Acclaim - How to setup bonus payroll category

Problem:

I want to setup a bonus or profit sharing to my employees.

Solution:

Steps:

1. Head to Setup > Payroll Categories
2. Click the **Add…** button. Select Earning
3. Enter the applicable identification information (typically named bonus)
4. Under **Subject to …** ensure that the correct taxes are selected or unselected.
5. For the **Type**, ensure the correct type is selected (For bonuses, this may be set at a specific value or formula).
6. Select the **Form Assignments** this payroll category should report to if applicable.
7. Uncheck **Vacation Pay** and **Sick Pay** if they do not apply to your company.
8. Click **Save** when you are done to save.
9. The system will ask if you wish to assign this category to all active employees. Press the **Yes** button if you want to apply this to all employees, otherwise press **No**.
10. If you pressed no in the previous category:
    a. Head to Setup > Employees.
    b. Select one of the employees you wish to add the category to and click the **Select** button or **double click**.
    c. Head to the **Pay Card** section.
    d. Find the category you created and check it off to make it active.
    e. Press the **Save** button when you are done.
11. Ensure you turn off the category for employees after the current pay run if you do not wish to pay them with this category again.