PAYDATA™
WORKFORCE SOLUTIONS

FAQ – Bonus - Supplemental Payroll Request Form

WHAT IS IT?

A Bonus or Supplemental payroll is an extra payroll that isn't set up on the company's calendar as a regularly scheduled payroll. The intent is to pay additional wages to the employees.

WHERE DO I GET THE INFORMATION?

The Bonus – Supplemental Payroll Request is a form to help PayData make sure that this extra payroll is set up exactly the way that you want. As this is an extra payroll, there may be items that typically occur in the regular payrolls that you don't want to happen in this supplemental payroll.

WHAT DOES PAYDATA NEED FROM ME – AND WHEN DO THEY NEED IT?

PayData needs you to review the **Bonus – Supplemental Payroll Request Form**, and submit it to your CSR. We need the form prior to setting up the supplemental payroll, but no later than 2 business days prior to your last regularly scheduled payroll of the year.

HOW DO I SUBMIT THE INFORMATION TO PAYDATA?

You can log into our secure portal, create a case and attach all pertinent information. Your CSR will receive an email notifying them that you have submitted a case. If you don't have a login to the secure portal, you can go to our website and request a login. Go to https://www.paydata.com/clientsupportportal/, and request a login at the bottom of the page. Please keep in mind that only the Primary Contact of a company will be provided with a login

SHOULD I GIVE YOU GROSS OR NET AMOUNTS?

Gross – the amount before taxes and deductions are taken

Net – the amount the employee will receive after all deductions and taxes are taken

FICA – OASDI (Social Security Taxes) & Medicare

If you provide us with the Gross amount, we calculate taxes on that amount, subtract the taxes, and pay the employee what is left, the "Net". Remember to tell us if you want all taxes, or just FICA to be withheld.

Ex: Gross $300.00 – FICA $22.95 = Net Pay $277.05

If you provide us with the amount that you want the employee to receive as a Net Pay, we calculate what the gross needs to be.

Ex: You tell us that you want the employee to receive $300.00 Net Pay, and which taxes you want to be calculated; remember you cannot block FICA taxes

We will post a Gross Amount $324.85 – FICA $24.85 – Net Pay $300.00

- Please remember that the employer needs to match the FICA taxes

BLOCKING OTHER DEDUCTIONS?

The employee may have several direct deposit accounts, insurance deductions, pension deductions, etc. Please let us know which ones you want to INCLUDE on this Bonus check and which ones you want to EXCLUDE.