

HOW TO CREATE A BONUS CHECK

Question

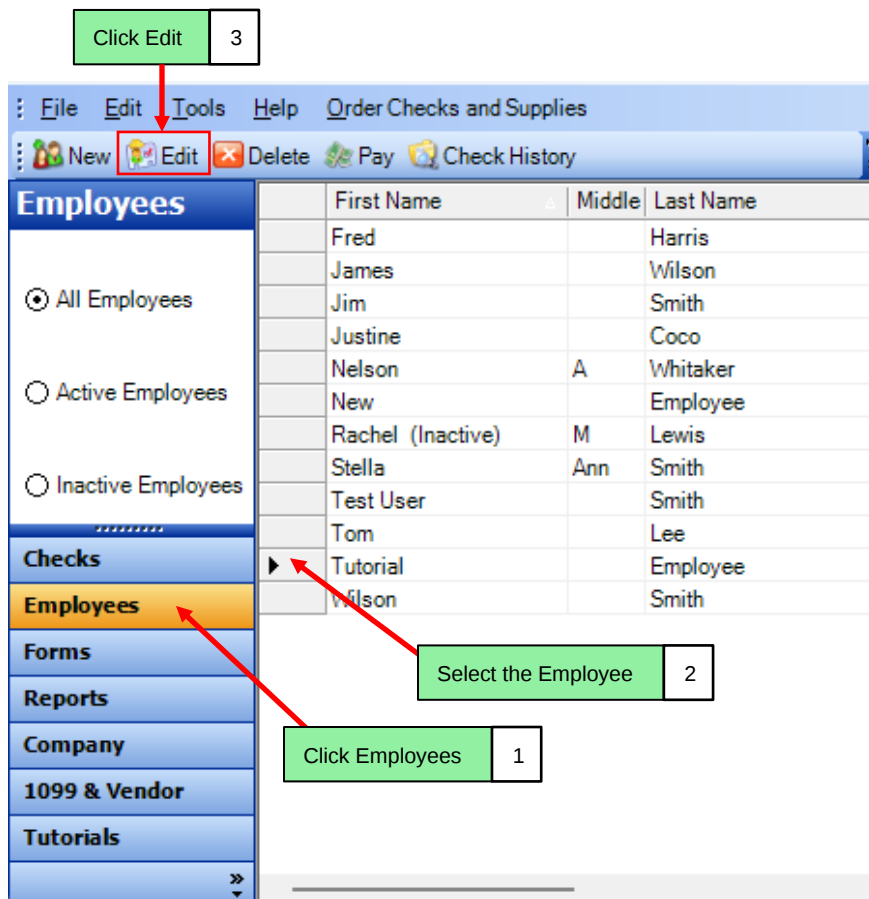
PLEASE REFER TO THE STEPS BELOW:

Answer

This tutorial is for information purposes only. We highly recommend you consult your tax advisor to understand any tax implications.

Make sure you have the correct company open for the employee(s) that you are going to create a bonus check for.

1. Click **Employees**
2. **Select the Employee** you are going to create a bonus check for.
3. Click **Edit**



The screenshot shows the Payroll Mate software interface. On the left, there is a sidebar with a tree view containing 'Employees', 'Checks', 'Forms', 'Reports', 'Company', '1099 & Vendor', and 'Tutorials'. The 'Employees' item is highlighted. In the main window, there is a table with columns 'First Name', 'Middle', and 'Last Name'. The table contains several rows of employee data. A red arrow points from the 'Edit' button in the top menu bar to the 'Tutorial Wilson' row in the table. Another red arrow points from the 'Employees' item in the sidebar to the same row. A third red arrow points from the 'Edit' button in the top menu bar to the 'Tutorial Wilson' row. Three green callout boxes with numbers 1, 2, and 3 are present. Box 1 points to the 'Employees' item in the sidebar. Box 2 points to the 'Tutorial Wilson' row in the table. Box 3 points to the 'Edit' button in the top menu bar.

First Name	Middle	Last Name
Fred		Harris
James		Wilson
Jim		Smith
Justine		Coco
Nelson	A	Whitaker
New		Employee
Rachel (Inactive)	M	Lewis
Stella	Ann	Smith
Test User		Smith
Tom		Lee
Tutorial		Employee
Wilson		Smith

4. The Welcome to the Modify Employee Wizard will appear, click **Next**

Modify Employee X

Welcome to the "Modify Employee" Wizard!

