# 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.

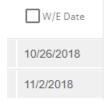
#### **Late Time**

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:



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



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

#### **Holiday Pay**

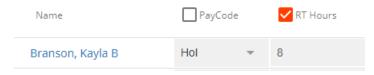
The following steps navigate you through how to pay out holiday pay for employees using time entry in Beyond.

- 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.



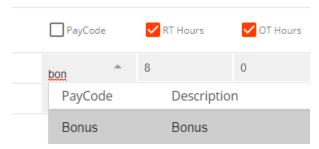
- Select the icon or Ctrl + S on your keyboard.
- 5. Complete payroll as normal (proofing and payroll happens in Enterprise).

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.
  - $\circ \;\;$  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:

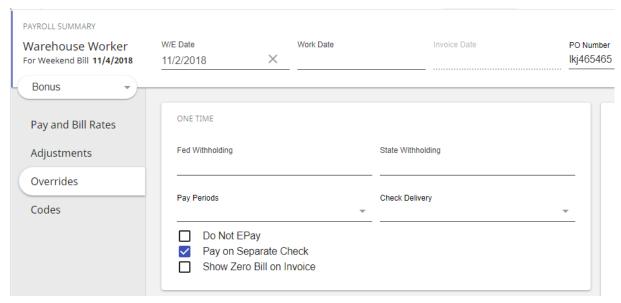


- Select the icon or Ctrl + S on your keyboard.
- 5. Complete payroll as normal (proofing and payroll happens in Enterprise).

#### 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':



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

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

## **Related Articles**