

Payroll

Setting up compensation, running payroll, and payslips.

- [How payroll works](#)
- [Contracts](#)
- [Running payroll](#)
- [Payslips](#)
- [Pay Grades](#)
- [Pay Components](#)
- [Salary Templates](#)
- [Compensation Policies](#)
- [Allowances, deductions and bonuses](#)

How payroll works

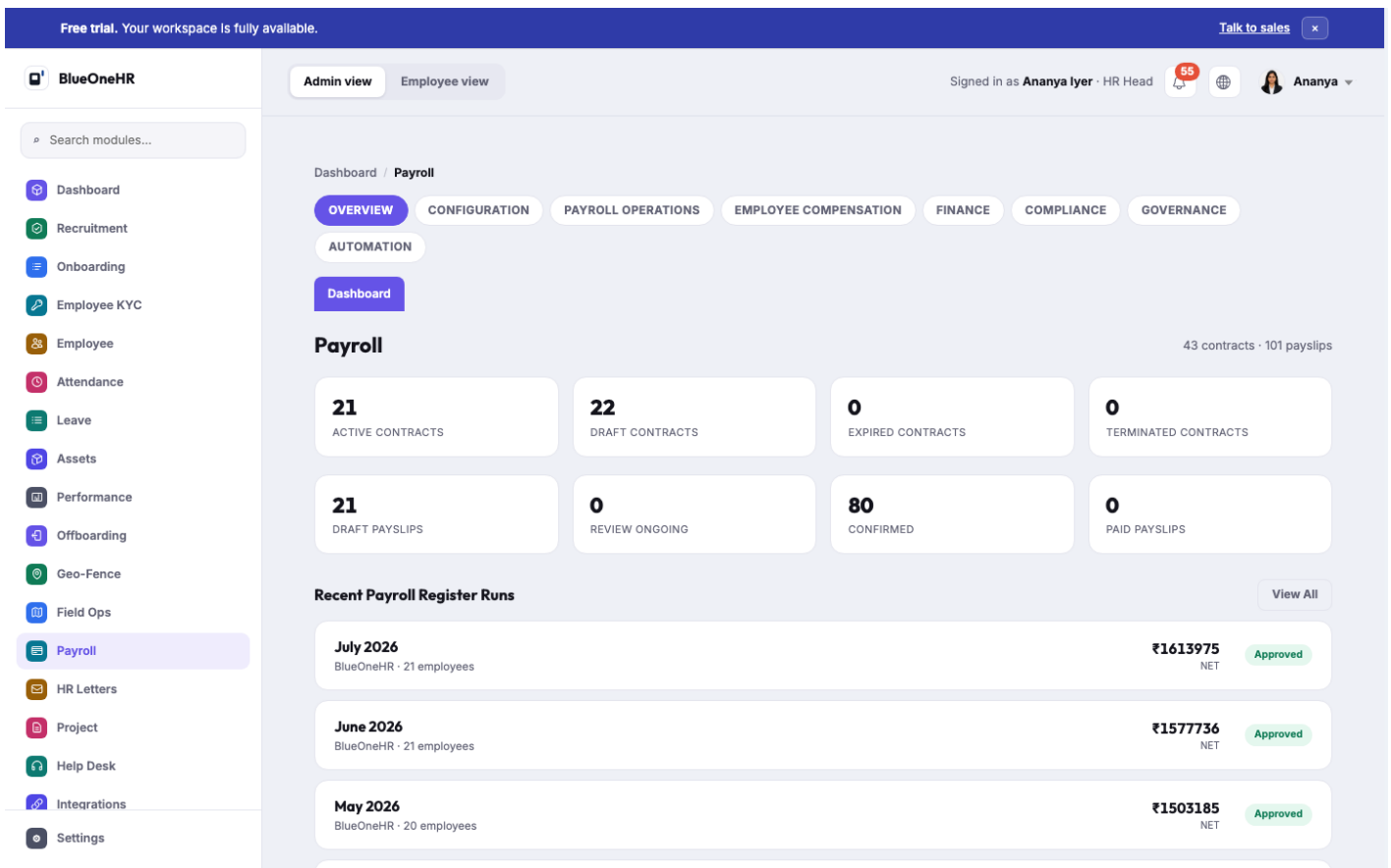
Payroll in BlueOneHR is organised into sections, each covering a different part of the cycle from setting up how people are paid through to producing payslips.

