

Holiday PTO/Bonus/Raise Instructions

HOW TO ADD HOLIDAY PTO

1. Log in to your HomePay account.
2. Click the Payroll Tab.
3. Select the correct payroll.
4. Click Modify.
5. Choose "Holiday Hourly/Salary" from the drop-down menu under *Earning Items*.
6. Enter the hours/rate (or salary amount) and "Save."

HOW TO ADD A BONUS

1. Log in to your HomePay account.
2. Click the Payroll Tab.
3. Select the correct payroll.
4. Click Modify.
5. Choose "Bonus" from the drop-down menu under *Earning Items*.
6. Enter amount and "Save."

HOW TO ENTER A RAISE

1. Log in to your HomePay account.
2. Click the Employee-Compensation tab.
3. Select the correct employee.
4. Click Edit.
5. Choose your desired pay period for the change to take effect.
6. Update the compensation details.
7. Click "Save."

We're here to help!

Visit: myHomePay.com

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