

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 screenshot displays the 'Detailed Hours Entry' form in the IOI Payroll system. The form includes fields for Check Num (01), Dept (4450), Employee Number (150), and a 'Preview Check' button. Below these are sections for Pay Cycle (Bi-Weekly), Pay Code (Hourly), Labor Distribution Default (4450), and Salary/Hours breakdown. The 'Line Options' section contains three entries:

Line	Earnings Code	Regular	Overtime	Double	Rate Ctl	Special Rate	Other Earnings
1	GIFT - GIFTIMP EMPLO						100.00
2	- REGULAR - R	80.000				15.0000	
3	- REGULAR - R						

The 'Totals' section shows:

Regular:	80.000	Over Time:		Double:		Other:	\$ 100.00
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* NOTE: Totals are recalculated when record is saved.

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.

EMPLOYEE INFORMATION	EARNINGS THIS PAY				* DEDUCTIONS/CHK *		TAXES WITHHELD		
	DESC	RATE	HOURS	AMOUNT	DESC	AMOUNT	GROSS	TAXABLE	AMOUNT
ABDENOUR, CHRISTINE M	REGULAR	15.0000	80.000	1200.00			F.I.T.	1300.00	86.63
R-001	GIFTPAY			100.00			MHI	1300.00	19.85
LOCN 000							EDSOSEC	1300.00	80.60
DEPT 4450							CA SSI	1300.00	11.70
FILE# 000000150							CA STATE	1300.00	38.92
SSNO --4093									
				YTD EARN		1300.00			
									CHECK NO 000441007
									TOT GROSS 1300.00
									NET EARN 963.30
									DTR DEFS 0.00
									CHECK AMT 963.30

PREVIEW

PLEASE BE ADVISED THE GIFT EARNINGS CODE

DOESN'T PAY ONLY

IT RECORDS & 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**.

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888.697.0021
support@ioipay.com

Logout Documents Contact Us Themes Previous Save Next

Select Company DS000 PASTORAL CENTER screen pick

Payroll Number: 2019-026-01 Current Status: Open

Forms And Links

This page has been recently updated!

* The linked pages previously found at the bottom of this page can continue to be accessed on your left-hand navigation as follows:
- Forms & Links, Employee Search (under "Company Maint."), Archived Reports, Quarterly Reports, and I-Center (all under "Reports")
* As previously communicated on July 24, the Notice Board content is now accessible through a new Notice Board App on your Dashboard.

Forms: Client Access Request
Client Access Revocation
Check Signature/Logo Request
2020 Attendance Calendar Order Form

Tools & Resources: Paycheck Calculators
2019 Calendar

Then Select (Gross-up Calculator)

Calculators

- 401(K) PLANNING CALCULATOR
- ACA PAY OR PLAY CALCULATOR
- BONUS (AGGREGATE) CALCULATOR
- BONUS (PERCENTAGE) CALCULATOR
- FICA TIP CREDIT CALCULATOR
- FORM W-4 ASSISTANT
- FULL-TIME EQUIVALENT EMPLOYEE CALCULATOR
- GROSS-UP CALCULATOR
- HOURLY PAYCHECK CALCULATOR
- PAYCHECK TIP TAX CALCULATOR
- SALARY PAYCHECK CALCULATOR
- TIME & ATTENDANCE ROI 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**

PRIMEPAY

Check Date: 12/09/2019

State: California

Net Pay: 100

Gross Pay YTD: 0

Pay Frequency: Bi-weekly

Exempt from: No Federal, No Fica, No Medicare

Federal Information

Federal Supplemental Flat: Yes

Federal Filing Status: Single

of Federal Allowances: 0

Additional Federal Withholding: 0

Round Federal Withholding: No

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**

PRIMEPAY

State Information

Regular allowances: 0

California SDI: Yes

State Supplemental Flat: Yes

Exempt State: No

Filing Status: Single

Additional State Withholding: 0

Additional Allowances: 0

Supplemental Type: BONUS

Locale Information

No Locale Information Required

Voluntary Deductions

Deductions: \$ 401k, Hsa, Custom

Print a report

Print Report?: No

Calculate

Use this information below to enter in to the IOI Year to Date Adjustment screen.

