Bonus Payment Training for Employers

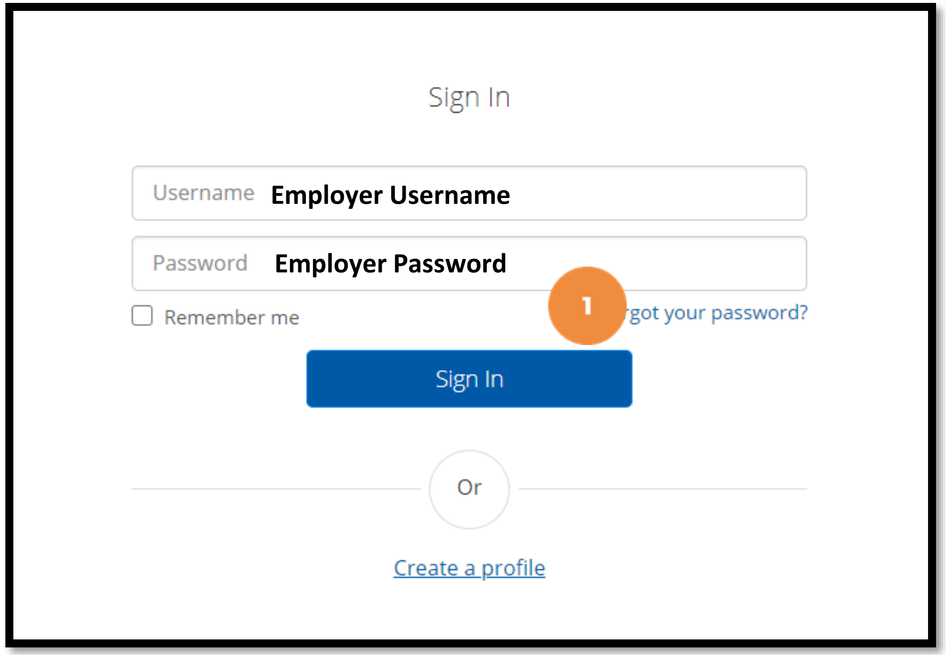
Acumen Fiscal Agent

Innovation • Opportunity • Freedom

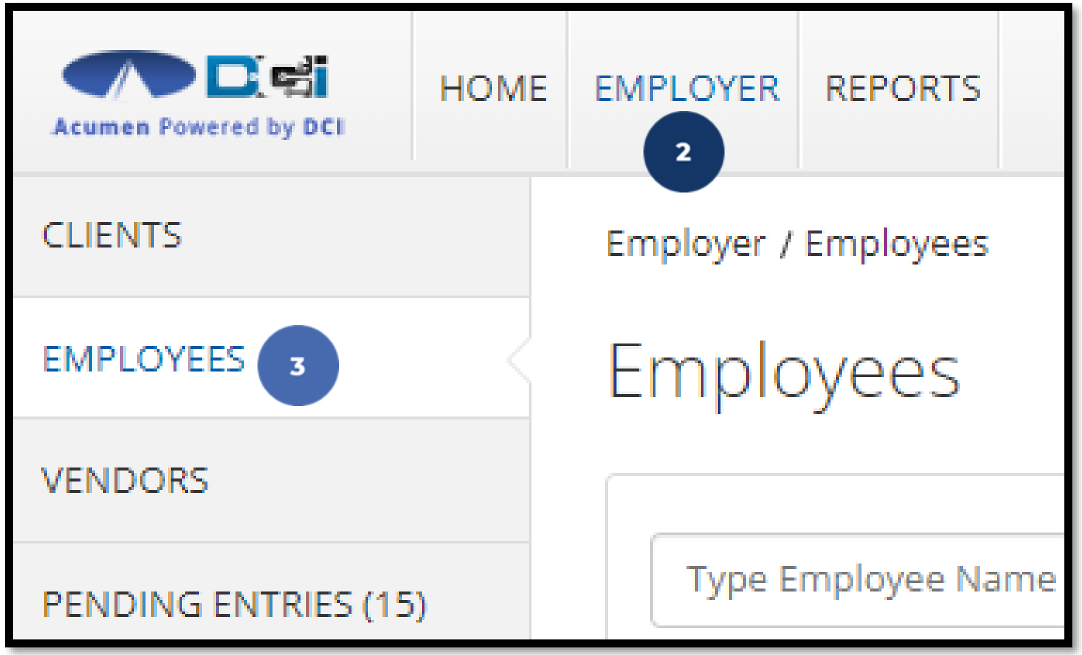
Bonus Payment

***Please note!** The Employer is responsible for creating the bonus payment entry for their employee(s)

1. Navigate to acumen.dcisoftware.com and log into the **Employer Profile**



