How to Give Bonus in SQL Payroll

a) Go to Payroll/ Open Pending Payroll



b) Click on Bonus

Pending Payroll - Jun 2015									
Pending 2015 Pending Navigator	Without Transactions								
	Wages	Allowance	Tax Deduction	Overtime	Deduction				
	Advance Paid	Claims	S Loan	5 CP38	Advance Deduct				
	Bonus	Paid Leave	Director Fees	Unpaid Leave	Tax Benefit				
	Commission								
					Chow All Danding Davrall				

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	E	Employee:			
\$\$	Year: 2015 Month: 6	3		Code	Name	
Final		Þ	✓	001	LEE CHONG WAI	
	Payroll Transaction		✓	002	KOO KIAN KEAT	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Process Date: 15/06/2015 M		✓	003	NICOLE	
and the second s	Process Date: 15/00/2013 V		✓	004	WONG CHUN HAN	
	Process From: 01/06/2015 v To 30/06/2015 v		✓	005	YAP KIM HOCK	
Frequency			✓	00001	asda	
Ad Hoc	Contribution: EPF SOCSO Contribution: PCB Process: Borus / Allowance (To input your amount) Monthly Fixed Allowance / Pending Payrol Description Description Description 1: Ad Hoc (06.2015) Description 2: Ref 1:					
	Ref 2:			6		
					Process	

## e) Tick EPF if you want to deduct EPF

#### Tick PCB if you want to deduct PCB



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

I ransaction Pe	Transaction Posting			yee:		_		
Year: 2	015 📥 Month: 6 🚔	3		Code	Name			
Final		Þ	✓	001	LEE CHONG WAI			
Payroll Transacti	on		✓	002	KOO KIAN KEAT			
Process Date:	15/06/2015		✓	003	NICOLE	Re		(To input your amount) ×
a -			◄	004	WONG CHUN HAN	bc	hus / Anowance	(To input your amount)
Process From:	01/06/2015 ↓ To 30/06/2015 ↓		•	005	YAP KIM HOCK			
Frequency			✓	00001	asda	UTD Con	trib % = 0 (f	or Fixed Transaction)
Contribution: Ad Hoc Process: Description Description 1: Description 2: Ref 1: Ref 2:	FPF SOCSO     PCB     Bonus / Allowance (To input your amount)     Monthly Fixed Allowance / Pending Payrol     Ad Hoc (96.2015)			6	Process	Allowance: Deduction: Wages Pald Leave Loan	□ □ □ □ Overtime ♥ Bonus □ Tax CP38	V IIII Commission Claims Director Fees Unpaid Leave

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



# h) Complete/ Check the pay slip

E Code Name	Welcome 001	x									
OO1 LEE CHONG WAI     Click to edit.											
	Wages: Lgan: LEE CHONG WAI										
	Alowance: Deduction: Bonus (06.2015)										
	Overtime: EPF: 1,650.00 Employer EPF: 1,950.00										
	Commission: SOCSO: Employer SOCSO:										
Double click "Bonus" to	Claims:										
call out detail at bottom	n, PaidLeave:										
	Director Fees: - CP38: - Computerized Calculation										
	Bonus: 15,000.00 Unpaid Leave: - PCB: Print PCB 66.50 C1										
	Advance Paid: - Advance Deduct: - Gross Zakat: -										
	dross Pay: 15,000.00 Gross Deduct: 1,716.30 Gross Het Pay: 15,253.50 (Holjasment) -										
You can edit the detail he	Net Pay: 13,203,30										
if you are not satisfied	nus	x									
, you are not sutisfied.											
		1									
	I rans Date Post Date Pay Year Employee Lescription Amount EP+ PLS (A)      1506/2015 1506/2015 2015 001 1 15,000.00										

