

# How to Create Payroll Bonus Checks

**ANSWER:**

**Answer:**

To pay employees bonus checks use the following steps:

1. You will need an Earning Code for the bonus pay if the bonus is computed differently than your regular earning codes. If you already have an earning code for bonus pay you can skip to Step 2.

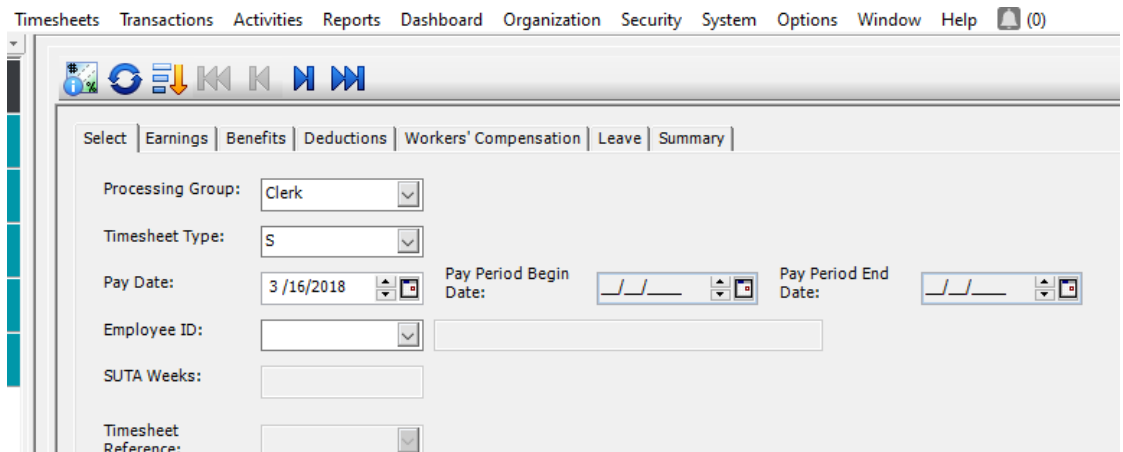
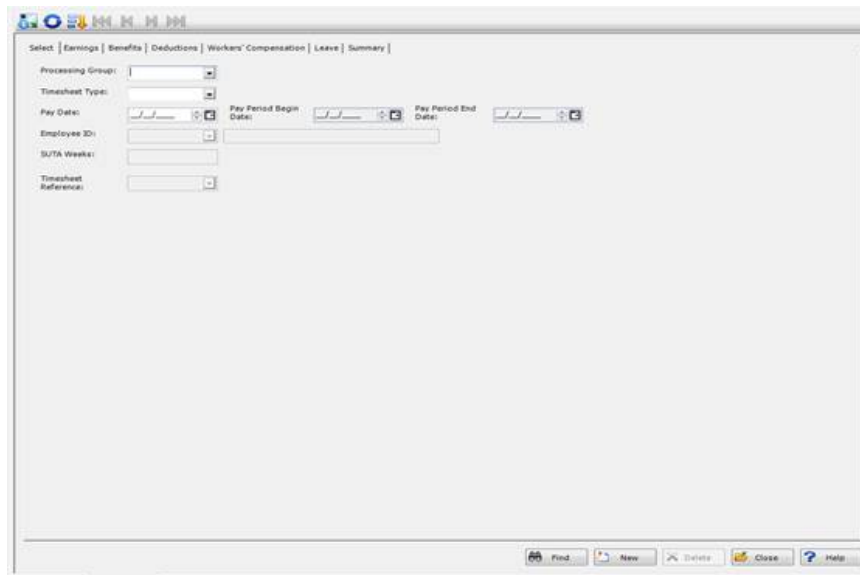
- Navigate to *Maintain > Earning Codes*
- Setup a new Earning Code for the Bonus Pay
- Calculation Method selection:
  - If all employees receive the same bonus amount, select **FA** (*Fixed Amount*)
  - If each employee receives a different amount, select **AT** (*Amount on Timesheet*)

*(These are the most common calculation methods used for bonus pay, however you may have an occasion to utilize one of the other methods based on how your bonuses are calculated.)*

- Select Applicable taxes

2. The next step is to setup the timesheet for the bonus pay cycle.

Navigate to *Payroll > Timesheets > Enter Regular/Supplemental Timesheets*



- **Processing Group** – Select the processing group which contains the employee(s) receiving the Bonus
- **Timesheet type** – Supplemental
- **Pay Date** – Enter the Bonus Pay Date
- **Pay Period Begin/End Date** – Enter bonus pay date
- **Employee ID** – Select the employee to receive the Bonus
- **SUTA weeks** – leave blank
- **Timesheet Reference** – optional
- **Earnings tab** – Select the bonus earning code and distribution code

(All other tabs are optional and you will need to specify the codes that you want to include with the bonus, remove any unnecessary deductions, benefits, workers comp, and leave.)

3. Calculate the Supplemental Payroll
4. Review and modify as necessary
  - Be aware that if the employee has any additional withholding that will automatically be pulled in.
  - If you want to withhold FIT at a flat 28% for the bonus check you will need to use review/modify to adjust the FIT amount. After making adjustments DO NOT recalculate taxes when prompted.

**Note: There is no provision in Abila 100 Fund Accounting to have the program calculate Federal income tax by some percentage other than using the regular rate tables provided by IRS.**

*This Solution is for Bonus Check that includes reimbursement of taxes that would be paid by the employee.*

1. Create a second earnings code without taxes and as Amount on Timesheet (AT)
  2. Enter Supplemental timesheet by navigating to *Timesheets > Enter Regular/Supplemental*
  3. Navigate to *Activities > Calculate Payroll*
  4. Navigate to *Activities > Review\Modify Calculated Payroll > Select Employee ID > Select Taxes Tab > Employee Amount Column; write down tax total > Select Delete*
  5. *Navigate to Timesheets > Enter Regular/Supplemental Timesheet > Select employee*
  6. Add Second Earnings Code (Step 1) enter amount from tax total (Step 4)
  7. Navigate to *Activities > Calculate Payroll*
  8. Navigate to *Activities > Review\Modify Calculated Payroll > Select Employee ID > Review all tabs*
5. Print the Checks
  6. Transfer the payroll to Accounting and Post to update the accounting records.

**ADDITIONAL INFORMATION:**

**Related Information:**

1776 (<http://kb.abila.com/article/how-create-supplemental-timesheet-payroll>) **Creating a Supplemental Timesheet**

Required Tags:

**ARTICLE TYPE:**

Product Info

**PRODUCT LINE:**

MIP Fund Accounting

**PRODUCT MODULE/FEATURE:**

Payroll

**RANKING:**

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### Contact Us

Address: 10800 Pecan Park Blvd., Ste. 400  
Austin, TX 78750

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### Software

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NetFORUM Pro (https://netforum.avectra.com/)

Millennium (https://www.mip.com/fund-accounting-software/millennium/)

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