2. Click **Employer** on the main menu
3. Click **Employees** on the submenu



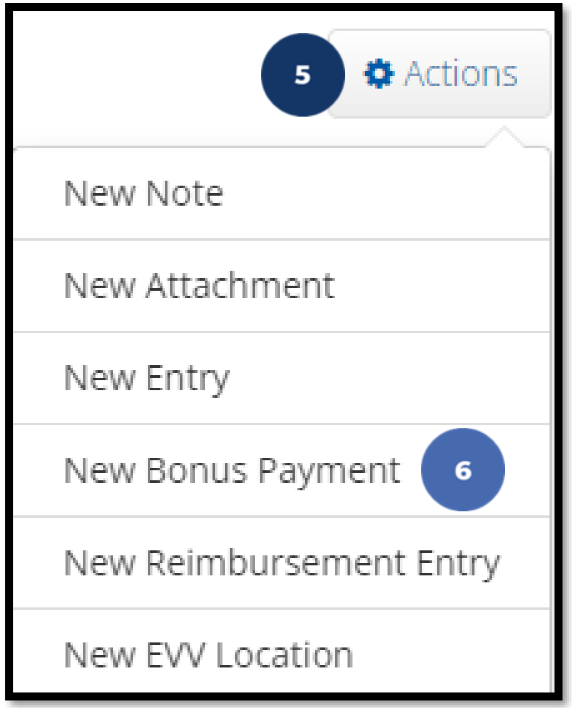
Bonus Payment

Acumen Fiscal Agent
Innovation · Opportunity · Freedom

4. **Click anywhere in the employee row** to open the details page

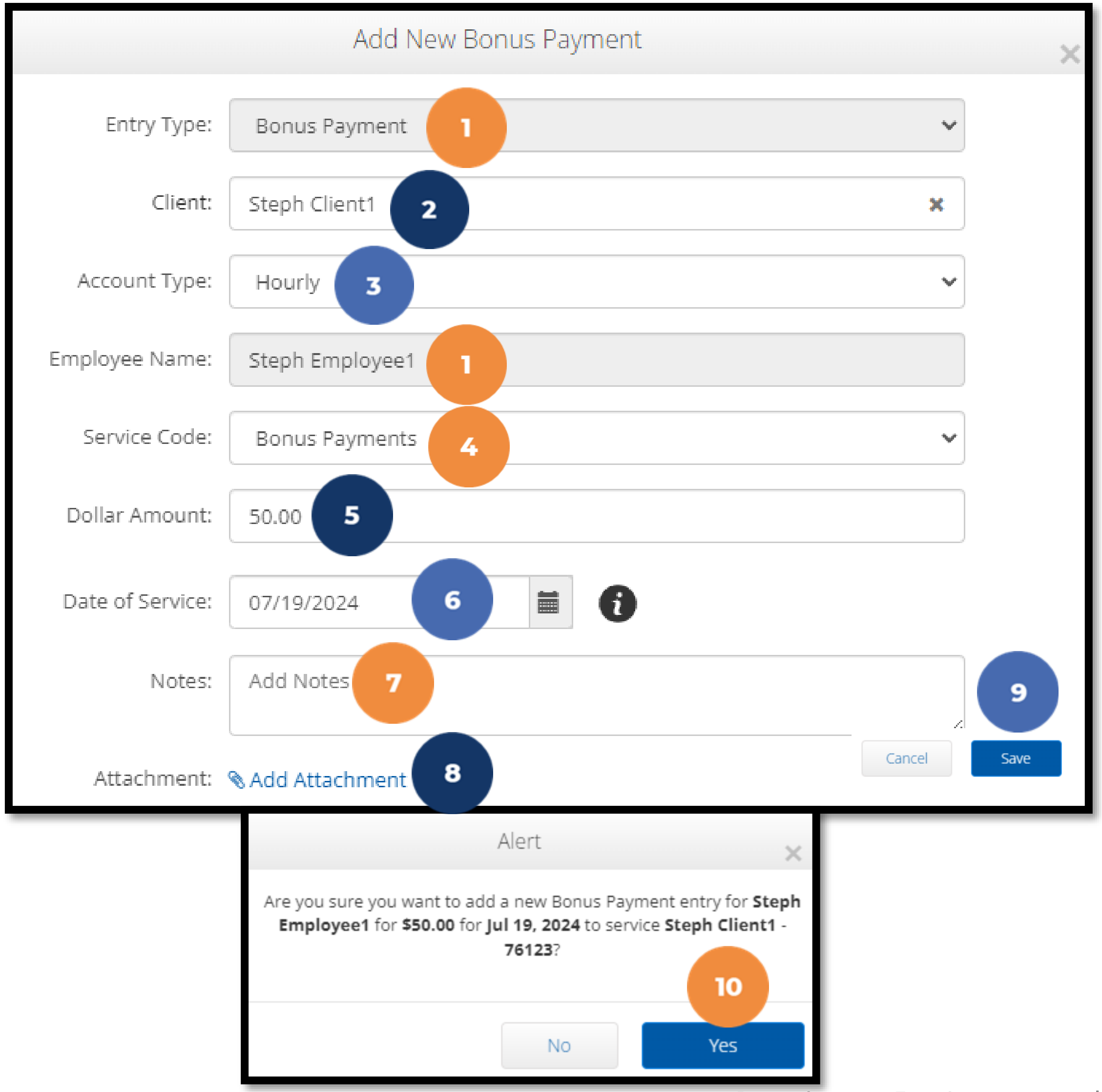
Name	Employee #	Phone #
Steph Employee	125	(222) 222-2222

