

How do I pay my employees a bonus?"



If you are live on DDMS Payroll, you may wish to pay a different bonus amount to each employee. You can do so by performing a separate “bonus check” run that does not include base pay amounts or benefit deductions, but instead lets you enter different bonuses for each payroll account.

As with every pay period, you’ll use the [S] Set Period action code of the text-based (I) Payroll Update screen to clear the last pay period’s data, limit to a payroll group as needed, specify vacation/sick deductions. When preparing a bonus, however, you can skip entering hours, clear out unneeded deductions, and then specify bonus amounts. For detailed steps see “Clearing Pay Period Data and Entering Bonus Pay.”

Then you’ll use the [F] Figure action code to calculate payroll totals. When paying a bonus, however, you’ll set the Commission Only prompt to Y so that deductions will be calculated only for bonus pay. For details, see “Figuring Bonus Only Totals.”

Then, you’ll print the bonus checks using the (VBC) Print Payroll Register and (VC) Print Payroll Checks report screen as usual.

Clearing Pay Period Data and Entering Bonus Pay

1. Double-click  and then double-click .
2. Make sure your CAPS LOCK key is on.
3. In the (I) **Payroll Update** screen, select the [S] **Set Period** action code by typing **S**.
4. At the **Do You Wish To Delete Payroll & Time Files** prompt, specify whether to delete all previously entered payroll information from the files PP-PERIOD and PP-TIME:
 - o To delete the information, type **Y** or press Enter. You must specify Y at the beginning of each pay period to clear the last pay period’s information.
 - o To save previously entered payroll information, type **N**.

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11:12:51                (I) Payroll Update Rev. (06/13/03)                12/15/08
=====
Action [S] A=Add, C=Change, D=Delete, I=Inquire, S=Set Period, F=Figure, V=Void
=====
Id #      Name :..... Code ?. Base $..... Group :.
Remarks :.....
Hours Vac. :..... | Exempts | Ins $_____| Advances (5) $_____|
Regular   :_____| Used :..... | S.S ?_ | (1) $_____| Loan Of $.....|
Time & 1/2 :_____| Per ?_____| Fed. ?_ | (2) $_____| Repayment (6) $_____|
Double    :_____| Sick :..... | State ?_ | (3) $_____| 401k Ded. $_____|
Triple    :_____| Used :..... | City ?_ | (4) $_____| Comm./Bonus $_____|
----- Per ?_____| ----- SRA $_____|
Gross      S.S.      Federal      State      City      Deduction      Net
$_____| $_____| $_____| $_____| $_____| $_____| $_____|
Medicare $_____| SDI $_____|
.....
_From __To_ Total   _From __To_ Total   _From __To_ Total   _From __To_ Total
ENTER HOURS ?_____| AND GROUP CODE ?_
    
