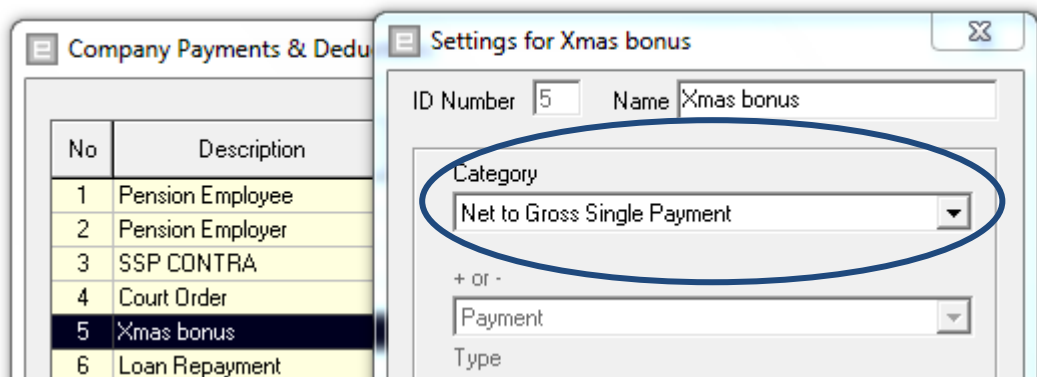


Bonus Payments

Earnie is able to process a bonus payment where the employee will be receiving a known figure *after* statutory deductions.

In the following example a bonus will be paid resulting in the employee receiving an extra £100.

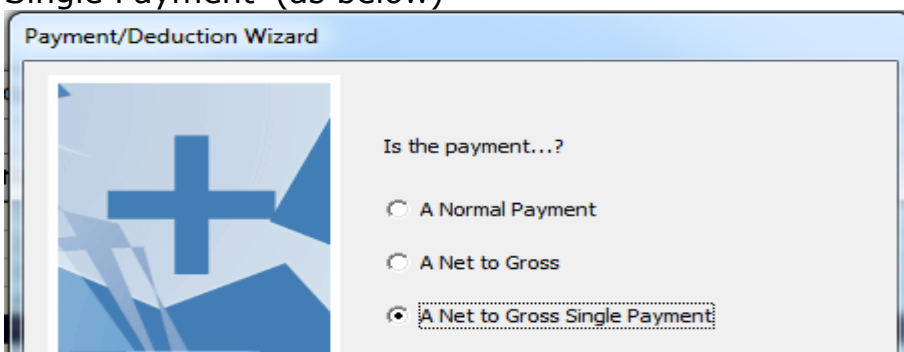
In Company, Alter Payments / Deductions a list of items will be displayed (as below) If the bonus item is displayed click 'Edit' and, if necessary, change the category is 'Net to Gross Single Payment'. To create a new Payment see below.



Creating a Bonus Payment

Click 'Add New', 'Yes', 'Next' and name the payment. In this example it is called 'Xmas Bonus'.

Ensure the dot is in 'Payment', click 'Next', and select 'A Net to Gross Single Payment' (as below)



Click 'Next', 'Finish', then 'OK'.

Adding the Bonus to an Employee

In the 'Input / Edit Payroll Details' screen enter all relevant information (no. of hours, salary, any deductions etc).

Select the payment from the 'Pay/Ded' column and enter the bonus amount you wish the employee to receive

The example below shows the amount of £100 entered against 'Xmas Bonus'.

No	Pay/Ded	Amount
15	Xmas bonus	100.00

The payslip will show the required gross amount for the employee to receive an increase in his net pay of £100 (as below)

PAYMENTS		DEDUCTIONS		Tax Deducted	
Pay All Hours	1416.00				171.00
15 Xmas bonus	147.04			Nat. Insurance	114.12
				NET PAY	1277.92
Pay This Period					
				Gross Pay	1563.04
				Tax Deducted	171.00
				Nat. Insurance	114.12
				Deductions	0.00
DATE	EMPLOYER			NET PAY	1277.92
02-May-14	Greenway Farms				
		TaxCode			
		919L			