5. Click **Actions**
6. Select **New Bonus payment** from the drop-down menu



Bonus Payment

Acumen Fiscal Agent
Innovation • Opportunity • Freedom



Complete the **Add New Bonus Payment** form wizard:

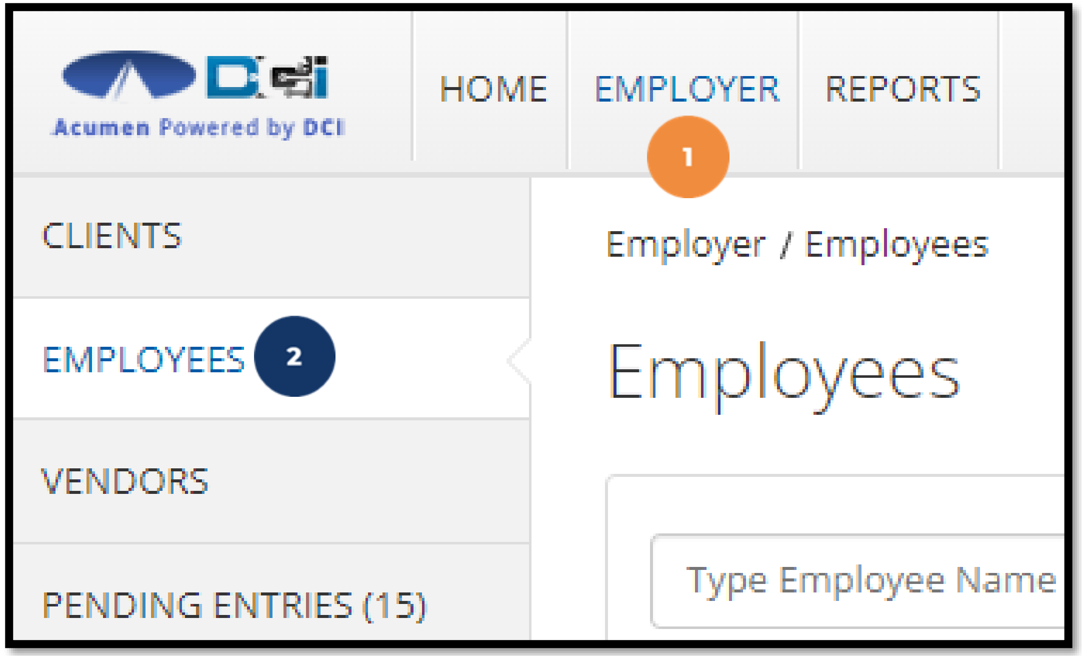
1. Entry Type & Employee Name: Auto-populate
2. Client: Type & select from the drop-down
3. Account Type: Hourly
4. Service Code: Select from the drop-down
5. Dollar Amount: Enter the total amount of the bonus payment
6. Date of Service: Select the date
7. Notes (optional)
8. Attachment (optional): Click the blue **Add Attachment** link to upload supporting documents
9. Click **Save**
10. Click **Yes** to confirm

View Submitted Entry

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

To check the status of the bonus payment entry:

1. Click **Employer** on the main menu
2. Select the **Employees** tab from the submenu
3. Click anywhere on the **employee row**

