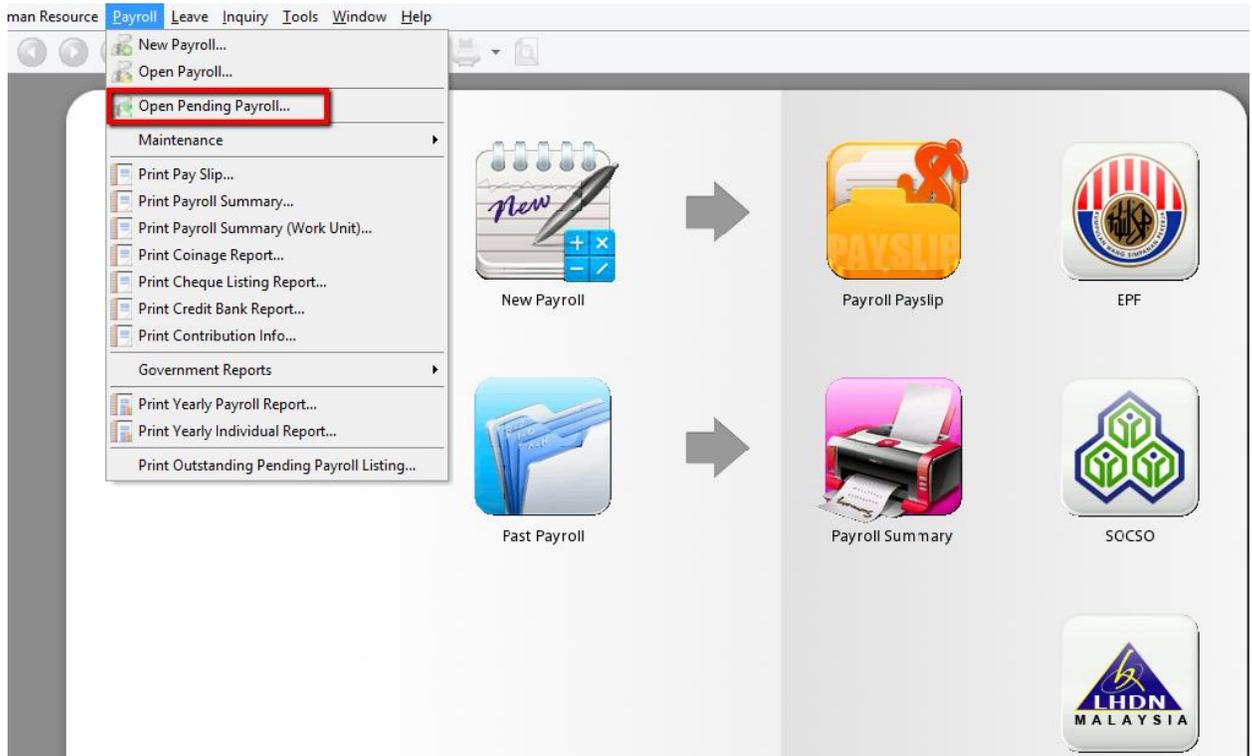
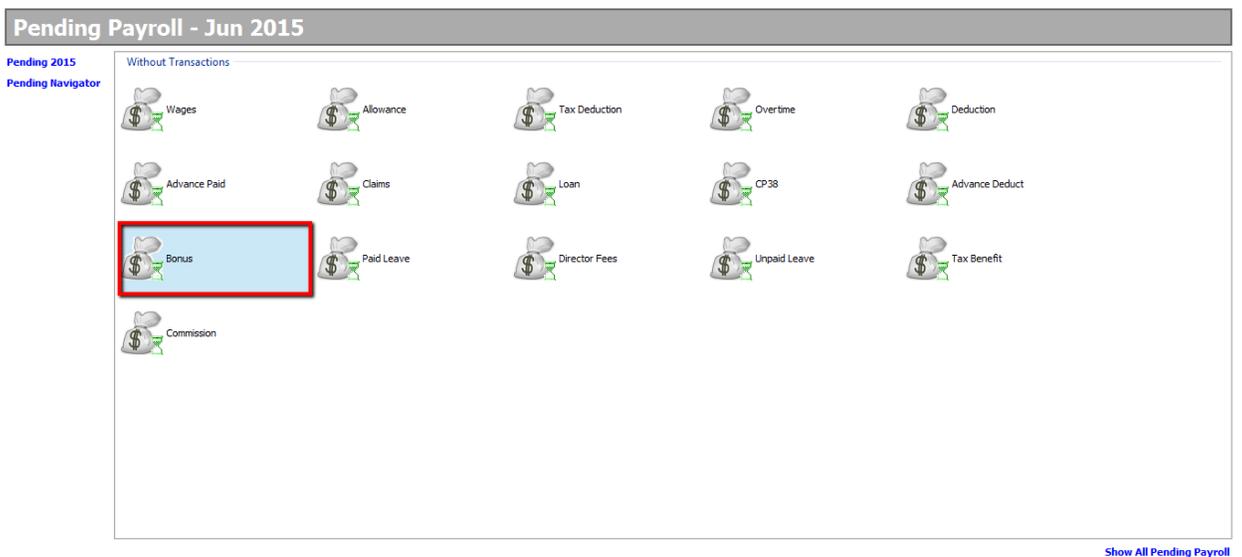