<https://www.youtube-nocookie.com/embed/b7PebH00XPU>

[From contract to payslip: how monthly payroll works](#)

The sections

Section	Covers
Overview	The payroll dashboard: contracts, payslip counts, and recent payroll runs.
Configuration	Contracts , Pay Grades , Pay Components , Salary Templates and Compensation Policies — the setup that decides how someone is paid.
Payroll Operations	The Payroll Register (running payroll), Payslips, Allowances, Deductions, Bonus, and Full & Final Settlements.
Employee Compensation	An employee's compensation as actually assigned, distinct from the templates and policies that define it.
Finance	Where payroll figures meet the organisation's books.
Compliance	Statutory obligations that arise from payroll.
Governance	Approval and oversight of payroll activity.
Automation	Scheduled and automated payroll tasks.



The one fact that explains most payroll questions

Payroll only computes for an employee who has an active contract. An employee can exist in the directory, be assigned a department and a shift, and still not appear in a payroll run — because nobody created their contract, or the contract is still a draft. If an employee is missing from a run, check [Contracts](#) before anything else.

What to read next

- [Contracts](#)
- [Running payroll](#)
- [Payslips](#)

Contracts

A contract is what makes an employee **payable**. It carries the wage, the effective dates, and the department context payroll uses when a run happens — separately from the employee's directory record.

<https://www.youtube-nocookie.com/embed/aILqFQYJMCI>

[Give an employee a salary: contracts](#)

Before you begin

The employee must already exist in the directory (see [Adding an employee](#)). You will need their wage and the date the contract starts.

Steps

1. Go to **Payroll → Configuration → Contract**.
2. Select **New Contract**.
3. Choose the **employee**.
4. Set the **start date**, and an **end date** if the contract is fixed-term. Leave the end date open for an ongoing contract.
5. Enter the **wage**.
6. Save. A new contract is created in **Draft** status.
7. When the contract is correct and ready to be used for payroll, change its status to **Active**.

What happens next

Only **Active** contracts are picked up when payroll runs. A **Draft** contract exists in the system but contributes nothing to a payroll run, which is why a newly added employee often needs this step before their first payslip.

The contract list

Each row shows the employee, department, start and end dates, wage and status, with **Edit** and **Delete** actions. Statuses seen in practice: **Draft**, **Active**, **Expired**, **Terminated**.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

55

🌐

Ananya

Dashboard / Payroll / Payroll / Contract

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Contract

Pay Grades

Pay Components

Salary Templates

Compensation Policies

Contract

+ New Contract

🔍 Search

All statuses

Group by

More filters

EMPLOYEE	DEPARTMENT	START DATE	END DATE	WAGE	STATUS		
DA Demo Admin (DEMOADMIN)	N/A	July 19, 2026	N/A	₹0	Draft	Edit	Delete
KS Kabir Singh	N/A	July 18, 2026	N/A	₹0	Draft	Edit	Delete
KS Kabir Singh	Engineering	June 15, 2026	N/A	₹55500	Active	Edit	Delete
T1 Test 1432 (BOHR0021)	N/A	June 12, 2026	N/A	₹0	Draft	Edit	Delete
DU Demo User (DEMO001)	N/A	May 30, 2026	N/A	₹0	Draft	Edit	Delete
KR Kavya Reddy (BOHR0007)	People Success	May 28, 2026	N/A	₹0	Draft	Edit	Delete
SD Sneha Deshmukh (BOHR0008)	Product	May 28, 2026	N/A	₹0	Draft	Edit	Delete

Related setup

How the wage itself is built up lives alongside Contract under **Payroll → Configuration**: [Pay Grades](#), [Pay Components](#), [Salary Templates](#), and [Compensation Policies](#). This guide covers the contract record itself; which of those your organisation actually uses is configuration-specific, so check the linked pages rather than assuming a particular setup.

Troubleshooting

An employee did not appear in a payroll run. Check their contract status first — see [How payroll works](#). A Draft or Expired contract is the most common cause.

Related

- [How payroll works](#)
- [Running payroll](#)

Running payroll

A payroll run produces the **Payroll Register**: one record per employee for a pay period, with gross pay, deductions, net pay, and a status showing how far the run has progressed. This page follows a run from starting it to its approval.

What you see depends on your permissions. A person who can only view payroll sees the list and the run screens but none of the buttons below; the buttons appear for people who are allowed to start, change or validate runs. The person who submits a run cannot be the person who approves it.

Before you begin

Every employee you expect to be paid needs an **Active** contract covering the pay period (a Draft contract is not included) — see [Contracts](#). Payroll uses the contract's wage and dates; it does not ask you to re-enter pay information at run time. Pay for the month also follows each person's validated attendance and approved leave for the month's working days.

