



Preparing for Your Bonus Payroll

Help Video Companion Guide

The purpose of this guide is to provide tips and considerations to prepare to process your bonus payroll.

Processing Time and Tax Rules

Please be aware of the following:

- BenefitMall's processing schedules do not allow for processing multiple payrolls on the same day
- All payrolls must be processed in chronological order; you cannot process a payroll with a check date that pre-dates that of a prior payroll
- Payrolls that require direct deposit or OnePay must be submitted by the standard processing deadline
- It is important to process bonus payments with enough time to review the checks for accuracy
- Be aware of Federal Tax Liabilities exceeding \$100,000; you may be required to wire funds for your bonus payroll to BenefitMall on the processing date

Things to Consider

Gross versus Net Pay

- Will you enter gross or net amounts?
- If entering a net amount, it will be grossed up to cover all applicable taxes

Regular or Separate Payroll Run

- Is this a separate run?
- Do you wish to turn off accruals?

Direct Deposit or Live/OnePay Check?

- Do you want to issue live checks or direct deposit?

Taxation and Deposit Rules

- Do you want to withhold all taxes or only mandatory taxes?
- If all taxes, withhold income taxes at federal and state mandated supplemental tax rates?

Deductions

- Do you need to exclude any voluntary deductions?
- Other involuntary deductions may be required



Need assistance?

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