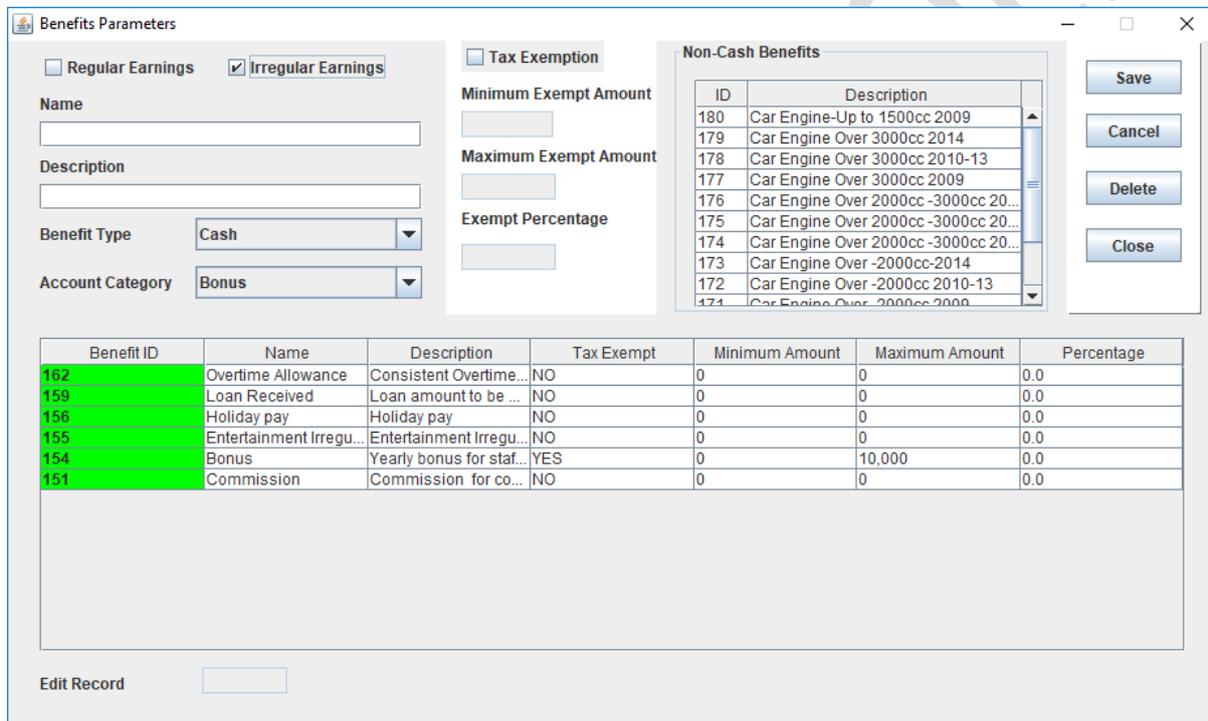


How to Capture Bonus in Payline

1 Define the Bonus Type

In order to pay bonus at the end of the year or at any point in time we need to ensure that we have defined the bonus in the system

We access the menu Payroll Definitions>Benefits and define the bonus under the bonus account category



Benefit ID	Name	Description	Tax Exempt	Minimum Amount	Maximum Amount	Percentage
162	Overtime Allowance	Consistent Overtime...	NO	0	0	0.0
159	Loan Received	Loan amount to be ...	NO	0	0	0.0
156	Holiday pay	Holiday pay	NO	0	0	0.0
155	Entertainment Irregu...	Entertainment Irregu...	NO	0	0	0.0
154	Bonus	Yearly bonus for staf...	YES	0	10,000	0.0
151	Commission	Commission for co...	NO	0	0	0.0

Ensure that the benefit type is Cash, if it is cash bonus or Non-Cash if it "In Kind". For bonus we capture as an **Irregular Earnings**.