This wizard will guide you through the process of modifying an existing employee.

To continue, please click "Next".

Click Next 4

Cancel < Back Next > Finish

Continue to click next until you reach the **Incomes** screen

5. **Select Bonus**

6. Click **Next**

Modify Employee X

Incomes [How to Create an Income Category](#)

☐ Piece Work	[Per Piece]	0.00
☐ Fringe Benefits	[Fixed]	0.00
☐ Vacation Pay Hourly	[Per Hour]	0.00
☐ Sick Pay Hourly	[Per Hour]	0.00
☐ Custom Income	[Per Hour]	0.00
☐ Bonus	[Variable]	
☐ Tips Received Directly by Employee	[Variable]	
☐ Tips Paid by Employer	[Variable]	
☐ Commission	[Variable]	
☐ Life Insurance over 50,000	[Variable]	
☐ Sick Pay	[Variable]	
☐ Employee Reimbursement	[Variable]	

Select Bonus 5

Click Next 6

Cancel < Back Next > Finish

Once you select the Bonus income for each employee that you need to create a bonus check for, that item will continue to be available for each check you create for that employee. Any bonus payments for that year will be included on their paystub.

Continue to click **next** until you reach the **Finish** screen

7. Click **Finish**

Modify Employee >

Finish

Wizard completed, please click "Finish" to update this employee information.

Click Finish 7

Cancel < Back Next > Finish

You will now be able to create a bonus check for that employee.

8. **Select the Employee** you are creating the bonus check for

9. Click **Pay**

Click Pay 9

File Edit Tools Help Order Checks and Supplies

New Edit Delete Pay Check History

Employees

☒ All Employees

☐ Active Employees

☐ Inactive Employees

Checks

Employees

Forms

Reports

Company

1099 & Vendor

Tutorials

First Name	Middle	Last Name
Fred		Harris
James		Wilson
Jim		Smith
Justine		Coco
Nelson	A	Whitaker
New		Employee
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Stella	Ann	Smith
Test User		Smith
Tom		Lee
Tutorial		Employee
Wilson		Smith

Select the Employee 8

10. Select the **Begin Date and End Date** for the check
11. Select the **Pay Date** for the check
12. Enter the **Bonus Amount** in the Rate field
13. Click **Recalculate**
14. Click **OK**

Select Pay Date

11

Select Begin Date and End Date

10

Click Recalculate

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Check Details

General Information Pay Frequency: Semi-Monthly (24 Pay Periods)

Employee: Employee, Tutorial Begin Date: Month DD, YYYY

Check #: 25 Pay Date: Month DD, YYYY End Date: Month DD, YYYY

Recalculate

Income Details Vacation / Sick Hours

Income:	Rate:	Type:	Quantity:	Amount:	YTD:		Amount:	YTD:
Yearly Salary	60000.0000	Per Year	N/A	2500.00	7115.40			
Bonus	0.0000	Variable	N/A	0.00	0.00			

Enter Bonus Amount 12

	Amount:	YTD:
Vac. hours earned	0.00	0.00
Vac. hours used	0.00	0.00
Sick hours earned	0.00	0.00
Sick hours used	0.00	0.00

[Learn how to rollover hours from last year](#)

Tax Details Deduction Details

Tax:	Amount:	YTD:
Federal Income Tax	173.33	570.37
Social Security (Employee)	0.00	286.16
Medicare (Employee)	0.00	66.92
State Income Tax	123.75	352.23
Local Income Tax	0.00	0.00
State Disability Insurance (Employee)	0.00	0.00
My own tax category	62.50	62.50

	Amount:	YTD:
Social Security (Employer)	0.00	286.16
Medicare (Employer)	0.00	66.92
Fed Unemployment (Employer)	14.31	41.99
State Unemployment (Employer)	0.00	69.24
State Disability Insurance (Employer)	0.00	0.00

Other Optional Details Check Summary

	Amount:	YTD:	Total Incomes:	Total Taxes:	Total Deductions:	Net Pay:
Hours Worked	0.00	.00	<u>This Check:</u> 2500.00	359.58	0.00	2140.42
Weeks Worked	0.00	.00	<u>YTD:</u> 7115.40	1338.18	0.00	5777.22

MEMO:

OK

Cancel

Click OK

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You have now created a bonus check for that employee.
 To create a bonus check for another employee(s), perform steps 1-14 for each employee