

# Enterprise - How to Enter Bonus Pay

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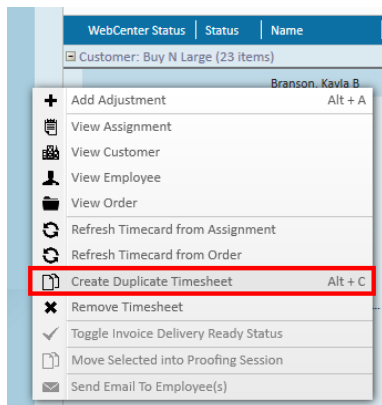
When you want to give an employee a bonus, use the following steps to process the bonus pay correctly in Enterprise.

## 1. Navigate to Time Entry

In Enterprise, Navigate to Pay/Bill > Time Entry. Locate a time sheet for the employee you wish to give a bonus to.

## 2. Duplicate the Timesheet

Right click and select "Create Duplicate Timesheet"



OR

Select the Time Sheet and press the Duplicate Button.

**Trainer Tip:** You can also use the keyboard shortcut: Alt + C

## 3. Change the Pay Code

On the new time sheet, click on the pay code and select "Bonus" from the dropdown. This ensures that it will be taxed correctly.

WebCenter Status	Status	Name	Customer	Department	Pay Co...	RT Hrs
Customer: Buy N Large (24 items)						
		Branson, Kayla B	Buy N Large	Primary	Reg	0
		Branson, Kayla B	Buy N Large	Primary	payroll	0
		<b>Code</b>	<b>Description</b>			0
		Bonus	Bonus			0
		Commiss.	Commission			0

**\*Note\*** Pay code names may differ slightly in each database. Contact your Administrator or Talk to TempWorks Support if you are unsure which pay code to select.

## 4. Enter the Bonus Amount

**\*Note\*** Not sure about the bonus amount? Use the [Gross Up Calculator](#) to calculate a bonus from the desired net rate.

### Option A: Enter the bonus using units

This option is ideal for bonuses that are based on amounts and not additional hours or time.

Unit information can be found either in the timesheet line items or by double-clicking on a timesheet to open the detailed timecard.

Enter the unit pay, unit bill (if applicable), and number of units (at least one).

For Example: Let's say the staffing agency gives out a \$50 bonus for each employee referral that is hired. This is not billable back to the customer. If an employee earned 2 referral bonuses, then I can denote that by entering 2 units for \$50 each with a \$0 bill rate.

WebCenter Status	Status	Name	Customer	Department	Pay Co...	RT Hrs	OT Hrs	Bill	Pay	OT P...	DT Pay	Units	Unit Pay
Customer: Buy N Large (24 items)													
		Branson, Kayla B	Buy N Large	Primary	Reg	0	0	\$40.00	\$25.00	\$37.50	\$50.00	0	\$0.00
		Branson, Kayla B	Buy N Large	Primary	Bonus	0	0	\$40.00	\$25.00	\$37.50	\$50.00	2	\$50.00
		Brell, Iris	Buy N Large	Primary	Reg	0	0	\$40.00	\$25.00	\$37.50	\$50.00	0	\$0.00
		Buffett, Jimmy	Buy N Large	Primary	Reg	0	0	\$40.00	\$25.00	\$37.50	\$50.00	0	\$0.00

Detailed Timecard

**Pay and Bill Rates** | Adjustments | Overrides | Codes

Hourly |  Salary

daily hours

Regular Hours: 0.00

Overtime Hours: 0.00

Double Time Hours: 0.00

units		rates	
Units	2	Bill Rate	\$40.00
Unit Bill	\$0.00	OT Bill	\$60.00
Unit Pay	\$50.00	DT Bill	\$80.00

payroll info

WE Bill: 6/24/2018

WE Date: 6/22/2018

Work Date:

Inv Date:

Pay Code: Bonus

**\*Note\*** you can add notes under payroll notes to say what this bonus is for other payroll processors.

For more information on unit pay see [Unit Pay Transactions](#).

#### **Option B:** Enter the bonus using hours

You can also enter bonus pay using the RT hours, bill and pay columns. This option is less common because bonus hours are typically categorized as "Holiday" pay.

- If the bonus is not being billed back to the customer, make sure to set the bill rate to \$0.
- Adjust the pay rate, if needed.
- Enter the number of hours.

## **5. Complete the Payroll Process as Usual**

Run the transaction through proofing, payroll, and invoicing (if applicable).

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