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Bonus Run

The Bonus Run facility is provided so you can process a second payment run in any given period. Although Bonus payments can be included in any normal run, using a second 'bonus' run ensures that the employee is able to see clearly the gross amount of the bonus and PAYE/PRSI applicable on a second payslip.

- All fixed payments and voluntary deductions are ignored in a bonus run payroll.
- PAYE is calculated on a normal cumulative basis for employees on Normal Status, but for employees on Week1 / Month1 or Emergency basis, they will not receive a tax credit for the bonus run period.
- Gross pay and PRSI from the normal run will be taken into consideration when the PRSI is calculated in the bonus run. It is recalculated on the Total PRSIable pay for both Normal & Bonus Run added together and at the appropriate PRSI class for the base code entered.
- USC (Universal Social Charge) will still be calculated on a Week one/Month one basis, but will take into account amounts paid in the original pay run. This could result in some pay being levied the higher rates.

Processing a Bonus Run

Important – You must complete a normal payroll run before you can process a Bonus Run.

- Ensure that the normal payroll run is complete, that it is at **End of Period**, that all reports are printed and that the company backup has been taken.
- From the **Set Period** screen, select the **Bonus Run** check box, leaving the Period Number unchanged.

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Note : Insurance weeks are automatically set to zero when the Bonus Run option is selected, since insurance weeks will not be credited within a Bonus Run.

After the Bonus Run period is set the period number on the status bar will display a '**B**' after it.

- Select **Timesheet Entry**.

  Timesheets in a Bonus Run are blank by default. No Pay Element, Deduction, Holiday or Net to Gross values will be displayed. Therefore you must manually select Pay Elements and Deductions (if required) for each timesheet.

- Double-click (or press F2) on the first **Pay Element Description** line to display a list of all company payments setup on your payroll.

- Double-click on the payment required to bring it into the timesheet and enter the required value in the **Hrs/Value** column.

- The procedure for entering Deduction values is the same as above, with one extra step. i.e. double-click on the first **Deduction Description** line to display the list, double-click again on the required deduction and then enter the required value. Then enter '1' into the **Deductions** box on the right of the Timesheet as shown below:

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When the timesheets have been saved, proceed to print Reports, process End of Period and take a Backup in the usual way.

Note : As well as the period number displaying 'B' after it on the status bar at bottom of the screen, all reports except payslips and cheques will have '**(B)**' placed after the company name.

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In the screen shot below when you double-left click in the first Pay Element line under the heading the list of payments Setup on payroll will display.

When you check the employee's details (ETP Tab) after running End of Period the Bonus Run entry will show as TYPE B for Bonus as shown below:

Period	Period Date	Type	Gross	Tax	PRSIable Eee	PRSI Eee	PRSI Code Eee	PRSIable Eer
2	14/01/2011	N	750.00	434.50	750.00	24.92	A1	750.00
3	21/01/2011	N	750.00	90.50	750.00	24.92	A1	750.00
4	28/01/2011	N	750.00	90.50	750.00	24.92	A1	750.00
5	04/02/2011	N	750.00	90.50	750.00	24.92	A1	750.00
5	04/02/2011	B	100.00	41.00	100.00	4.00	A1	100.00

Also it can be seen on the ETP tab how the USC is calculated at the higher rate of 7%.

Period	Gross Income	Medical Card	USC @ Rate 1	USC @ Rate 2	USC @ Rate 3	USC Adjust	USC EOY Refund	BIK
2	750.00		3.86	4.60	30.94	0.00	0.00	
3	750.00		3.86	4.60	30.94	0.00	0.00	
4	750.00		3.86	4.60	30.94	0.00	0.00	
5	750.00		3.86	4.60	30.94	0.00	0.00	
5	100.00		0.00	0.00	7.00	0.00	0.00	