

## **Quick Steps – Bonus/Retro Pay Reports (ALL employees) - RETIREMENT**

Note: Instructions in this section will help guide you in creating payroll for bonuses or retro pays for ALL employees, or, for a larger number of employees. Quick Steps begin the 2<sup>nd</sup> step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
  - a. This is the total of all the wages you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.
2. Enter **Total Contributions Reported**.
  - a. This is the total of all contributions you are reporting. This figure comes from your payroll. Enter this to help catch discrepancies.
3. Enter **Begin Month for Bonus/Retro Pay**
  - a. For Bonuses or Retro Pays, this is the BEGINNING Month for the period of time you want to report the wages for
  - b. Enter format MM/YYYY
4. Enter **End Month for Bonus/Retro Pay**
  - a. For Bonuses or Retro Pays, this is the ENDING Month for the period of time you want to report the wages for
  - b. Enter format MM/YYYY
5. Enter **Eligible Wages**
  - a. For Bonuses or Retro Pays, eligible wages that remain as \$0.00 will not be created as records on the report.
  - b. Select the employees you want to report and enter their wages. Leave wages blank for employees you do not want to report wages for.
6. Once you have entered wages for all the employees you want to report, and you are ready to submit the report, click the **Create Report** button at the top

**Note:** If you need to make comments on an employee's detail **OR** ignore the detail, you must first complete the process of creating the report. Once created, you will need to open up the report and select the employee.

\*If you only need to add comments, then add your comments in the 'Comments' box and Save.

\*If you are ignoring the detail, then add a comment to the detail, save the record, then 'Ignore' it.