



How to Run Off Cycle Bonuses in HRMS

Prepared by: Rhonda Siex

Date Prepared: 11/2017

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It's the time of year when clients are asking for a refresher on how to run a special payroll in HRMS for bonus only. Below I've created an example to help get you started.

The first thing to do is to ensure the Bonus Pay Code is added to each employee's pay tab using the Assign Earnings/Deductions process to complete a mass update to all employees.

Add Earning Code to Multiple Employees

1. Go to **Payroll > (Tasks) Assign Earnings/Deductions**
2. Select Earning/Deduction Code: (example BON)
3. Under Earning/Deduction Settings (In the body of the page)
 - a. **Check** the box for **"Calculate"**
 - b. Start Date: Suggested 1 week before **Check Date** (12/15/2017)
 - c. End Date: **Future Dated** (12/31/2099)
 - d. Employee Rate/Amt/Pct: If all bonuses are going to be the same, you can enter the amount here (\$250). Leave blank if you will be entering individual amounts.
 - e. General Tab:
 - i. Enter **Distribution Code**
 - f. Min/Max Tab: No Changes
 - g. **Check** the box **"Use Employee Defaults for Blank or Zero Values"**
 - h. **Assign**
 - i. **Print Assign Earning/Deduction Report**

The screenshot shows the 'Assign Earnings/Deductions' form. The 'Earning/Deduction' field is set to 'BON'. The 'Calculate' checkbox is checked. The 'Starts' date is 12/15/2017 and the 'Ends' date is 12/31/2099. The 'Employee Rate/Amt/Pct' is 0.00. The 'Distribution Code' is set to 'DEF'. The 'Use Employee Defaults for Blank or Zero Values' checkbox is checked. The 'Assign' button is visible at the bottom.

In my example, the Bonus pay code is listed on each employee's Pay Tab but it is currently set not to calculate. (Calculate = "No") Here are the steps to change Calculate to "Yes" without touching each employee.

Change Bonus on all Employee Pay Tabs to “Yes”

1. Go to **Payroll > Update Earning/ Deductions**
2. Select Earning/Deduction Code: **Bonus = 03** (example codes)
3. Under Field: Highlight the row for **Calculate**
 - a. In Type of Change column: double click; select **Replace**
 - b. In New Value or change column: double click; select **Yes**

Field	Type of Change	New Value or Change	New WCC Group	Match Cur Value?	WCC Group t
Calculate	Replace	Yes	No	No	No
Start date			No	No	No
End date			No	No	No
Distribution code			No	No	No
Employee Rate/Am/Pct			No	No	No
Workers' Compensation Code			No	No	No
Default hours			No	No	No
Include in FLSA Overtime C...			No	No	No

It is possible to import a Timecard for bonuses. If you wish to do that, manually enter one and export it as an example to use for the other employees. There are quite a few columns that are not required, be sure to review the fields required and delete any columns not required. Your other option is to enter the timecards manually.

NOTE: These can be setup at any time prior to the special bonus run as long as the Pay Period End Date for the Bonus run is different from all regular check dates.

Here are the steps:

Enter Timecards for Bonus

1. Go to Payroll > Process Payroll > **Timecard List**
2. Click **New**
3. Enter **Employee ID**
4. Timecard Number: **BONUS**
5. Period End: **Check Date** (example: 12/22/2017)
6. In body:
 - a. Enter **Bonus Earning Code** (example: 03)
 - b. Enter **Bonus Rate**
7. **Add/Save**
8. **Close** Timecard

9. **Close** Timecard List

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Once all timecards have been setup for the bonus run, you should Calculate the bonus Payroll and review for errors.

Calculate Payroll

1. Payroll Run Date: **Date Processing** Bonus Check (example: 12/18/2017)
2. Pay Period End Date: Bonus **Check Date** (example: 12/22/2017)
3. Check Date: Bonus **Check Date** (example: 12/22/2017)
4. Pay Employees in these Frequencies: **Biweekly** (you will select the frequency for your pay group)
5. Include Earning/deduction with these Frequencies:
 - a. **Uncheck Biweekly** (or the Frequency that auto populated example if you checked weekly employee group, then uncheck the weekly frequency)
 - b. **Check Quarterly** (Go to Setup > Payroll > Earning/Deduction Codes to check the frequency of your special code)
 - i. **Note: You may have other frequencies you need to include certain deductions like 401k in the payroll.**
6. **Process**

Calculate Payroll

Payroll Run Date: 11/29/2017 Pay Period End Date: 11/29/2017 Check Date: 11/29/2017

Selection List: Pay Period: 0 Generate EFT Checks

Process: All Checks Tax Version: US PR Tax Update September 30, 2017

Frequency	Pay?	Daily	Wkly	Biweekly	SMon	22PerY	13PerY	Mon	10PerY	Qtrly
Daily	<input type="checkbox"/>									
Weekly	<input checked="" type="checkbox"/>									
Biweekly	<input checked="" type="checkbox"/>			X						
Semimonthly	<input type="checkbox"/>									
22 Per Year	<input type="checkbox"/>									
13 Per Year	<input type="checkbox"/>									
Monthly	<input type="checkbox"/>									
10 Per Year	<input type="checkbox"/>									
Quarterly	<input type="checkbox"/>									

Process Delete All Close

X = Un-check the Bi-weekly On/Off Box

Review Trial Payroll

1. Go to Reports > (Payroll) Transaction Reports
2. Select **Pre-Check Payroll Register**
3. If all looks good complete payroll process as usual

Print / Post Checks
Print Payroll Register
Create EFT File