

# Entering a Bonus Manual Cheque to Update Year-to-Date Totals in PCPW

Entering a bonus manual cheque to update year-to-date totals refers to keying in values for bonus payments made outside of regular payroll processing which should be included in an employee's year-to-date balances.

## Reasons

Payments made outside of your regular payroll processing still need to be captured for tax form reporting purposes.

A bonus manual cheque may need to be entered for the following reasons:

- Bonus payments not processed through ADP
- Cash bonus paid

## Process

To update manual payments, follow the process.

Step	Action
1.	Select <b>Paydata&gt;Manual Cheques&gt;New</b> .  Note: If no manual cheques exist for your company, the New Transactions window displays automatically.
2.	Type an <b>Employee File Number</b> or click <b>Select</b> to choose an employee.
3.	Select <b>Transaction Type&gt;Manual Cheque&gt;OK</b> .
4.	Select <b>Hours and Earnings</b> tab,  1. Enter or select <b>Tax Frequency</b> that applies to manual cheque, in this situation it would be 'B' for Bonus Tax Method.  2. Enter or select <b>Temp Department</b> if applicable.  3. Enter or select <b>EI assessment week</b> .  4. Enter other code and other earnings amount in Field 3, 4, 5 if applicable.  <b>Note:</b> Only earnings using the Bonus Tax rate (Tax Frequency B) can be entered for this manual cheque. Example: If vacation was also paid out, it must be entered in a separate manual cheque <b>unless</b> it was calculated using the Bonus Tax rate.
5.	Select <b>Taxes</b> tab,  1. Enter <b>Federal tax</b> amounts (Non Quebec employees, add Provincial tax amounts to the Federal amounts)  2. Enter <b>Provincial tax</b> amounts (Quebec employees only)  3. Enter <b>CPP/QPP</b> amounts  4. Enter <b>EI</b> amounts  <b>Note:</b> QPIP if required is entered through Deductions Tab using deduction code 78.

## Process Continued

Step	Action
6.	<p>Select <b>Deduction</b> tab,</p> <ol style="list-style-type: none"><li data-bbox="191 279 727 310">1. Enter or select applicable deduction code.</li><li data-bbox="191 331 776 363">2. Enter amount associated with deduction code.</li><li data-bbox="191 384 589 415">3. Repeat for further Deductions.</li></ol> <p><b>Note:</b> Do not use deduction X, Y or Z when they relate to direct deposit code. Use Net Pay instead as in Step 9.</p>
7.	<p>Select <b>Taxable Benefit</b> tab,</p> <ol style="list-style-type: none"><li data-bbox="191 541 784 573">1. Enter or select applicable taxable benefit code.</li><li data-bbox="191 594 833 625">2. Enter amount associated with taxable benefit code.</li><li data-bbox="191 646 646 678">3. Repeat for further taxable benefits.</li></ol>
8.	<p>Enter memos if applicable.</p> <ol style="list-style-type: none"><li data-bbox="191 751 443 783">1. Select <b>Memo</b> tab.</li><li data-bbox="191 804 686 835">2. Enter or select applicable <b>Memo Code</b>.</li><li data-bbox="191 856 735 888">3. Enter amount associated with Memo Code.</li><li data-bbox="191 909 768 940">4. Repeat for further Memo Codes, if applicable.</li></ol>
9.	<p>Enter <b>Net Pay</b> amount.</p> <p><b>Note:</b> Once saved, you can run/print a Manual Cheque Full Report for reference.</p>