

**BONUS PAYMENTS** with the following deductions:

- FICA
- FWT (Federal Withholding Tax) – Special amount to be deducted
- SWT (State Withholding Tax) – Special amount to be deducted

Employee Record:

- Basic Information:* Set field #82, SP.PAY.FAC., to **12** (for monthly)  
or Set field #82, SP.PAY.FAC., to **1** (for annual)

Transaction Entry:

TRANSACTION FILE CONTAINS DATA FOR PERIOD ENDING	MM/DD/YY
LAST DATA WAS ENTERED	MM/DD/YY
ENTER OPTION	1 DELETE ALL EXISTING DATA AND ENTER NEW DATA
	2 DELETE NON-PERMANENT DATA & ADD NEW DATA
	3 ADD TO EXISTING DATA
	4 REVIEW EXISTING DATA FOR POSSIBLE CORRECTIONS
	5 PRINT TRANSACTION FILE
	6 REVIEW A SPECIFIC TRANSACTION RECORD
	7 ENTER SPECIAL PAY FACTOR TRANSACTIONS
	9 END PROGRAM
<b>7</b>	
ENTER SPECIAL PAY FACTOR / <b>12</b> or <b>1</b>	
ENTER PAY PERIOD END DATE (MMDDYY) / <i>Enter date</i>	
PERMANENT TRANSACTIONS? SOME(S), NONE (N), ALL (A) / N	

Transaction Codes:

- 43 Special one-time bonus (*FICA will be deducted only, no FWT or SWT*)
- 83 Do not take optional deductions (*if no deductions are required*)
- 38 Additional one-time deduction from FWT (*to deduct specific FWT amount*)
- 39 Additional one-time deduction for SWT (*to deduct specific SWT amount*)

**PAYROLL  
Checklist**

**Register – “Trial Run”**

Select #3 – Register

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*****
*
*                               PAYROLL REGISTER
*                               *****
*
Do you want to backup P/R files and run the P/R register ? (y/n):      Y
    (Payroll files will copy.)

PR210(v9.1) CONVERT PAYROLL TRANSACTION DETAIL

ARE YOU RUNNING A SPECIAL PAY FACTOR PAYROLL ? (Y/N) / Y
ENTER SPECIAL PAY FACTOR / 12 or 1
```

**Payroll Register Options:**

- 1 Pay Scheduled Only
- 2 Pay Scheduled or Detail
- 3 Pay Detail Only
- 9 End program

- Enter option: **3**
- Period Ending Date (MMDDYY)
- Paycheck date (MMDDYY)
- Special Pay Factor **12** or **1** (*automatically entered*)
- Deductions (enter **N** for each if not to be deducted)

Correct? / Y

Is this a Trial Run? / Y

Options correct? / Y

**(For use if any prepay/void records were processed):**

**Prepay/Void Register Options:**

- 1 Print Prepay & Void Registers
- 9 End program

If no prepay/void records have been processed, enter option **9**.

**Payroll Register Options:**

- 1 Print Complete Register
- 2 Print Supplemental Register
- 3 Print Total Page Only
- 9 End program

- Enter option: **1**, Complete Register
- Enter option: **9**, End
  
- Tax Summary prints.
  
- Deduction Register? \_\_\_\_\_
- Department Breakdown? \_\_\_\_\_
- Certified Payroll Register: \_\_\_\_\_
  
- Verify reasonable correctness of Register.

If the "Trial Run" is correct, run a "Non-Trial".