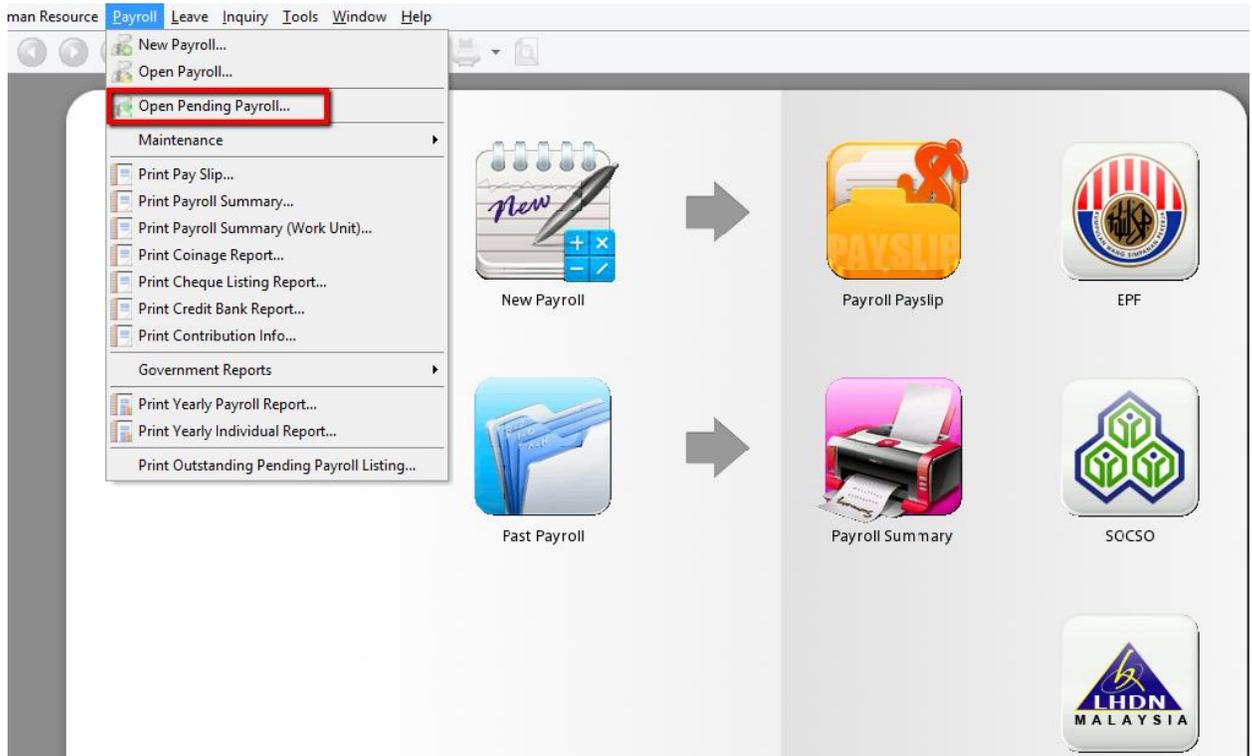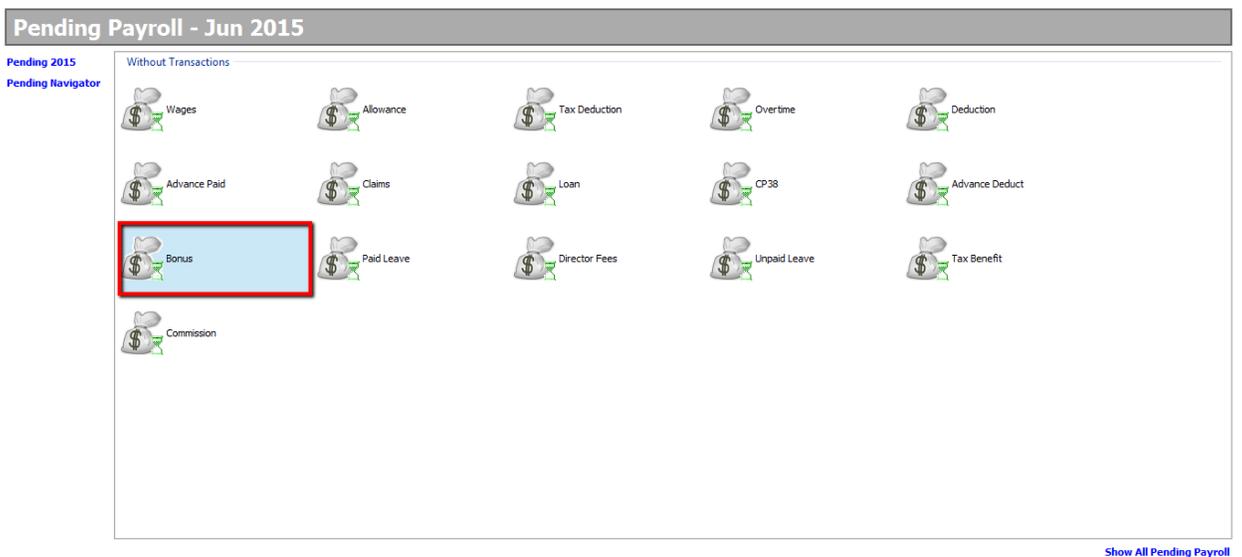How to Give Bonus in SQL Payroll
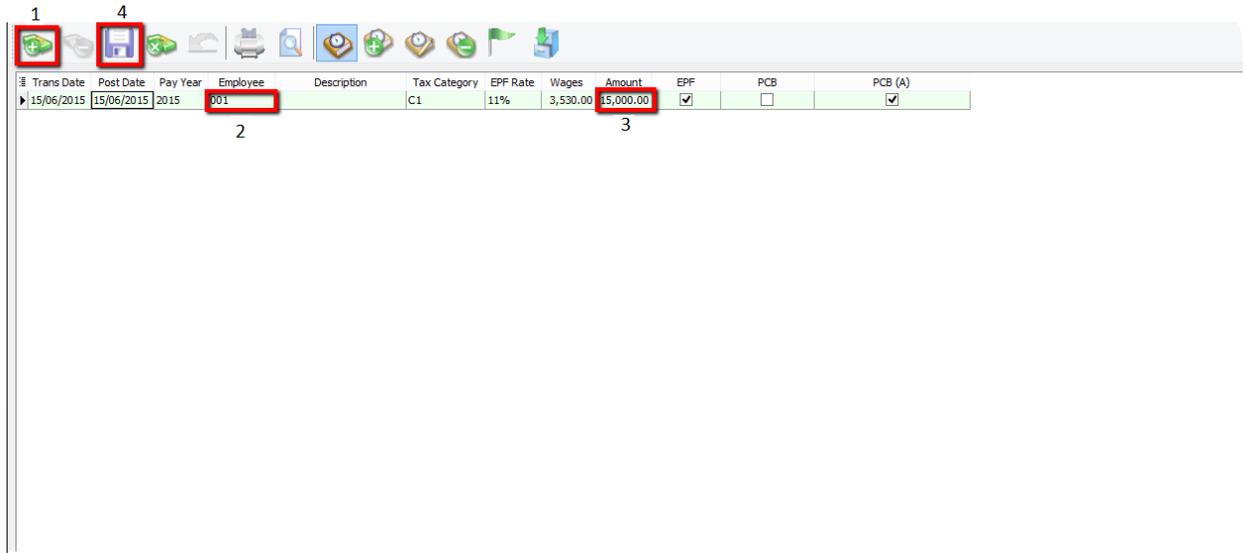
a) Go to Payroll/ Open Pending Payroll

b) Click on Bonus

c) 1. Click "Add"
   2. Select your employee
   3. Key in amount
   4. Save

d) Go to Payroll/ New Payroll/ Click on Ad Hoc

e) Tick EPF if you want to deduct EPF

   Tick PCB if you want to deduct PCB

f) Tick Bonus/ Allowance (To input your amount)

g) 1. Change the Description *Optional
   2. Tick the employee you give the bonus

h) Complete/ Check the pay slip

THE END