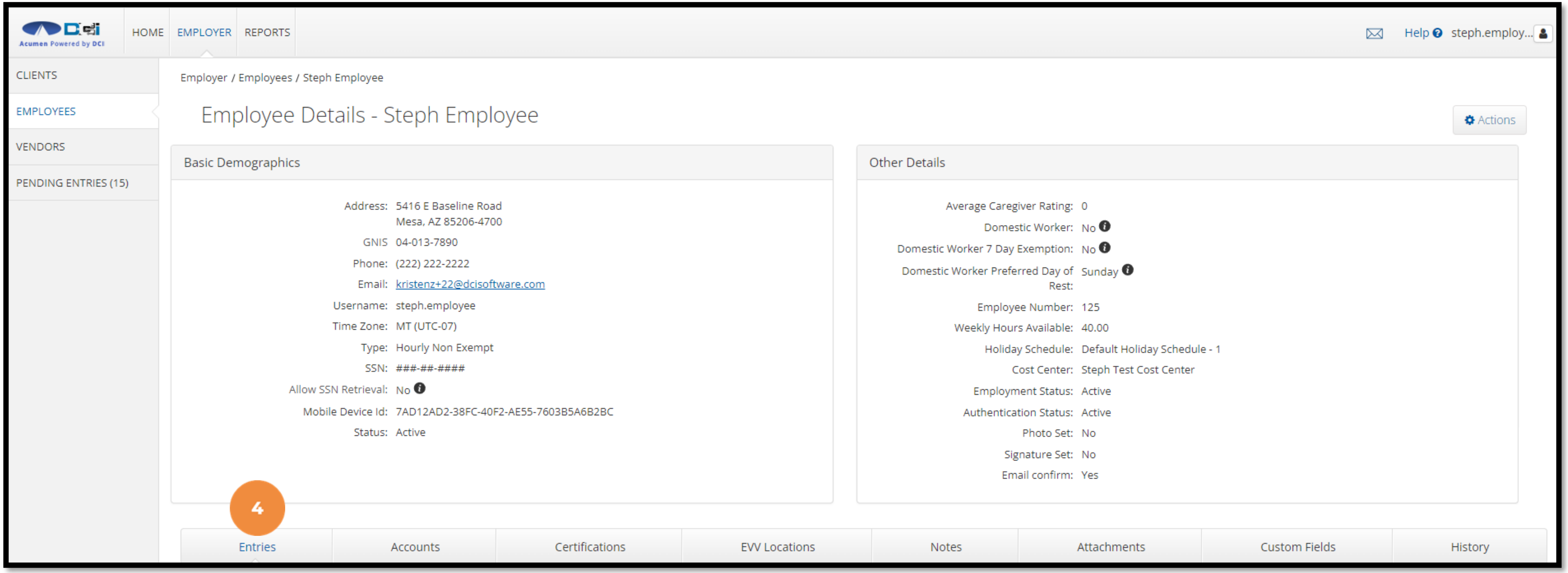


Name	Employee #	Phone #	Email	Time Zone	Type	Status
Steph Employee1	6712	(817) 453-1234	stephanies+3@dcisoftware.com	CST (UTC-6)	Hourly Non Exempt	Active

3

View Submitted Entry

4. From the Employee Details page, scroll down to select the **Entries** tab.

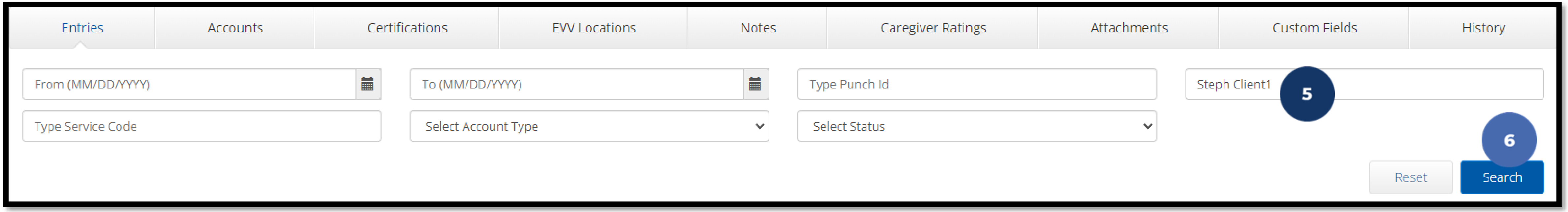


View Submitted Entry

Acumen Fiscal Agent
Innovation • Opportunity • Freedom

5. Optionally **type and select the client's name** in the Type Client Name filter

6. Click the blue **Search** button to return results



7. Click anywhere on the entry row to view the details

Id	Service Date	Start Time	End Time	Account Type	Ref.	Cost Center	Client/ Program Name	Service Code	Amount	Status
75289	Jul 19, 2024			Hourly		Steph Cost Center test - Steph Cost Center test	Steph Client1	Bonus Payments	50.00	Pending

View the entry status

Entry Review

- No bonus payment form is needed!
- Employee bonuses follow the payroll schedule
  - ✓ Submit within the pay cycle for the employee to receive with their paycheck
  - ✓ If approved, the entry status changes to Approved.
- Entries are then reviewed by the payroll team and if the entry is in good order, payment is made at the scheduled time.
  - ❖ The bonus payment is visible on the employee's pay stub
- If rejected by the payroll team, the entry status changes to Rejected and communication is sent to the Employer via the email listed on the DCI profile.