**Bonus Payrolls**

There's quite a bit of variety in the way we see our clients handle holiday bonuses, and we do see a LOT of holiday bonuses flow through here between Thanksgiving and Christmas each year. To help make the process more efficient and accurate, please reach out to customer service with your request for a Bonus Payroll and any questions you may have.

Once we've received the request from you, we will send you an email with a link to a Bonus Payroll checklist. After filling out the checklist, we will create your Bonus/Special Run and contact you with instructions for completing the Bonus run on your end. If you have a lot of employees receiving bonuses, we can create a bonus import spreadsheet for you that you can enter in all your bonus information and send back to us. We will notify you when the import is complete so that you can run your preview, verify all the information and process payroll.

Additional fees may apply depending on setup.