

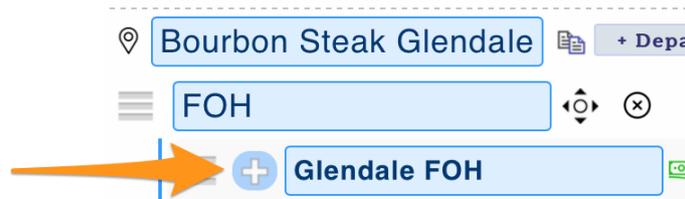
Retention Bonus Setup and Use

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

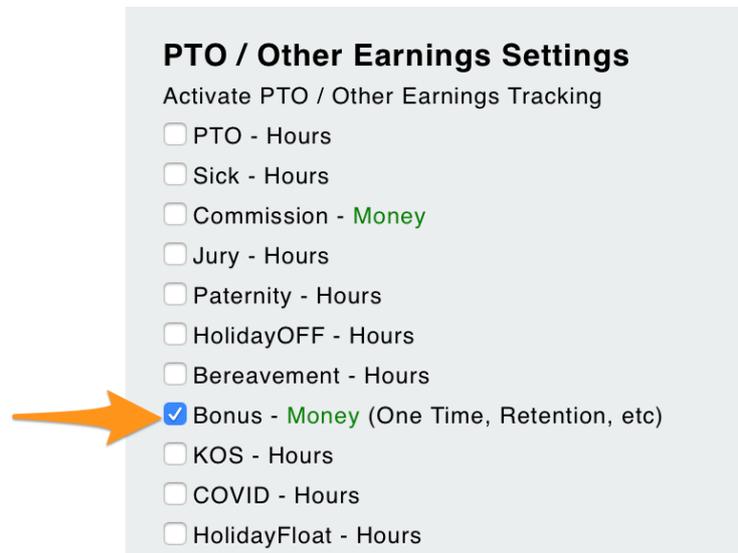
Enabling Retention Bonuses

Gearwheel Menu > General Settings

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



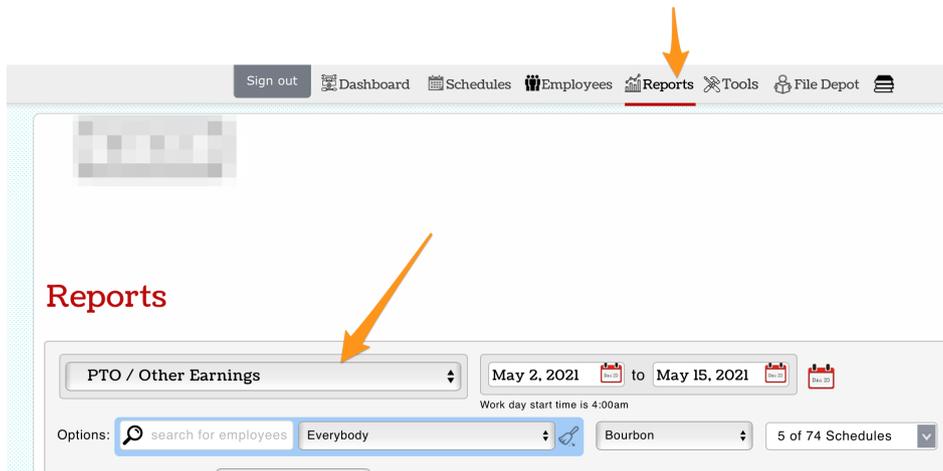
Under the **PTO Other Earnings Checklist**, check the **Bonus** option



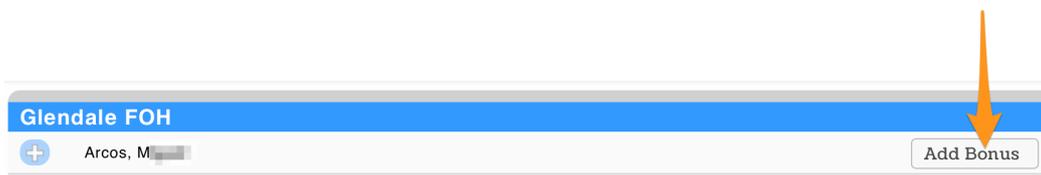
Repeat for all schedules where retention bonuses should be enabled.

Applying a Retention Bonus

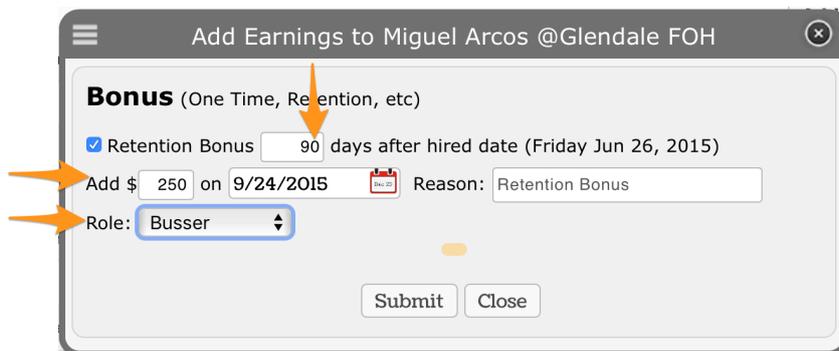
From the main toolbar, go to Reports > PTO / Other Earnings > Show Report



Press **Add Bonus** for the applicable employee



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**



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

Week Start Date		Amount					
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	Thu 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.