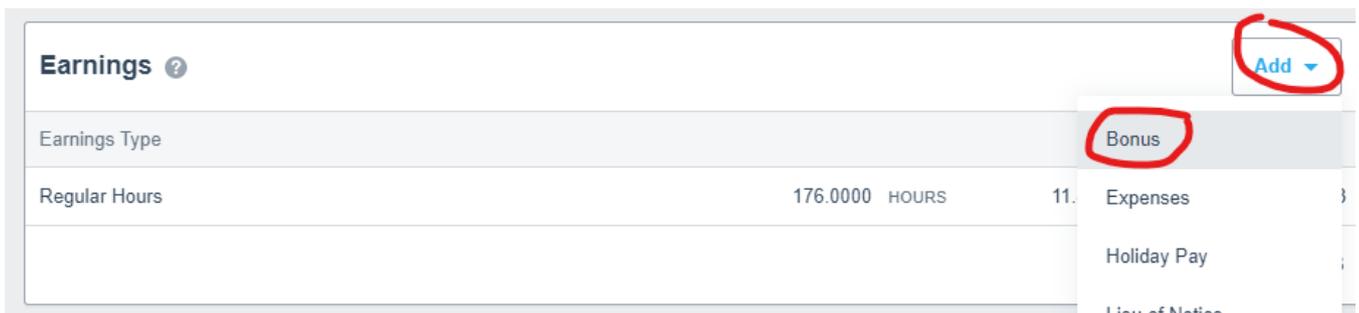


Adding Bonus's / Extra Payments

On the Employee Payslip Screen...

1. Click "**Add**" and "**Bonus**"



Earnings ?		Add ▾	
Earnings Type			
Regular Hours	176.0000 HOURS	11.	Bonus
			Expenses
			Holiday Pay
			Lieu of Notice

2. Enter the amount in pounds of the bonus



Earnings ?		Add ▾	
Earnings Type		Rate	Amount
Regular Hours	176.0000 HOURS	[REDACTED]	[REDACTED]
Bonus		[REDACTED]	0.00
		[REDACTED]	[REDACTED]

3. Click "Save"



Amount

Save

Revision #2

Created 24 May 2022 12:50:19 by Admin

Updated 25 May 2022 17:08:48 by Admin