

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	<input type="checkbox"/> PayCode	<input checked="" type="checkbox"/> RT Hours	<input checked="" type="checkbox"/> OT Hours	<input type="checkbox"/> DT Hours	<input type="checkbox"/> Pay Rate	<input type="checkbox"/> Bill Rate	<input type="checkbox"/> 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):

<input type="checkbox"/> 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:

<u>hol</u>	▲	0	0	0	25.0
PayCode	Description				
Hol	Holiday pay. Hardcoded for temp holiday pay				

4. Enter hours.


Name	<input type="checkbox"/> PayCode	<input checked="" type="checkbox"/> RT Hours
Branson, Kayla B	Hol ▼	8

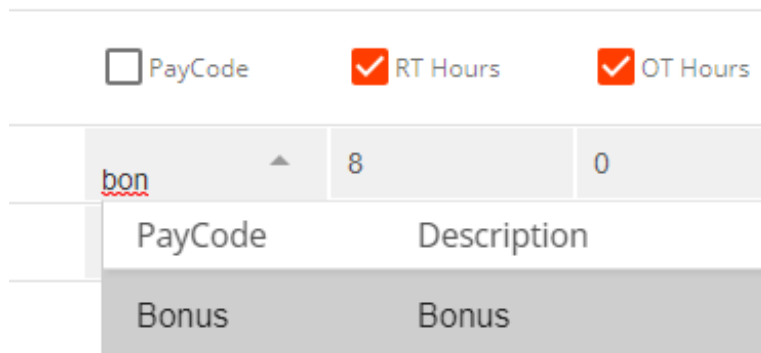
- Select the  icon or Ctrl + S on your keyboard.
5. Complete payroll as normal (proofing and payroll happens in Enterprise).

Want the holiday pay on a separate check? [See below](#) .

Bonus pay (Units)

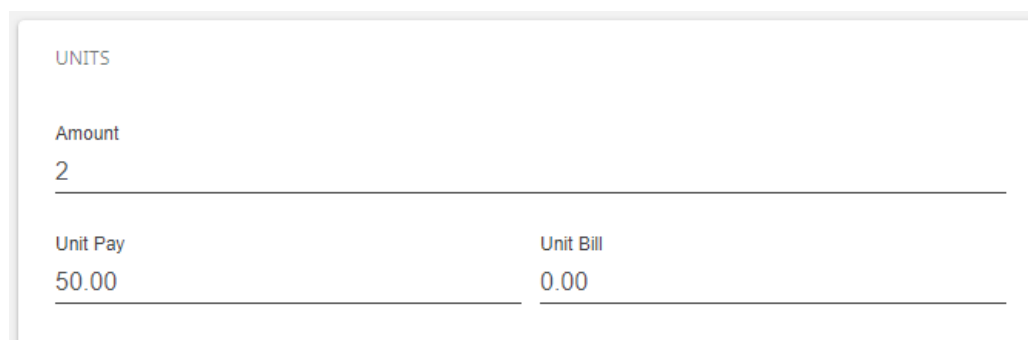
When you want to give an employee a bonus, utilize the following steps to ensure taxes are correctly calculated.

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:




<input type="checkbox"/> PayCode	<input checked="" type="checkbox"/> RT Hours	<input checked="" type="checkbox"/> OT Hours
<u>bon</u> ▲	8	0
PayCode	Description	
Bonus	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:



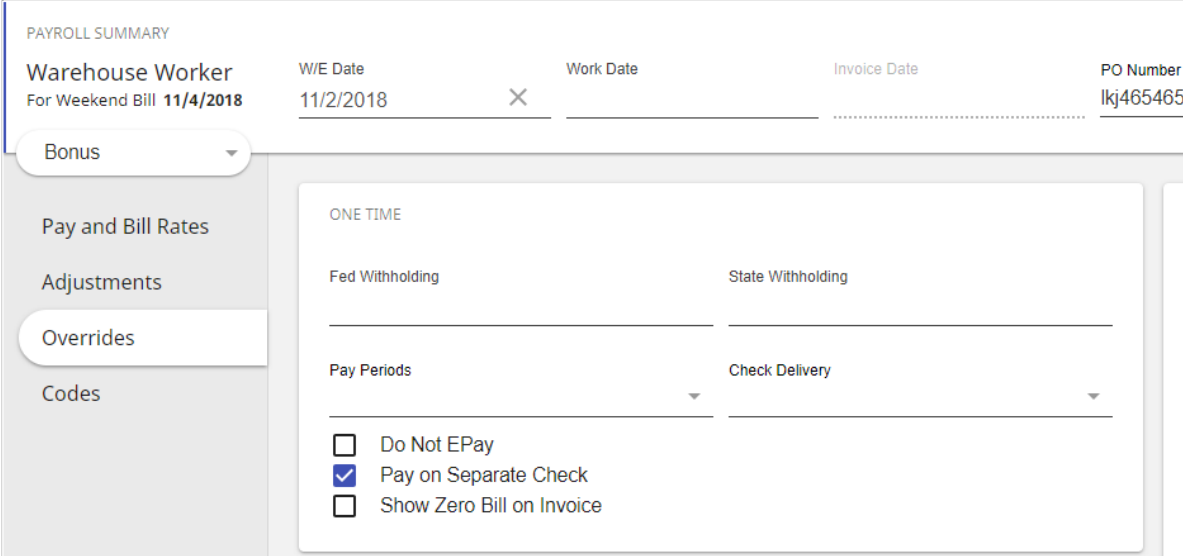
UNITS	
Amount	2
Unit Pay	50.00
Unit Bill	0.00

- 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':



The screenshot shows a 'PAYROLL SUMMARY' window for a 'Warehouse Worker' with a 'For Weekend Bill' of '11/4/2018'. The 'W/E Date' is '11/2/2018' and the 'PO Number' is 'lkj465465'. On the left sidebar, 'Overrides' is selected. The main area shows 'ONE TIME' settings with fields for 'Fed Withholding', 'State Withholding', 'Pay Periods', and 'Check Delivery'. At the bottom, three checkboxes are visible: 'Do Not EPay' (unchecked), 'Pay on Separate Check' (checked), and 'Show Zero Bill on Invoice' (unchecked).

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