Creating Bonus Payments: Reference Guide

This document reviews the options in Wells Fargo OptRight® Online payroll for bonus payments including step-by-step instructions on how to effectively create these payments.

**Bonus options**

There are multiple methods for creating bonus payments for your employees in OptRight.

1. An **Unscheduled payment bonus** payroll can be run for multiple employees.
   - Convenient for accounting when a larger number of bonuses are being created.
   - Note: A base processing fee is incurred for an unscheduled bonus payroll run.

2. In a **Scheduled payroll** bonus payments can be created for one or more employees along with the regular payroll being submitted.
   - Bonuses created during a regular scheduled payroll would incur just the per item fee and the normal base processing fee for the scheduled payroll.

**Creating bonus payments in a scheduled payroll run**

1. On main dashboard screen, click Enter Pay Data link for the upcoming scheduled payroll check date and pay period you wish to add bonus payments in.
2. At the Enter Pay Data screen enter the regular hours, etc. as needed.
3. If paying a bonus with employee’s regular pay the Bonus amount earning code column can be added to the pay grid and a bonus amount entered.
4. Enter remaining payroll data such as regular hours worked.
5. Click Preview Payroll button to review and submit your payroll as normal.

Details on the following pages show how to create bonuses as additional live checks and Edit Paycheck screen options which are often used with bonus payments.

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Optional: Bonuses can be created as additional live checks.

- And Edit Paycheck screen options can be used to block direct deposit, gross up bonus amounts, block scheduled deductions and adjust taxation on the bonus payment.

6. Click Add Check green plus sign icon.

7. An additional check line appears for this employee.

   ![Image of an additional check line]

   If employee is salaried you will need to remove the second salary amount that will appear.

8. Click the Edit Check pencil icon on the new row to access the Edit Paycheck screen.

9. The Edit Paycheck screen appears. *(sample below shows only the upper part of screen)*

10. Click the Add Earnings button.

11. Select Bonus code from list.

12. A new row for the Bonus earning displays where you can enter the desired bonus amount.
13. In the **Scheduled Deductions** section: Remove any deductions you do not want withheld from this bonus payment.

14. Click radio button option to exclude “All Except Retirement Plans” or “All Scheduled Deductions”.
   - Or edit a specific deduction amount or change to 0 to remove a deduction.

15. In the **Taxes** section Federal and State Taxes can be blocked or overridden to a set amount.

16. In Payment Method check **Block All Direct Deposits** if you want to make this bonus payment a live paper check.

17. The **Miscellaneous** override options can be used to adjust the Tax Frequency to various pay frequencies such as monthly for this bonus payment.

18. The **Supplemental taxation option** can be chosen or adjusted differently on this employee’s bonus.

13. The **Memo** window can be used to add a short message on check stub.
20. A supplemental payment like this standalone bonus check can also be grossed up to provide a bonus payment at a desired net pay using the Gross Up tool on the Edit Paycheck screen.

21. Click the Gross Up button.

![Gross Up window](image)

22. The Gross Up window appears.

23. Choose Bonus earning code.

24. Adjust Organizational Unit, if needed.

25. Enter desired Net Amount and click Calculate button.


27. Click Copy Results to Paycheck.

28. The Gross up amount now displays in the bonus amount.

29. Click Save & Close.

30. The Enter Pay Data screen appears where you can complete entering payroll data.

⚠ Some states (Massachusetts, Minnesota, Oregon, Washington, Wyoming) require a form of hours to be entered on a bonus check. Call BPS Customer Service for assistance.

31. Click Preview Payroll, use the Review screen to ensure all is correct and click Approve and Submit to finalize payroll entry.
Unscheduled Payment - Bonus run for multiple employees

Another option for creating bonuses in OptRight is by using the Make an Unscheduled Payment - Bonus option as a separate payroll run that may be preferred when paying bonuses to all or a large number of employees.

Remember, this method would incur a base processing fee as an additional unscheduled payroll run.

Unscheduled Payment - Bonus steps

1. Click Payroll tab from Dashboard home page screen.
2. Click Make Unscheduled Payment and Bonus.
3. The Enter Pay Data – Unscheduled Bonus screen appears.
4. Verify correct check date and enter Pay Period Start and End dates.
5. Click the Add Personnel button.

Enter Pay Data - Unscheduled Bonus

- Check Date: 10/17/2018
- Pay Period Start: 09/30/2018
- Pay Period End: 10/18/2018

6. The Add Personnel window opens.
7. Check the “Select” box for each employee a bonus check is being created for.
8. Click the Add Selected button.
9. The Supplemental Tax window appears
   • This option allows you to set all bonuses being created to be taxed at the Supplemental Tax Rate.
     (22% flat federal rate / state rate varies)

10. Click OK or Cancel as desired. *(call BPS Customer Service for assistance, if needed)*

11. The Enter Pay Data screen appears with the added employees.

12. Enter bonus amounts for each employee in Bonus Amount column.

Optional: Apply Adjustments button and Edit Check options.
   • The *Edit Check* pencil icon can be used to adjust any employee’s bonus separately.
     • See *Edit Paycheck options and details in the previous section*.
   • *Apply Adjustments* can be used to adjust bonus options to all selected employees.

13. Click Apply Adjustments button to display options to apply to all selected employees' bonus payments.

14. Check the box to enable any section and then click desired option choice.

15. Click Add button once complete.

**Apply Adjustments to All options:**
Block or unblock Direct Deposits or Scheduled Deductions, set one bonus amount for all employees and adjust Supplemental Taxation setting.
16. The Enter Pay Data – Unscheduled Bonus screen appears again.

17. Example shows use of setting bonus of $500 for each employee from Apply Adjustments.
18. Click the Preview Payroll button and the Review and Approve screen appears.
19. Review Preview Summary section, Pay Detail-Employees info and the View Payroll Register option to ensure accuracy.
20. If needed, use the Make Changes button to correct any errors.
21. Click Approve and Submit to finalize submission of your Unscheduled Bonus payroll.

For additional details on processing payroll or other Wells Fargo OptRight® Online topics view the online training modules located at: www.wellsfargo.com/payrolltraining