Retention Bonus Setup and Use

Last Modified on 12/24/2023 1:49 pm MST

Enabling Retention Bonuses

Gearwheel Menu > General Settings

Expand Schedule Settings as shown below, by clicking the "+" as shown below.



Under the PTO Other Earnings Checklist, check the Bonus option

	PTO / Other Earnings Settings					
	Activate PTO / Other Earnings Tracking					
	PTO - Hours					
	Sick - Hours					
	Commission - Money					
	Jury - Hours					
	Paternity - Hours					
	HolidayOFF - Hours					
	Bereavement - Hours					
	☑ Bonus - Money (One Time, Retention, etc)					
-	KOS - Hours					
	COVID - Hours					
	HolidayFloat - Hours					

Repeat for all schedules where retention bonuses should be enabled.

Applying a Retention Bonus

From the main toolbar, go to Reports >PTO / Other Earnings > Show Report

	Sign out	Schedules WEmploy	vees AReports XTools	🖧 File Depot 🛛 🚍
		/		
Reports				
PTO / Other Earnin	ngs	\$ May 2, 2021	to May 15, 2021	Land Dec 20
Work day start time is 4:00am				
Options: D search for em	ployees Everybody	÷ J.	Bourbon 🗘	5 of 74 Schedules
	~			

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Press Add Bonus for the applicable employee

Glendale FOH	
+ Arcos, M	Add Bonus

Populate the retention bonus parameters, ie. how many days after the Hire Date that the bonus is applied, the bonus amount, and the role for payroll GL associations, and press **Submit**

Add Earnings to Miguel Arcos @Glendale FOH					
Bonus (One Time, Re ention, etc)					
Retention Bonus 90 days after hired date (Friday Jun 26, 2015)					
Add \$ 250 on 9/24/2015 🔛 Reason: Retention Bonus					
Role: Busser					
-					
Submit Close					

You may enter multiple retention bonuses. All pending bonuses will appear, associated with the employee.

0	Glendale FOH								
	Arcos, Miguel						Add Bonu	s	
	Bonus						ails		
	Week Start Date				Amoun	t			
	7 Sun - Sep 20 to Sep 27 2015				\$250.00)			
	Week Details Below								
	For Date	Request Made On	Amount	Schedule	Role	Notes	Action by	Manager Note	
	Thu Sep 24, 2015 4:00am	nu May 20, 2021 10:19pm	\$250.00	Glendale FOH	Busser	Retention Bonus	Tech Support	Mgr Submitted	×

When payroll is run, scheduled retention bonuses will populate at the scheduled dates.

NOTE: Be sure to add the applicable earnings code to your Payroll Processor, and verify that a Teamwork payroll specialist has mapped Retention Bonuses to the applicable earnings code.