

## Bonus/Holiday Checks - Checklist

How will you enter the bonus pays?

- Hand-keyed
- Spreadsheet import
- Other

How are you scheduling the bonus payroll?

- Combined with normal pay
- Separate checks on a normal pay run
- Separate payroll with same check date
- Separate payroll with different check date

How will the employees be paid their bonuses?

- Cash
- Live Checks
- Direct deposit

Who will cover the taxes on the bonuses?

- Employee (start with gross pay, calculate net)
- Employer (start with net pay, calculate gross)

What deductions will you take from the bonuses?

- Social Security taxes only
- All taxes
- All taxes + retirement plan deductions
- Other

When should employees see the electronic stubs for the bonuses?

- When payroll runs
- On check date
- Other