

1. I am trying to make bonus payment together with December pay this month. After I initialized the pay for December, I realized that bonus pay will not be reflected inside. May I have the steps for bonus setup for December payout together with pay?

- a) Go-to Payroll > Pay Record.
- b) Select all employees with record type = Normal Pay and click on TOOLS.
- c) Select 'Insert Bonus Code for Bonus Processing' and select Pay Element code (e.g. Bonus)
- d) Click NEXT.
- e) At Pay Process Wizard, click 'cancel'.
- f) Click New to create a new Bonus Report ID and description.
- g) Enter Bonus Payment Period (e.g. From:[2011],[1] To:[2011],[12] and declared date.
- h) At GENERATE TAB, select System Defined Bonus Factor, on the right [], enter bonus
- i) factor (e.g. 1 for 1 month, 2 for 2 months)and update other information on the screen
- j) if necessary.
- k) At BONUS WAGE TAB, select type of bonus wage for calculation of bonus for incomplete
- l) year (e.g. current total wage).
- m) At PRORATE FACTOR, select prorate method.
- n) Click SAVE and then click CONFIRM.

2. How do we process basic salary + fixed allowances + overtime separately from our variable bonus in Jan?

- a) Go-to Payroll > Pay Record.
- b) Click NEW and select Pay Group.
- c) Select Record Type = Bonus Pay
- d) Select Bonus Code (e.g. Bonus) and click next.
- e) At Pay Process Wizard, click 'cancel'.
- f) Click New to create a new Bonus Report ID and description.
- g) Enter Bonus Payment Period (e.g. From:[2017],[1] To:[2017],[12] and declared date.
- h) At GENERATE TAB, select System Defined Bonus Factor, on the right [], enter bonus
- i) factor (e.g. 1 for 1 month, 2 for 2 months)and update other information on the screen
- j) if necessary.
- k) At BONUS WAGE TAB, select type of bonus wage for calculation of bonus for
- l) incomplete year (e.g. current total wage).
- m) At PRORATE FACTOR, select prorate method.
- n) Click SAVE and then NEXT.

o) Select employees to the right and confirm.

3. Is it possible to do only 13th bonus payment alone for December, after that pay the month end salary?

If the employee on prorated 13th month due to not completed year of service can the system generate the 13th month bonus?

Yes, please initialise Period 12 Normal Pay record as per usual process/step first. (EPE Payroll > Process Pay > Initialise)

After which, go to EPE Payroll > Pay Record > Click New > Select 'Bonus Pay' record type and do the bonus processing.

-This would create a separate payment record. E.g. Staff would have 2 pay record types - 'Normal Pay' & 'Bonus Pay'.

The above-mentioned step where you create the Bonus Pay record - there is a Bonus Processing Wizard where you will have to specify the bonus service period and of course, select the appropriate option/setting to prorate the 13th month for incomplete-year staff.

4. ***For employee who have not reported to work, we need to hold the pay, where to indicate in the system?***

Please proceed to EPE payroll > Pay Details > Under General tab - tick 'Suspend Pay'.

Once the staff has reported back to work, simply untick this checkbox setting and process their pay as per normal.

5. ***I had one resign staff on 31 Dec 2016, however today we want to pay him the special bonus and payout date is this year. How I going to generate it in system? Please advise.....***

Kindly follow the below steps for your inquiry:

Go to Payroll Module > Pay Detail > In Standard Tab > Update Last Pay Date as 31-01-2017 > Save.

Go to Pay Record > Initialize as per normal for that employee

After that, double click on employee > key in Insert for Bonus

6. ***What is the difference between Paid Date vs Declare Date in the system? What is the effect to calculation and/or report?***

a) Paid date is refer to the salary payment date every month.

b) Declaration date is used for the taxation purpose. For example, bonus is paid in Jan,2017 but the declaration date is on 31/12/2016. Thus, this bonus figure will be declared in income tax in year 2016.

7. ***Due to different bonus factor for some of the staff, we tried to modify at the pay record. However, when we print out the Employee Bonus Listing, the amount remains the same.***

Bonus processing report will only show bonus amounts that are calculated based on the setting at Bonus Parameter.

Any amendment to bonus amount at Modify Pay record will not reflect in this report.

User should use Payroll Summary Report (pay record type = Bonus Pay) to check the final payment (**assumption: bonus paid separately)