How to Give Bonus in SQL Payroll

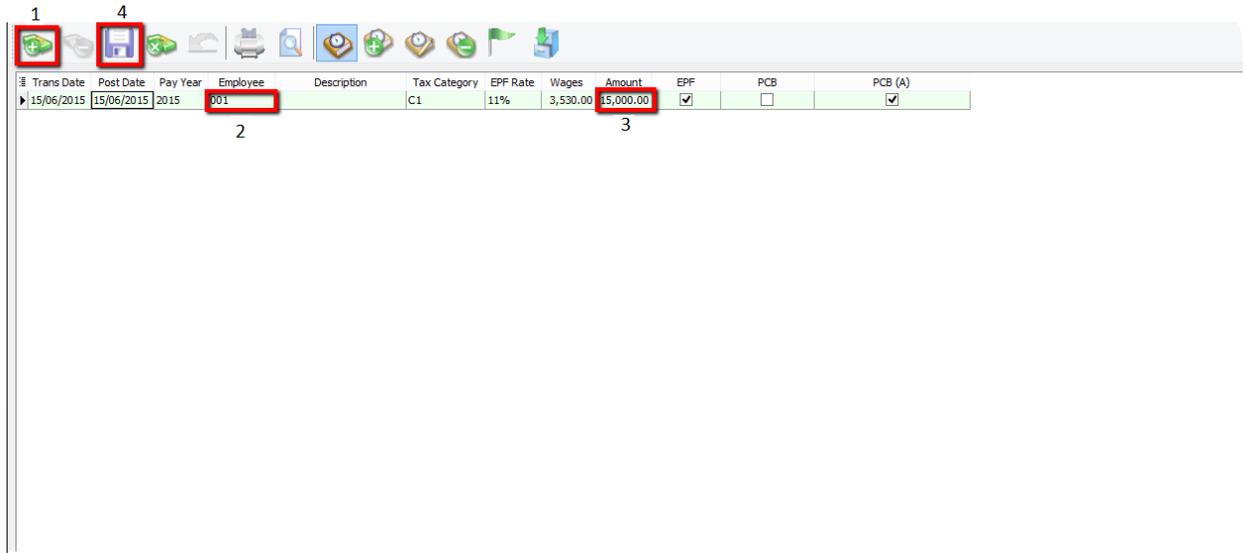
a) Go to Payroll/ Open Pending Payroll



b) Click on Bonus



- c) 1. Click "Add"
2. Select your employee
3. Key in amount
4. Save



- d) Go to Payroll/ New Payroll/ Click on Ad Hoc

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 15/06/2015

Process From: 01/06/2015 To 30/06/2015 ...