Results	
	Calculated at 12/09/2019 13:15:19
Gross Pay	169.14
Federal	37.21
Fica	10.49
Medicare	2.45
State	17.30
SDI	1.69
Net Pay	100.00

Go to IOI to the **Hours and Dollars** Screen.

Then select **Year to Date Adjustments**

Begin Payroll

Employee Maint.

Hours & Dollars

- Import Utility
- Detailed Hours Entry
- Browse Transactions
- Paycheck Options
- Extended Hours & Dollars
- Time Card Details
- Custom Hours Entry
- Balance Payroll
- Hours & Dollars Proof Listing Report
- Employees Not Paid Report
- Preview Payroll

ADJUSTMENTS

- Year-To-Date Adjustments** (indicated by a red arrow)
- YTD Adjustment Report
- Check Void Maintenance

Finish & Process

Pay Cycle: Bi-Weekly | Pay Code: Hourly | Labor Distribution Default: 4450

Salary: | Hourly1: | Hourly2: | Hourly3: | Service: |

Line Options >>

Earnings Code	Regular	Overtime	Double	Rate Ctl.	Special Rate	Other Earnings
1 - REGULAR - R						
2 - REGULAR - R						
3 - REGULAR - R						

Totals

Regular: | Over Time: | Double: | Other: \$

* NOTE: Totals are recalculated when record is saved.

Buttons: Cancel, Lookup Earnings, Previous, Next, Save, Save >>

Right-hand column values: 150, 0000, 0000, 0000, 0009, 0000, 0000, 0009, 0009, 0009, 0009, 0000, 0000

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.

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DS000 PASTORAL CENTER 206 McInnes, Noreen M

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type Adjustment Number Quarter

No adjustments for this employee

Earning Detail Information

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
<input type="button" value="Add New Row"/>					

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

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888.1 supp

Select Company DS000 PASTORAL CENTER 150 Abdenour, Christine M(Terminated) Previous

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type Adjustment Number Quarter

Standard Adj Adding a new adjustment 0

Earning Detail Information

Category	Code	Gross Amount	Hours	Labor Distribution	G/L Code
01. Earnings	BONS - BONUS (R)	169.14			
02.					
03.					
04.					
05.					

Enter the taxes from the IOI/Prime Pay calculator page.

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Select Company DS000 PASTORAL CENTER 150 Abdenour, Christine M(Terminated) Previous

Forms and Links
Company Maint.
Global Utilities

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type: Standard Adj Adjustment Number: Adding a new adjustment Quarter: 0

Tax Type	Tax Category	Amount	Taxable Gross	G/L Code
Federal Income Tax		37.21		
MHI Tax		2.45		
Social Security Tax		10.49		
State Income Tax	CA	17.30		
State UC Tax	CA			
State SUTA Tax	CA			
County of Residence				
County of Employment				
City of Residence				
City of Employment				
School District Tax				

Type	State	Code	Amount	Taxable Gross	G/L Code
Disability	CA	- CALIFORNIA SDI EE	1.69		

Additional Taxes

Cancel Save

Go to the ACH & Balancing tab

- Review the balance information you've entered.

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Select Company DS000 PASTORAL CENTER 150 Abdenour, Christine M(Terminated) Previous

Forms and Links
Company Maint.
Global Utilities

Year-To-Date Adjustments

Adjustment Taxes Deductions ACH & Balancing

Adjustment Type: Standard Adj Adjustment Number: 01 - Year-to-date Adjustment Quarter: 0

ACH Description	Amount	G/L Code

Balancing Information	Total Earnings	Total Taxes	Total Deductions	Total ACH	Net Check Amount	Balance
	169.14	69.14	0.00	0.00	100	100.00

Check Number	Employee Taxes	Employer Taxes	Net G/L Code
0	69.14	0.00	

Cancel Save

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