxable Wage	9999999.00
Exemption per Allowance		3900.00	Minimum Taxable Wage	.00
Additional Allowance		.00	Maximum Withholding	9999999.00
Tax Paid by:		Company	Supplemental Percent	25.0000

INDIVIDUAL CHECK PROCESSING

- CHOOSE THE INDIVIDUAL CHECK PROCESSING FROM PAYROLL MENU

- ENTER EMPLOYEE ID, CHECK DATE, PERIOD ENDING DATE FIELDS

- INDIVIDUAL CHECKS CAN BE GENERATED AS A SEPARATE PAYROLL OR INCLUDED IN THE NORMAL PAYROLL PROCESS.

USING EARNINGS CODE

- ENTER THE BONUS EARNINGS CODE IN THE EARNINGS TAB.

- YOU CAN ALSO USE THE F3 KEY TO SELECT THE CORRECT EARNINGS CODE.

- BONUS CAN BE BASED ON HOURS OR A DOLLAR AMOUNT

Earnings	Description	Dept.	WCC	Reg.Hours	Rate	Amount	
<?>		<?>	<?>	<F2>=Default			
BON	Bonus	0001	WC2		.0000	1,000.00	

DEDUCTION/TAXES

- THE DEDUCTION/TAXES TABS ARE BASED ON THE SETUP IN THE EMPLOYEE'S MAINTENANCE FILE.

- THE TOTAL AMOUNT OF DEDUCTION/TAXES IS COMPUTED IN THE AMOUNT FIELD. IF ANY OF THE DEDUCTION/TAXES SHOULD BE EXCLUDED THEN THE FIELD SHOULD BE LEFT BLANK.

Tax <?>	Description	Add. Code	Add. Tax	Amount	
1FICA	Social Security Tax			62.00	
1FICAC	Social Security Tax			62.00	
2MED	Medicare Tax			23.50	
2MEDC	Medicare Tax			14.50	
3FUI	Fed. Unemployment			6.00	
4PASUI	PA UNEMPLOYMENT TAX			.47	
4PAUC	PA UC FUND			.80	
5FEDS	FEDERAL WITH SINGLE	A	.00	250.00	
6PAS	PA STATE WITHOLDING	A	.00	.00	

OVERRIDE DIRECT DEPOSIT

- IF ANY EMPLOYEE HAS DIRECT DEPOSIT SETUP IN EMPLOYEE MAINTENANCE, THE 'USE EMPLOYEE'S DIRECT DEPOSIT WILL BE ACCESSIBLE.
  - TO PRINT A CHECK, SIMPLY DO NOT CHECK THIS BOX. IF CHECKED, DIRECT DEPOSIT WILL BE GENERATED.

PRINTING CHECK/DIRECT DEPOSIT SLIP

TO PROCESS AS A SEPARATE CHECK RUN:

- ENTER ALL INDIVIDUAL CHECK EARNINGS AMOUNTS FOR EACH EMPLOYEE

- GO TO PAY PERIOD MENU
    - CALCULATE WAGES/PRINT CALC REPORTS
    - PRINT PAYROLL CHECKS
    - COMPLETE PAYROLL RUN AS NORMAL

- **NOTE: IF YOU ARE PRINTING ACTUAL CHECKS, IN THE 'WRITE CHECKS OF TYPE' DROP DOWN CHOOSE 'INDIVIDUAL' OR YOUR CHECKS WILL NOT PRINT**

Check Date	?	01112014
Starting Check Number		14013
Starting Direct Deposit Ref. Number		2216
Beginning Department	?	
Ending Department	?	
Beginning Employee ID	?	
Ending Employee ID	?	
Write Checks of Type:		Individual

PRINTING CHECK/DEPOSIT SLIP

INCLUDED IN THE NORMAL PAYROLL PROCEDURES

- ENTER BONUS INFORMATION IN INDIVIDUAL CHECK SCREEN

- PROCESS PAYROLL AS NORMAL FOR THE CURRENT PAY PERIOD.

- CALCULATE WAGES/PRINT CALC REPORTS

- PRINT PAYROLL CHECKS

- **NOTE: IF YOU ARE PRINTING ACTUAL CHECKS, IN THE 'WRITE CHECKS OF TYPE' DROP DOWN CHOOSE 'BOTH' AS THIS WILL PRINT REGULAR AND INDIVIDUAL CHECKS.**

Write Checks of Type: Both

- **COMPLETE PAYROLL CYCLE**

COMPLETING THE PROCESS

- PRINT STANDARD PERIOD REPORTS

- UPDATE ALL MASTER FILES

WHAT'S NEXT?

- IF YOU HAVE QUESTIONS CONTACT:
- SUPPORT@IRELY.COM
- OR
- THE NEW HELPDESK CALL SYSTEM.

- THANK YOU!