INSTRUCTION FOR GIFT AND BONUS EARNINGS CODES

Section 1: Gift

For the Holidays if your location gives gifts of cash or checks (this includes cutting a school or parish check as a bonus and handing them out to employees) please record this in payroll using the Gift earning code.

- If you’re cutting a Parish or School check or handing out cash as employee’s holiday bonus
- If you cut a check record the information in IOI by using the Gift earning code
  1. Under Hours and Dollars screen go to the Earning codes drop down menu and select the Gift earnings code
  2. Enter the amount of the check in the other earning box to the far right.
  3. Save and Done.
The employee’s earning should appear on the payroll register, please see example below.

- Please be advised the Gift earnings code **DOESN’T PAY**.
- This is used to record and tax the value of a check or gift.
Section 2: Bonus

Grossing up Bonus

If employees are to receive Gross Up Bonus (this is used when you want to pay employees a specific Net or Dollar Amount for a bonus and then gross up the taxes).

In IOI/Prime Pay from the Forms and Links page go to the bottom of the page and select Paycheck Calculators.

Then Select (Gross-up Calculator)

Verify at the top of the calculator page that the tax year and state are correct.

- Enter the net amount of the bonus, for example if it’s $100, in the Net Pay Box.
- Change the Pay Frequency to Biweekly.
- Change the Federal Supplemental Flat to **Yes**

Next: Scroll down to the State Information
Under State Information
- Change the State Supplemental Flat to **Yes**
- Change the Supplemental Type to **Bonus**

Next: Scroll down to the bottom and select **Calculate**
Use this information below to enter in to the IOI Year to Date Adjustment screen.

Go to IOI to the Hours and Dollars Screen.
Then select Year to Date Adjustments
Select the Employee, who’s receiving the bonus, from the employee list to the right.

- Then click on the white square with the bent corner.

Under **Category**, use the drop down menu to select **Earning**.
Under **Code**, use the drop down menu to select **Bonus**.
Enter the **Bi Weekly Gross Pay** amount from the IOI Pay(PrimePay) Calculator
Then go to the **Taxes** tab
Enter the taxes from the IOI/Prime Pay calculator page.

Go to the **ACH & Balancing** tab
- Review the balance information you’ve entered.

Enter the **Net Check Amount** from the IOI Pay calculator (Net Pay $100.00) and click Save and you’re done.