



Entering Bonus Checks

Help Video Companion Guide

This guide provides guidelines on how to process bonus checks through PayFocus.

Bonus Check Processing Methods

There are four methods for processing bonus checks: adding the bonus as a gross amount to the employee's regular check, creating a second check in the same payroll run with just the bonus amount – gross or net, and creating a new payroll run to accommodate just the bonus amounts – gross or net.

Regardless of the desired method, you will begin the process by clicking **Start Payroll** or **Continue Processing** from the **PayFocus Dashboard**.

Adding Bonus Amounts to Regular Payroll Checks

1. From within the payroll grid, click the **green arrow** below the employee's name
2. Select **Earning Override** from the popup menu
3. Click **Add New** in the bottom left corner of the **Earnings** section on the paycheck modal
4. Select "Bonus" from the **Type** drop down menu
5. Enter the desired amount
6. Click the applicable **Save** button at the bottom of the modal to save the bonus amount

Entering Bonus Amounts on Separate Checks

1. From within the payroll grid, click the **green arrow** below the employee's name
2. Select **Add Additional Check** from the popup menu
this will add an additional check on the payroll grid for the employee
3. Click the **green arrow** below the employee's name for the new check
4. Select **Earning Override** from the popup menu
5. Click **Add New** in the bottom left corner of the **Earnings** section on the paycheck modal
6. Select "Bonus" from the **Type** drop down menu
7. Enter the desired amount
8. Review the **Deductions**, **Reimbursements**, **Fringe Benefits** and **Taxes** sections, making any necessary overrides
9. Click the applicable **Save** button at the bottom of the modal to save the bonus amount



Need assistance?

Your support contact information is located on the Home Screen.

Processing a Separate Bonus Payroll

Important Note for Regular Payroll Checks

If your bonus checks will have the same check date as your regular payroll checks and you do not want the bonus amounts to show on your employee's check stubs, submit the regular payroll prior to submitting the bonus payroll.

When processing your regular payroll checks, make sure the **Next Check Date** and **Next Period End Date** reflect the appropriate dates for your bonus payroll. Failure to secure these dates before processing your regular payroll may result in inability to retrieve the desired dates for your bonus payroll checks.

Using Check Templates

Check Templates can be updated to enable and disable default hours and earnings as well as recurring deductions, reimbursements, fringe benefits, direct deposit, accruals, and more. You

can create and/or edit check template when starting your payroll by clicking the **Edit Templates** link from the **Start Payroll** window. Once your template is as needed, use the **First Check Template** and/or **Additional Check Template** drop down to modify the check template for the payroll.

Note: Because the checks in this payroll will strictly be bonus checks, you will need to ensure the template is set in the **First Check Template** drop down.

Editing the Payroll Grid View

You can edit the payroll grid view to only show the Bonus pay code for easier entry of the bonus values by clicking the **View** drop down and editing the current view or creating a new view.

	REGULAR	OVERTIME	GROSS PAY	DEDUCTIONS	TAXES
\$00.00	40.00	0.00	\$1,750.00	\$249.23	\$391.33
\$00.00	0.00	0.00	\$0.00	\$0.00	\$0.00

Entering Net Bonus Amounts

1. From within the payroll grid, click the **green arrow** below the employee's name
2. Select **Earning Override** from the popup menu
3. Select "Net to Gross" from the **Check Entry Method** drop down
4. Click **OK** on the popup window
5. Select "Bonus" from the **Type** drop down menu
6. Enter the desired amount
7. Click the applicable **Save** button at the bottom of the modal to save the bonus amount