

Email Subject Line: Adding one-time pay in HUB

***Your Very Smart payroll tip for August 10:***

Need to pay an employee a bonus or another type of one-time pay? It’s easy with HUB.

**1. Go to “Clock.”**



**2. Find the employee’s time sheet and click “Add One Time Pay.”**



**3. Fill in the information about the pay item and click “Add One Time Pay.”**



**4. The pay item is now on the employee’s time sheet.**



***If you don’t have HUB, contact*** ***PaySmart*** ***to learn more about the benefits of the employee self-serve portal.***

**Your Next Very Smart Tip:**

Your August 17 tip will discuss how to handle car allowances.