

# 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

≝	Benefits Parameters									-		Х
	Regular Earnings 🔽 Irregular Earnings				xemption	Non-Ca	sh Benefits				0	- [
					Minimum Exempt Amount		ID Description				Save	
	Name					180	Car Engine-Up to 1500cc 2009					- I
						179	Car Engine Over 3000cc 2014				Cancel	
	Description	tion		Maximum Exempt Amount		178	8 Car Engine Over 3000cc 2010-13					_
	Description					177	Car Engine Ov	er 3000cc 2009			Delete	
						176	Car Engine Over 2000cc -3000cc 20				Delete	
	Dan a fit Turna	Cash		Exempt Percentage 175 Car En   174 Car En 173 Car En   172 Car En 172 Car En		175	75 Car Engine Over 2000cc -3000cc 20   74 Car Engine Over 2000cc -3000cc 20   73 Car Engine Over -2000cc-2014					_
	Benefit Type	Cash				174					Close	
						173				1.1		-
	Account Category	Bonus	-			Car Engine Ov	)ver -2000cc 2010-13					
						171	Cor Engine Ov	or 2000cc 2000	<u> </u>	-		
												_
	Benefit ID	Name	Desc	ription Tax Exempt		Min	imum Amount	Maximum Amount		Per	centage	
	162	Overtime Allowance	Consistent	Overtime	NO	0		0	0.0			
	159	Loan Received	Loan amou	unt to be	NO	0		0	0.0			
	156	Holiday pay	Holiday pay	у	NO	0		0	0.0			
	155	Entertainment Irregu	Entertainm	ent Irregu	NO	0		0				
	154	Bonus	Yearly bonu	us for staf	YES	0		10,000	0.0			
	151	Commission	Commissio	on for co	NO	0		0	0.0			
	Edit Record											

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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Regular Earnings									-	· 🗆
Nama	🗌 Regular Earnings 🛛 🖌 Irregular Earnings			N	on-Cas	h Benefits				Faula
		Minimum	Exempt Amount		ID	C	escription		]	Save
Name					180	0 Car Engine-Up to 1500cc 2009				<b>a</b> 1
Yearly Bonus					179	Car Engine Ov	er 3000cc 2014			Cancel
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Popula for and of year		10,000.0	0		177	Car Engine Ov	er 3000cc 2009	_ =		Delete
Bonus for end of year		Exempt	Percentage		176	Car Engine Ov	er 2000cc -3000cc 20	-		
Benefit Type Cash	h		Exempt Percentage			175 Car Engine Over 2000cc -3000cc 20				
		33.00			173	Car Engine Ov	er -2000cc-2014	-		Close
Account Category Bonu	us				172	Car Engine Ov	er -2000cc 2010-13			
					171	Cor Engine Ov	or 2000cc 2000	•	]	
Benefit ID	Name	Description	Tax Exempt		Mini	mum Amount	Maximum Amount		Р	ercentage
162 Ove	rtime Allowance C	onsistent Overtime	NO		0		0	0.0	)	
159 Loa	In Received	oan amount to be	NO	0			0	0.0	)	
156 Holi	iday pay H	loliday pay	NO	0			0	0.0	)	
155 Ente	ertainment Irregu E	ntertainment Irregu	NO		0 0		0	0.0	)	
154 Bon	ius Y	early bonus for staf	YES		0		10,000	0.0	)	
151 Con	nmission C	commission for co	NO		0					

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											Х
🗌 Regular Earnings 🛛 🗹 Irregular Earnings			🗌 Tax E	xemption	N	on-Cas	sh Benefits			Savo	
Nama			Minimum Exempt Amount			ID Description				Jure	
Name						180	Car Engine-Up	to 1500cc 2009	i.⊾i		
			Maximum Exempt Amount			179 Car Engine Over 3000cc 2014 178 Car Engine Over 3000cc 2010-13				Cancel	
Description											
Description						177 Car Engine Over 3000cc 2009				Delete	
						176	Car Engine Ov		Delete		
Donofit Tuno	nefit Type Cash 💌		Exempt Percentage			175	Car Engine Ov	er 2000cc -3000cc 20			
benefit Type						174 Car Engine Over 2000cc -3000cc 20.				Close	
						173	Car Engine Ov	er -2000cc-2014			
Account Category	Bonus	-				172	Car Engine Ov	er -2000cc 2010-13	Ţ		
						171	Cor Engine Ov	or 2000cc 2000			
											_
Benefit ID	Name	Desc	ription	Tax Exempt		Min	imum Amount	Maximum Amount		Percentage	
181	Yearly Bonus	Bonus for e	end of year	YES		0		10,000	33.0	<mark>/ _</mark>	
162	Overtime Allowance	Consistent	Overtime	NO		0		0	0.0		
159	Loan Received	Loan amou	int to be	NO		0		0	0.0		_
156	Holiday pay	Holiday pa	y	NO		0		0	0.0		-1
155	Entertainment Irregu	Entertainm	ent Irregu	NO		0		0	0.0		_
154	Bonus	Yearly boni	us for staf	YES		0		10,000	0.0		-1
151	Commission	Commissi	on 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