Name the bonus that you are defining appropriately



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Benefits Parameters

Regular Earnings Irregular Earnings

Tax Exemption

Name: Yearly Bonus

Description: Bonus for end of year

Benefit Type: Cash

Account Category: Bonus

Minimum Exempt Amount: 0.00

Maximum Exempt Amount: 10,000.00

Exempt Percentage: 33.00

Non-Cash Benefits

ID	Description
180	Car Engine-Up to 1500cc 2009
179	Car Engine Over 3000cc 2014
178	Car Engine Over 3000cc 2010-13
177	Car Engine Over 3000cc 2009
176	Car Engine Over 2000cc -3000cc 20...
175	Car Engine Over 2000cc -3000cc 20...
174	Car Engine Over 2000cc -3000cc 20...
173	Car Engine Over -2000cc-2014
172	Car Engine Over -2000cc 2010-13
171	Car Engine Over -2000cc 2009

Benefit ID	Name	Description	Tax Exempt	Minimum Amount	Maximum Amount	Percentage
162	Overtime Allowance	Consistent Overtime...	NO	0	0	0.0
159	Loan Received	Loan amount to be ...	NO	0	0	0.0
156	Holiday pay	Holiday pay	NO	0	0	0.0
155	Entertainment Irregu...	Entertainment Irregu...	NO	0	0	0.0
154	Bonus	Yearly bonus for staf...	YES	0	10,000	0.0
151	Commission	Commission for co...	NO	0	0	0.0

Edit Record

Apply the appropriate tax credits where applicable as shown above

If the tax credit is 10,000 as the maximum then enter that and or it is also has a percentage e.g. one third then enter 33%.

Save your Bonus and it is ready to be applied to the employee.



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Benefits Parameters

Regular Earnings Irregular Earnings

Tax Exemption

Name:

Description:

Benefit Type:

Account Category:

Minimum Exempt Amount:

Maximum Exempt Amount:

Exempt Percentage:

Non-Cash Benefits

ID	Description
180	Car Engine-Up to 1500cc 2009
179	Car Engine Over 3000cc 2014
178	Car Engine Over 3000cc 2010-13
177	Car Engine Over 3000cc 2009
176	Car Engine Over 2000cc -3000cc 20...
175	Car Engine Over 2000cc -3000cc 20...
174	Car Engine Over 2000cc -3000cc 20...
173	Car Engine Over -2000cc-2014
172	Car Engine Over -2000cc 2010-13
171	Car Engine Over -2000cc 2009

Benefit ID	Name	Description	Tax Exempt	Minimum Amount	Maximum Amount	Percentage
181	Yearly Bonus	Bonus for end of year	YES	0	10,000	33.0
162	Overtime Allowance	Consistent Overtime...	NO	0	0	0.0
159	Loan Received	Loan amount to be ...	NO	0	0	0.0
156	Holiday pay	Holiday pay	NO	0	0	0.0
155	Entertainment Irregu...	Entertainment Irregu...	NO	0	0	0.0
154	Bonus	Yearly bonus for staf...	YES	0	10,000	0.0
151	Commission	Commission for co...	NO	0	0	0.0

Edit Record

2 Allocating to an employee

In order to apply to an employee, use the Bulk Benefit screen as shown below, you can access through the menu Bulk Processes>Bulk Benefit

Bulk Benefits

Regular Earnings Irregular Earnings

Benefit ID	Name	Description
154	Bonus	Yearly bonus for staff me...
151	Commission	Commission for compa...
155	Entertainment Irregular B...	Entertainment Irregular B...
156	Holiday pay	Holiday pay
159	Loan Received	Loan amount to be given ...
162	Overtime Allowance	Consistent Overtime allo...
160	Relocation House Use	Use of company
181	Yearly Bonus	Bonus for end of year

Amount Percentage

Calculate on:

Status:

Start Date:

End Date:

Monthly Fortnightly Weekly

By Employee By Grade

Search Name:

Select	Employee Number	Name	Surname
<input type="checkbox"/>	1	Sarina	Mortimer
<input type="checkbox"/>	2	Rodger	Brogdon
<input type="checkbox"/>	3	Mabel	Shifflett
<input type="checkbox"/>	4	Huong	Loflin
<input type="checkbox"/>	5	Ebonie	Knott
<input type="checkbox"/>	6	Rava	Mavnard

View Employee:

Benefit ID	Code	E.Code	Employee	Name	Percentage Benefit	Amount	Status	Calculate On	S.Date	E.Date
------------	------	--------	----------	------	--------------------	--------	--------	--------------	--------	--------

Select Irregular Earnings as shown above.

