

Question: How do I create bonus checks for my employees?

You have two options: add an additional check OR create a special pay run for just the bonus checks.

To add an additional check, see "How do I create a second check for an employee" FAQ on the Encore Online Frequently Asked Questions page: <http://www.radcliffepayroll.net/NewFiles/Tools/FAQs.html>

To create a special pay run, contact your payroll representative, who will create the special pay run. Please let him/her know the pay date. After the pay run is set up you will be able to fill out the pay grid and pay the employees as you wish. Once your representative has created the pay run you will be able to choose to stop direct deposit or add a memo to the checks. You also have the opportunity to calculate net to gross checks if you prefer to have a flat dollar bonus check (for example, \$100.00). Below are instructions on how to create a net to gross check.

Select "Check Calculator" from the menu on the right. Then select the employee for whom you wish to calculate a check.

The screenshot shows the Radcliffe Payroll System interface. At the top, there are navigation tabs: PAYROLL, EMPLOYEE SERVICES, FRONT ROW REPORTS, PAY VIEW, and SETTINGS. Below these is a breadcrumb trail: HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS. On the left, there is a menu with options: REPORTS, ADD NOTE, Set Pay Run Options, Deduction/Tax Options, Data Entry, Paygrid, Import File, Adjustments, Check Calculator (highlighted with a red arrow), Clear Pay Input, Notes, and Submit Pay Run. The main area displays the 'Check Calculator' screen for the date 12/31/2009. It shows a table of employees with columns for Emp #, First Name, Middle Name, Last Name, and Status. The employee IMA CONTACT is highlighted with a red arrow.

Emp #	First Name	Middle Name	Last Name	Status
9	IMA		CONTACT	Active
14	Rafa		EI	Active
1	MATTHEW		GOSPEL	Active
2	MARK		GOSPEL	Active
3	LUKE		GOSPEL	Active
4	JOHN		GOSPEL	Active
6	GEORGE		HARRISON	Active

Select "Net to Gross" and hit "Save."

The screenshot shows a dialog box titled 'GEORGE' with the employee name 'IMA CONTACT' displayed. Below the name, there is a section titled 'Select the Calculation type:' with two radio button options: 'Net to Gross' (selected, highlighted with a red arrow) and 'Gross to Net'. At the bottom of the dialog are 'SAVE' and 'CANCEL' buttons. The name 'Donna' is visible at the bottom of the window.

Input the Net Pay amount. Review the taxes and deductions and uncheck any that you do not wish to have calculated for the check. You can also change the pay frequency in order to adjust how the taxes are calculated. Select the earning that you wish to calculate for the gross pay – do not input a gross amount, the system will calculate that for you. Select "Calculate."

Check Date: 12/31/2009 for Pay Period: 1/1/0001 to 12/31/2009

Check Calculator

Employee Name: MATTHEW GOSPEL Employee Number: 1
Calculation Type: Net To Gross Pay Frequency: BiWeekly (26 cycles)

Earning	Amount	Units	Include In Calc	Tax	Amount	Include In Calc	Deduction	Amount
04			<input checked="" type="checkbox"/>	EE Soc Sec		<input checked="" type="checkbox"/>	SIMPIRA	
05			<input checked="" type="checkbox"/>	ER Soc Sec		<input checked="" type="checkbox"/>	COSIMP1	
07			<input checked="" type="checkbox"/>	EE Medic		<input checked="" type="checkbox"/>	CAFE 3	
08			<input checked="" type="checkbox"/>	ER Medic		<input checked="" type="checkbox"/>	ExpRemb	
13			<input checked="" type="checkbox"/>	FUTA			Total	.00
14			<input checked="" type="checkbox"/>	FED WTH				
35			<input checked="" type="checkbox"/>	MDKENT				
			<input checked="" type="checkbox"/>	MD State				
			<input checked="" type="checkbox"/>	MDUI				
				Total	.00			

Net Pay: \$100.00

CALCULATE RESET CANCEL

Review the pay check and make any adjustments as necessary. If you make any adjustments (for example, uncheck withholding taxes) be sure to hit "Calculate" to recalculate the check. When you are satisfied select "Save."

Check Date: 12/31/2009 for Pay Period: 1/1/0001 to 12/31/2009

Check Calculator

Employee Name: MATTHEW GOSPEL Employee Number: 1
Calculation Type: Net To Gross Pay Frequency: BiWeekly (26 cycles)

Earning	Amount	Units	Include In Calc	Tax	Amount	Include In Calc	Deduction	Amount
BONUS	147.66		<input checked="" type="checkbox"/>	EE Soc Sec	7.30	<input checked="" type="checkbox"/>	SIMPIRA	4.43
			<input checked="" type="checkbox"/>	ER Soc Sec	7.29	<input checked="" type="checkbox"/>	COSIMP1	4.43
			<input checked="" type="checkbox"/>	EE Medic	1.71	<input checked="" type="checkbox"/>	CAFE 3	30.00
			<input checked="" type="checkbox"/>	ER Medic	1.71	<input checked="" type="checkbox"/>	ExpRemb	.00
			<input checked="" type="checkbox"/>	FUTA	.00		Total	38.86
			<input checked="" type="checkbox"/>	FED WTH	.00			
			<input checked="" type="checkbox"/>	MDKENT	1.58			
			<input checked="" type="checkbox"/>	MD State	2.64			
			<input checked="" type="checkbox"/>	MDUI	2.82			
				Total	25.05			

Net Pay: \$100.00

CALCULATE RESET SAVE CANCEL