실 Bulk Benefits											- 🗆 X
🗌 Regular Earnir	ngs i	🖌 Irregular E	arnings								
Benefit ID	)	N	ame	Descript	ion	Benefit					
154		Bonus	1	Yearly bonus for	staff me	Edit Record					
151		Commissio	n	Commission fo	r compa						
155		Entertainme	nt Irregular B	Entertainment Irr	egular B	Benefit ID		Name			
156		Holiday pay		Holiday pay							
159		Loan Receiv	/ed	Loan amount to	be given .					Status	Active
162		Overtime All	owance	Consistent Over	time allo	Amount	Percent	age	Calculate o	BASICSALARY	-
160		Rellocation	House Use	Use of company				-8-			
181		Yearly Bonu	s	Bonus for end of	year	Start Date			End Dat	e January 1, 2999	
									-		
Monthly	Fortnig	htly 🔾	Weekly			By Grade					
By Employee	Searc	h Name					Select		Gra	ade	Savo
Select All	Emplo	vee Number	Name	Surna	me				1		Jave
	1		Sarina	Mortimer		<b></b>			2		Cancel
	2		Rodger	Brogdon					3		- Cuillout
	3		Mabel	Shifflett		=			4		Delete
	4		Huong	Loflin					5		Delete
	5		Ebonie	Knott							Close
	6		Rava	Maynard		·					0036
View Employee	1	Sarina Mor	timer		View						
Benefit ID Code	E.C	Code	Employee	Nar	ne	Percentage Benef	t Amount	Status	Calculate On	S. Date	E. Date

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Select Irregular Earnings as shown above.

X

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	Benefit					
154	Bonus		Yearly bonus for staff me	Edit Record					
151	Commissi	ion	Commission for compa.						1
155	Entertainm	nent Irregular B	Entertainment Irregular B	Benefit ID	181	Name	Yearly Bonus		
156	Holiday pa	iy	Holiday pay					Chatura	A
159	Loan Rece	eived	Loan amount to be given					status	Acuve
162	Overtime A	llowance	Consistent Overtime allo	- Amount	Percenta	age 25,000	.00 Calculate o	BASICSALARY	-
160	Rellocation	n House Use	Use of company						
181	rearly Bon	ius	Bonus for end of year	Start Date	January 1, 20		End Dat	e January 31, 2020	
Monthly OF Forts	nightly 🤅 🤇	Weekly		By Grade					
	F								
By Employee Sea	arch Name				Select		Gra	de	6 aug
Select All Em	plovee Numbe	er Name	Surname				1		Save
		Sarina	Mortimer	A			2		Cancel
2		Rodger	Brogdon				3		Guilder
▶ ▶ 3		Mabel	Shifflett	=			4		Dalata
4		Huong	Loflin				5		Delete
5		Ebonie	Knott						Close
6		Rava	Mavnard	▼					Close
View Employee	1 Sarina M	ortimer	View						
Benefit ID Code	E.Code	Employee	Name	Percentage Benef	it 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 you selections ensuring that the bonus is only allocated for that one month. After your payroll run the bonus will appear as shown below



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Bulk Benefits									
Regular Earnings	🖌 Irregular Earnings								
Benefit ID	Name	Description	Benefit						
154	Bonus	Yearly bonus for staff me	Edit Record						
151	Commission	Commission for compa				1			
155	Entertainment Irregular B.	Entertainment Irregular B	Benefit ID 181	Name Yearly Bonus					
156	Holiday pay	Holiday pay							
159	Loan Received	Loan amount to be given			Status	Active			
162	Overtime Allowance	Consistent Overtime allo	Amount Percentag	e Calculat	e on BASICSALARY	-			
160	Rellocation House Use	Use of company							
181	Yearly Bonus	Bonus for end of year	Start Date	End	Date January 31, 202	0			
	Select All Employee Number Name Surnai   1 Sarina Mortimer   2 Rodger Brogdon   3 Mabel Shifflett   4 Huong Loffin   5 Ebonie Knott			2 3 4 5					
View Employee	Sarina Mortimer	View							
enefit ID Code E.	Code Employee	Name	Percentage Benefit Amount	Status Calculate On	S. Date	E. Date			
38 3	Mabel Shifflett	Yearly Bonus	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.

Total Earnings	61,460.01
Yearly Bonus	25,000.00
Telephone Allowance	570.01
Car Parking	890.00
Salary	35,000.00
Earnings	