



Paylocity: How to Issue a Net Bonus Check and Gross Up for Taxes

1. Log into Paylocity
 2. Go to **Payroll > Run Payroll - New**
 3. Click **Start Payroll** for the selected check date
 - a. Contact HR prior to starting to create the additional check date - do not use a regular bi-weekly check date.
 4. Click **Create Batch**
 5. Change "Batch Type" from "Regular" to **NetToGross** and click **Next**
 - a. Click **Save** under that section to save the message
 6. In **Create new batch** enter a batch name
 7. **Data Entry** – leave default selections
 8. **Employee Filters** – adjust as needed (typically left to default)
 9. **Override Period Dates** – skip
 10. **Options:**
 - a. **Add Auto Post Items** – if all employees receive the same amount, you can enter \$ amount here by clicking "Override" and entering the amount in the **Default Net** column. Click **Save**.
 - b. **Check Type** – click "Override" - Deselect **Block All** for **Direct Deposits** if **not requesting Paylocity to mail you a live check**. Click **Save**.
 11. **Check stub Memo** – Enter a message to appear on each check stub here, if desired.
 12. Click **Update Batch** (bottom right of screen)
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13. When the batch opens, either key the Net Amount for each employee or if you entered that previously, click **Compute Gross Amount**.
 14. Click **Save** (bottom right of screen)
 15. Click **Done** (bottom right of screen).
 16. Click **Continue to Review** (bottom right of screen)
 17. Run the **Payroll Audit**. Resolve any issues that appear and click **Done**
 18. Under **Reports** – click **Run Report > View Report** to see the Pre-Process report.
 19. Click **Save Totals** bottom left of screen
 20. Click Approve in upper right of screen under **Approve Batch**
 21. Click **Continue** (bottom left of screen)
 22. Click **Submit Payroll** (bottom right of screen)
 23. Run all other final payroll reports as usual