Beyond - Late, Holiday, and Bonus

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Time Entry Scenarios

This article reviews how to handle some common time entry scenarios when entering time in Beyond. For an overview on how time entry works in Beyond, see Beyond - Time Entry Overview.

This article reviews:

- Late Time
- Holiday Pay
- Bonus Pay (Units)
- Paying on a Separate Check

For information on documenting Retro pay, see Beyond - Retro Pay.

Late Time

Utilize the following steps to process a timecard that was turned in late:

1. Navigate to time entry in Beyond.
2. Copy the timecard (select the ⋮ icon under the actions column).
3. Enter hours as normal:

Name	PayCode	☑ RT Hours	☑ OT Hours	DT Hours	Pay Rate	Bill Rate	W/E Date
Branson, Kayla B	Reg ▾	8	0	0	25.00	40.00	10/26/2018

4. Select the W/E Date for the week the hours are for (ex. last week):

☐ W/E Date
10/26/2018
11/2/2018

5. Select the 💾 icon or Ctrl + S on your keyboard.
6. Complete payroll as normal (proofing and payroll happens in Enterprise).

Holiday Pay

The following steps navigate you through how to pay out holiday pay for employees using time entry in Beyond.

1. Navigate to time entry.
2. Copy the timecard (select the ⋮ icon under the actions column).

3. Change the pay code on the new timecard.

   - Select the pay code field and choose 'Hol' for holiday:

4. Enter hours.

   - Select the 💾 icon or Ctrl + S on your keyboard.

5. Complete payroll as normal (proofing and payroll happens in Enterprise).

Want the holiday pay on a separate check? See below.

Bonus pay (Units)

When you want to give an employee a bonus, utilize the following steps to ensure taxes are correctly calculated.

1. Navigate to time entry in Beyond.
2. Copy the timecard (select the ⋮ icon under the actions column).
3. Change the pay code on the new timecard.

   - Select the pay code field and enter Bonus:

4. Enter units or hours.

   - Bonuses can be indicated via hours or units.
   - For hours, enter the appropriate number of hours under the RT hours field.
     - If this transaction is not billable, make sure to set the bill rate to 0.
   - For units, select the arrow next to the timecard to open the detailed timecard.
     - Under Pay and Bill Rates, enter number of units, unit pay, unit bill (if applicable).
     - Example: Bonus for 2 employee referrals @ $50 each:

UNITS

Amount

2

Unit Pay
50.00

Unit Bill
0.00

- ○ Select the 💾 icon or Ctrl + S on your keyboard.

5. Complete payroll as normal (proofing and payroll happens in Enterprise).

Paying on a Separate Check

If you want a particular transaction (holiday or bonus for example) to be paid on a separate check, use the following steps:

1. Find the timecard you want to have paid on a separate check.
2. Select the arrow next to the timecard to open the detailed timecard.
3. Select 'Overrides' on the left.
4. Check the box next to 'Pay on Separate Check':

PAYROLL SUMMARY

Warehouse Worker
For Weekend Bill **11/4/2018**

W/E Date	Work Date	Invoice Date	PO Number
11/2/2018 ✕			lkj465465

Bonus ▾

Pay and Bill Rates

Adjustments

Overrides

Codes

ONE TIME

Fed Withholding

State Withholding

Pay Periods ▾

Check Delivery ▾

☐ Do Not EPay
☑ Pay on Separate Check
☐ Show Zero Bill on Invoice

5. Select the 💾 icon or Ctrl + S on your keyboard.

For more information about the Overrides section, see Beyond - One-time Adjustments & Overrides.

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