

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

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

Earnings Code Description Check Literal Rate Factor	BON Bonus BONUS .0000		Earnings Class C Regular C Overtime C Special C Vacation C Personal	 C Sick C Holiday i Bonus C Miscellaneous C Memo Eamings
Premium Rate Premium Rate Used As:	© Fixed Rate	 Additional 		
Vary by Profit Center Use Hours in VSP Accruals Tax calculation Expense Account Workers Comp Code	✓ Tax as Normal ? 904030	ে Tax as Supplementিষ্ঠ। 10 SALARIES]	
Exclude from Taxes:	□ FUI □ SUI □ City □ County	□ School Distric □ WCC I⊄ Exclude from I	t Pensions	

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		
Тах Туре	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

Employee ID	? 00000	00105	JACK F	ROST					
Check Date	? 1	2152014							
Period Ending D	Date ? 1	2152014			Ν				
Print Check by: Computer C Hand C 3rd Party Sickpay									
Use Employee's Dii	rect Deposit 🛛 🗖	Earnings	Deductions	Taxes					1
Check Number		Earnings	Description	Dept.	WCC	Reg.Hours	Rate	Amount	
Oreen Deu						<f2>=Default</f2>			
Gross Pay									
Deductions									
Taxes									
Net Pay									

• 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	Deductions	Taxes					
Earnings	Description	Dept.	wcc	Reg.Hours	Rate	Amount	
				<f2>=Default</f2>			
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.

Earnings Deductions Taxes								
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 TA>			.47				
4PAUC	PA UC FUND			.80				
5FEDS	FEDERAL WITH SINGLE	Α	.00	250.00				
6PAS	PA STATE WITHOLDING	А	.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.

Employee ID ? 0000000105 JACK FROST Check Date ? 12152014 Period Ending Date ? 12152014 Print Check by: . r Computer C 3rd Party Sickpay									
Use Employee's Dir	Lise Employee's Direct Deposit								
. ,		Earnings	Description	Dept.	WCC	Reg. Hours	Rate	Amount	
Check Number						<f2>=Default</f2>			
Gross Pay	1,000.00	BON	Bonus	0001	WC2		.0000	1,000.00	
Deductions	0.00								
Tayos	346.30								
IdACS	340.30								_
Net Pav	653.70								
,									
									_

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:
- <u>SUPPORT@IRELY.COM</u>
- OR
- THE NEW HELPDESK CALL SYSTEM.

• THANK YOU!