You can click on the bonus that you had defined and it should appear. Select the employee and enter the amount that you intend to allocate

Bulk Benefits

Regular Earnings Irregular Earnings

Benefit ID	Name	Description
154	Bonus	Yearly bonus for staff me...
151	Commission	Commission for compa...
155	Entertainment Irregular B...	Entertainment Irregular B...
156	Holiday pay	Holiday pay
159	Loan Received	Loan amount to be given ...
162	Overtime Allowance	Consistent Overtime allo...
160	Relocation House Use	Use of company
181	Yearly Bonus	Bonus for end of year

Benefit

Edit Record

Benefit ID: 181 Name: Yearly Bonus

Status: Active

Amount Percentage 25,000.00 Calculate on: BASICSALARY

Start Date: January 1, 2020 End Date: January 31, 2020

Monthly Fortnightly Weekly

By Employee Search Name:

Select	Employee Number	Name	Surname
<input type="checkbox"/>	1	Sarina	Mortimer
<input type="checkbox"/>	2	Rodger	Brogdon
<input checked="" type="checkbox"/>	3	Mabel	Shifflett
<input type="checkbox"/>	4	Huong	Lofin
<input type="checkbox"/>	5	Ebonie	Knott
<input type="checkbox"/>	6	Rava	Mavnard

View Employee: 1 Sarina Mortimer View

Benefit ID	Code	E.Code	Employee	Name	Percentage Benefit	Amount	Status	Calculate On	S. Date	E. Date
------------	------	--------	----------	------	--------------------	--------	--------	--------------	---------	---------

When you select by percentage the system will calculate based on the "Calculate on" section that you would have selected.

Save your selections ensuring that the bonus is only allocated for that one month. After your payroll run the bonus will appear as shown below



PAYLINE PAYROLL

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Regular Earnings Irregular Earnings

Benefit ID	Name	Description
154	Bonus	Yearly bonus for staff me...
151	Commission	Commission for compa...
155	Entertainment Irregular B...	Entertainment Irregular B...
156	Holiday pay	Holiday pay
159	Loan Received	Loan amount to be given...
162	Overtime Allowance	Consistent Overtime allo...
160	Relocation House Use	Use of company
181	Yearly Bonus	Bonus for end of year

Benefit Edit Record
Benefit ID: 181 Name: Yearly Bonus
Status: Active
Amount Percentage Calculate on: BASICSALARY
Start Date: End Date: January 31, 2020

Monthly Fortnightly Weekly
 By Employee Search Name:

Select All	Employee Number	Name	Surname	Grade
<input type="checkbox"/>	1	Sarina	Mortimer	1
<input type="checkbox"/>	2	Rodger	Brogdon	2
<input type="checkbox"/>	3	Mabel	Shifflett	3
<input type="checkbox"/>	4	Huong	Lofin	4
<input type="checkbox"/>	5	Ebonie	Knott	5
<input type="checkbox"/>	6	Rava	Mavnard	

View Employee: 1 Sarina Mortimer View

Benefit ID	Code	E.Code	Employee	Name	Percentage Benefit	Amount	Status	Calculate On	S.Date	E.Date
181	38	3	Mabel Shifflett	Yearly Bonus	0	25,000	Active	BASICSALARY	2020-01-01	2020-01-31

When you run the payroll the system will pick up the bonus as it will appear in the payslip.

Earnings

Salary 35,000.00

Car Parking 890.00

Telephone Allowance 570.01

Yearly Bonus 25,000.00

Total Earnings 61,460.01