ADDING AN EXTRA PAYMENT

Contents

Via the Salary/Wages Paid Report:

1. Hover on *Payroll* and click on *Pay Periods*:
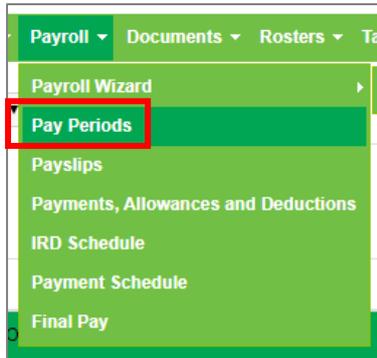
2. Filter via *Team Member*, *Pay Period*, etc. if desired, by using the filter boxes and click *Go*:

3. Find the correct pay period for the correct team member:

4. Click on the *Add Extra Payment* icon to add in any extra payment(s) for an employee(s) i.e. bonus, annual leave paid out, etc:

5. The following screen will appear:

Extra Payment : George Hamilton `+ add extra payment` `≣ extra payments report`

Add Extra Payment

Team Member :	George Hamilton ▼
Date :	Aug 11 2019
Extra Payment Amount :	
Student Loan On Extra Payment:	
Tax Amount :	▦
Description :	
Category :	-- select category -- ▼
Type :	Non-discretionary ▼
Frequency :	Weekly to Monthly ▼

`💾 save`

Callout annotations:
- Change *Team Member* (if applicable)
- Change *Date*
- Enter in *Gross Amount*
- Enter in a *Description*
- Click this icon to calculate *Tax* and *Student Loan* (if applicable)
- Select a *Category* (if applicable)
- Change *Type* if applicable
- Change *Frequency* if applicable
- Click Save

6. The *Amount Paid* will now be increased by the *Extra Payment* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
✚	Jul 29 2019	Aug 11 2019	4346.97	2323.08	0.00	23.89	0.00	0.00	⊞ 2000.00	✎
✔	Jul 15 2019	Jul 28 2019	2338.64	2323.08	0.00	15.56	0.00	0.00	⊞ 0.00	✎

7. Complete your Pay Run as normal

Via the Payroll Wizard:

NB: Please refer to the [Processing a Pay Run](#) help document to learn more about the Payroll Wizard

1. Step 3 of the Payroll Wizard is where you can enter in any Extra Payments:

2. Click on the Extra Payments column to add in any extra payment(s) for an employee(s) i.e. bonus, annual leave paid out, etc.

3. The below screen will appear. Enter in the applicable details:

4. The *Gross Pay* will now be increased by the *Extra Payment* amount:

5. Complete your pay run as normal. Click here for help on this.