

## Payroll Bonus

If paying bonus on separate payroll check follow the instruction below:

From the Main Menu:

#8 Daily Activities

#1 Main Financial Software

#4 Human Resources

#1 Initiate and Perform Payroll

Step One: Payroll Dates – Enter current date as beginning and ending date.  
Enter date of checks.

Step Two: Same as regular payroll

Step Three: Same as regular payroll

Step Four: Enter through each employee's time sheet...Field Exit over the hours and enter the bonus dollar amount for each employee.

F7 to Edit your entries.... **VERY IMPORTANT....AT BOTTOM OF EDIT SCREEN REPLACE THE "Y" WITH "N" IN ORDER NOT TO CLEAR THE TIME CLOCK RECORDS.**

Step Five: Same as regular payroll

Step Six: Same as regular payroll

Step Seven: Same as regular payroll