Quick Steps – Bonus/Retro Pay Reports (one employee at a time) - RETIREMENT

Note: Instructions in this section will help guide you in creating payroll bonuses or retro pay for one employee at a time. Quick Steps begin the 2nd step after selections are made from the *Payroll Reporting* screen.

1. Enter **Total Wages Reported**.
    a. This is the total of all wages you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies

2. Enter **Total Contributions Reported**.
    a. This is the total of all contributions you are reporting. This figure comes from your payroll. Entering this helps catch discrepancies

3. Click **Add New Detail** button.

4. Enter **SSN**

5. Enter **Last Name**

6. Enter **First Name**

7. Select **Plan**

8. Enter **Begin Month for Bonus/Retro Pay**
    a. For Bonuses or Retro Pays, this is BEGINNING Month for the period of time you want to report the wages for
    b. Enter format MM/YYYY

9. 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

10. 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.

11. Repeat as necessary beginning with Step 3.

12. When 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.