```

Setting Up Bonus Checks in DDMS Payroll

5. At the **Enter Hours** prompt, press Tab. *It does not apply to commission-only and bonus checks.*
6. At the **Group Code** prompt, enter the group code assigned to the group of employees whose payroll information you are entering. Group codes are dealer-assigned in the Group field in the (H) Personnel Master screen. (For details, see the online help for the Group field in the topic *Personnel Screen Definitions*.) To forego limiting employees by group code, press Enter.
7. In the **ID #** field:
 - To show a specific employee's record, enter the identification number and press Enter.
 - To show the first employee in the personnel database, or the first employee within the specified group code, press Tab.

Note: Records display numerically by employee identification number.

8. At the **Regular** field, press Tab. Normally, the employee's pay rate and the number of hours in a pay period is used to calculate base pay. However, for commission-only or bonus checks, you do not need to enter regular hours.
9. For each deduction that should not apply to the bonus check, **you must** tab to the appropriate field and **clear (space through)** the field. Changes only affect the current check run. To move back to a previous field, press Backspace.

Note: Normally, vacation/sick leave and benefit contributions are deducted from each regular paycheck. However, for this extra bonus-only paycheck run, you may wish to deduct only government taxes and withholding. For more information on each deduction field, see help on Payroll Screen Definitions.

10. To specify the amount of the commission or bonus, tab to the **Comm/Bonus** field. Enter the amount of the bonus and press Enter. The information posts to the PP-PERIOD file.
 11. The cursor returns to the **Regular** field and the next record in the database or group displays. Press Tab to accept the current record.
 12. Repeat steps 8-11 to post bonuses and/or clear deductions for each employee.
 13. When you have Press Esc to return to the action code field.
 14. You may repeat steps 4-13 to apply different bonus amounts to different payroll groups.
- Continue to the next section.

Setting Up Bonus Checks in DDMS Payroll

Figuring Bonus Only Totals

Once you finish entering pay period information for bonus checks, you must calculate payroll totals using the [F] Figure action code.

15. In the (I) **Payroll Update** screen, select the [F] **Figure** action code.
16. At the **Select Personnel Record** prompt, you can calculate wages and deductions for all employees, employees within a specific payroll group, or for a specific employee.

To calculate payroll for all employees or a payroll group, press Enter. At the **Enter Group Code** prompt, enter the group code for the checks to process or press Tab to calculate payroll for all employees.

Note: You should only calculate payroll for all employees if all employees are on the same pay schedule.

To calculate payroll for a specific employee, retrieve his personnel record.

17. At the **Enter # Of Pay Periods** prompt, enter the number of pay periods that fall within the year. If employees are paid twice a month, enter 24. If employees are paid every two weeks, enter 26. If you pay commissions once a month, you must specify 12.
18. At the **Commission Only** prompt, type **Y** so that deductions will be calculated only for bonus pay. Since you cleared the previous pay period data using the [S] Set Period action code, there should be no base pay deductions to figure into the total,

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12:18:19          (I) Payroll Update Rev. (06/13/03)          12/15/08
=====
Action [F] A=Add, C=Change, D=Delete, I=Inquire, S=Set Period, F=Figure, V=Void
=====
Id #      Name :..... Code ?. Base $..... Group :
Remarks :.....
Hours Vac. :..... | Exempts | Ins $_____| Advances (5) $_____|
Regular   :_____| Used :..... | S.S ?_ | (1) $_____| Loan Of $.....|
Time & 1/2 :_____| Per ?_____| Fed. ?_ | (2) $_____| Repayment (6) $_____|
Double    :_____| Sick :..... | State ?_ | (3) $_____| 401k Ded. $_____|
Triple    :_____| Used :..... | City ?_ | (4) $_____| Comm./Bonus $_____|
-----|-----|-----|-----|-----|-----|-----|-----|
Per ?_____|-----|-----|-----|-----|-----|-----|-----|
Gross      S.S.      Federal      State      City      Deduction      Net
$_____| $_____| $_____| $_____| $_____| $_____| $_____|
Medicare $_____| SDI $_____|
.....
_From __To_ Total  _From __To_ Total  _From __To_ Total  _From __To_ Total

COMMISSION ONLY Y/N ?Y
    
```

19. Payroll is calculated. Each time you calculate an employee's paycheck, the previous figures are replaced by the new system calculated figures. The cursor returns to the action code field.
20. You may repeat steps 15-19 to figure payroll totals for different payroll groups.

To complete the process, you will print payroll checks as usual. Please continue to the next section.

Print the Payroll Check Register and Payroll Checks

Once you have cleared pay period data and unnecessary deductions, entered bonus amounts and figured totals for this bonus check run, you can print the Payroll Period Register. You can use it to verify that your payroll information is correct before you print payroll checks.

If the Payroll Period Register is correct, you can print payroll checks. You can reprint payroll checks as many times as necessary until checks are released.

You should release payroll checks after you print them. Releasing payroll checks updates payroll history and releases paycheck information to G/L.

You can also correct payroll checks that have been released. However, you must first void the check. Once this is done, you must release the voided check.

For details, see these online Help topics:

- [Printing Payroll Reports](#)
- [Payroll Basic Procedures](#)