Contribution: EPF
 SOCSO
 PCB

Process: Bonus / Allowance (To input your amount) ...
 Monthly Fixed Allowance / Pending Payroll ...

Description

Description 1: Ad Hoc (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input checked="" type="checkbox"/> 002	KOO KIAN KEAT
<input checked="" type="checkbox"/> 003	NICOLE
<input checked="" type="checkbox"/> 004	WONG CHUN HAN
<input checked="" type="checkbox"/> 005	YAP KIM HOOK
<input checked="" type="checkbox"/> 00001	asda

Final

Frequency

Ad Hoc

6

Process

- e) Tick EPF if you want to deduct EPF
- Tick PCB if you want to deduct PCB

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 15/06/2015

Process From: 01/06/2015 To 30/06/2015

Contribution:

EPF

SOCSO

PCB

Process:

Bonus / Allowance (To input your amount)

Monthly Fixed Allowance / Pending Payroll

Description:

Description 1: Ad Hoc (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input checked="" type="checkbox"/> 002	KOO KIAN KEAT
<input checked="" type="checkbox"/> 003	NICOLE
<input checked="" type="checkbox"/> 004	WONG CHUN HAN
<input checked="" type="checkbox"/> 005	YAP KIM HOCK
<input checked="" type="checkbox"/> 00001	asda

6

Process

- f) Tick Bonus/ Allowance (To input your amount)

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction

Process Date: 15/06/2015

Process From: 01/06/2015 To 30/06/2015

Contribution:

EPF

SOCSO

PCB

Process:

Bonus / Allowance (To input your amount)

Monthly Fixed Allowance / Pending Payroll

Description:

Description 1: Ad Hoc (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input checked="" type="checkbox"/> 002	KOO KIAN KEAT
<input checked="" type="checkbox"/> 003	NICOLE
<input checked="" type="checkbox"/> 004	WONG CHUN HAN
<input checked="" type="checkbox"/> 005	YAP KIM HOCK
<input checked="" type="checkbox"/> 00001	asda

Bonus / Allowance (To input your amount)

UTD Contrib % = 0 (for Fixed Transaction)

Allowance: [] ...

Deduction: [] ...

Wages Overtime Commission Claims

Paid Leave Bonus Director Fees

Loan Tax CP38 Unpaid Leave

OK Cancel

6

Process

- g) 1. Change the Description *Optional
2. Tick the employee you give the bonus

- To process the MID month Adhoc payroll -

Transaction Posting

Year: 2015 Month: 6

Payroll Transaction: 2

Process Date: 15/06/2015

Process From: 01/06/2015 To: 30/06/2015

Contribution: EPF SOCSO PCB

Process: Bonus / Allowance (To input your amount) Monthly Fixed Allowance / Pending Payroll

Description: **1**

Description 1: Bonus (06.2015)

Description 2:

Ref 1:

Ref 2:

Employee:

Code	Name
<input checked="" type="checkbox"/> 001	LEE CHONG WAI
<input type="checkbox"/> 002	KOO KIAN KEAT
<input type="checkbox"/> 003	NICOLE
<input type="checkbox"/> 004	WONG CHUN HAN
<input type="checkbox"/> 005	YAP KIM HOCK
<input type="checkbox"/> 00001	asda

6

Process

- h) Complete/ Check the pay slip

Code: 001 Name: LEE CHONG WAI

Click to edit.

Double click "Bonus" to call out detail at bottom.

You can edit the detail here if you are not satisfied.

Wages:	Allowance:	Overtime:	Commission:	Claims:	Paid Leave:	Director Fees:	Bonus:	Advance Paid:	Gross Pay:	Gross Deduct:	Gross Net Pay:	Net Pay:
							15,000.00		15,000.00	1,716.50	13,283.50	13,283.50

Trans Date	Post Date	Pay Year	Employee	Description	Amount	EPF	PCB (A)
15/06/2015	15/06/2015	2015	001	Bonus (06.2015)	15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

THE END