Start a run

1. Go to **Payroll → Payroll Operations → Payroll Register**. The list shows every run, newest first, with the number of runs at the top. A company with no runs shows "No payroll register runs yet."
2. Select **Start a new run**. The button is shown to people allowed to add payroll runs.
3. Choose the month and year and select **Start run**. BlueOneHR calculates every employee's pay for the month and saves it as a **Draft**. Nothing is paid until the run is approved.

Free trial. Your workspace is fully available.

UpgradeTalk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Information

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

47

Ananya

Dashboard / Payroll / Payroll / Payroll Register

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Payroll Register

Payslips

Allowances

Deductions

Bonus

Full & Final Settlements

Payroll Register

5 runs

August 2026

BlueOneHR · 21 employees

₹5473183

GROSS

₹5473183

NET

Approved

July 2026

BlueOneHR · 23 employees

₹5362126

GROSS

₹3976733

NET

Approved

June 2026

BlueOneHR · 23 employees

₹5341050

GROSS

₹3962815

NET

Approved

May 2026

BlueOneHR · 22 employees

₹5268133

GROSS

₹3888492

NET

Approved

April 2026

BlueOneHR · 18 employees

₹5191300

GROSS

₹3812572

NET

Approved

Review the run

Select a run to open it. The header shows the month and who ran it and when. A progress indicator shows **Draft**, **Pending Approval** and **Approved** (a rejected run shows **Rejected** at the last step). Four tiles summarise the run: **Gross Payout**, **Deductions**, **Net Payout** and **Blocked, bank details** (a count of employees whose payment is held up by their bank details; it is a number, not a link). The table below lists each employee with department, gross, deduction and net pay and a status.

While the run is a **Draft** (or was **Rejected**), people allowed to change runs also see:

- **Regenerate**, which recalculates the same month, for example after you correct a contract or an attendance record.
- **Submit for approval**.

Validate before you submit

Select **Run validation** (it reads **Re-run validation** once a validation exists). The checks list their findings by severity: **Critical**, **Warning** and **Information**. Select **View exceptions** to see them.

- A **Critical** finding that can stop the run (for example a missing PAN) must be **resolved** before the run can be submitted. Choose **Resolve** and record a written note; the note is required, the finding is not deleted, and who decided and when is kept. **Waive** (acknowledge) marks a finding as seen but does **not** unblock a critical one. **Resolve all** and **Waive all** act on every open finding of one rule at once.
- While a blocking critical is unresolved the run screen says so and **Submit for approval** is refused.
- A missing bank account is also shown as Critical, but it does not stop the run from being submitted. It is a block on paying that person.

Submit and approve

1. Select **Submit for approval**. The run becomes **Pending Approval**. A company must have at least one payroll approver other than the person who submitted, or the submission is refused with a message saying so.
2. A different person with approval rights opens **Approvals** in the sidebar, chooses **Approve** or **Reject**, and may add a comment. The person who submitted the run cannot approve it.
3. **Approved** runs confirm their payslips. A **Rejected** run goes back to being editable: correct what is wrong, **Regenerate** if needed, and submit again.

What happens next

An approved run's figures become the basis for **payslips** — see [Payslips](#). The **Payslips** screen has its own **Generate payslips** button and lets you filter payslips by status. The run stays in the Payroll Register as the record of what was paid for that month. Paying employees is a separate step on the payout page, which in a workspace without a payment provider connected runs against a mock and moves no money.

Notes

- **Allowances, Deductions, Bonus, and Full & Final Settlements** are managed as their own screens under Payroll Operations. They feed into a run rather than being entered as part of running it.
- An **Approved** run cannot be regenerated or resubmitted.

Troubleshooting

I cannot see Start a new run, Regenerate or Submit for approval. These buttons are shown only to people whose role allows them, and Regenerate and Submit only appear while the run is a Draft or Rejected. Ask your BlueOneHR administrator which payroll permissions your role has.

Submit for approval says it needs an approver. Your company has no payroll approver other than you. Ask your administrator to add one.

A run's totals look wrong. Check contract status, attendance and any allowances or deductions recorded for the affected employees, then **Regenerate** the draft — see [Contracts](#).

The "Blocked, bank details" tile shows a number above zero. Those employees' bank details need attention before they can be paid. The run screen does not list which employees are counted, so check the bank details held for your employees.

Not confirmed

These points have not been checked against a live workspace for this page, and it does not claim them:

- Whether a run can be exported for bank payment, and how.
- What a rejected run's comment looks like to the person who submitted it.

Related

- [How payroll works](#)
- [Contracts](#)
- [Payslips](#)
- [A first payroll run, reviewed and approved by someone else](#)

Payslips

Payslips are generated from an approved payroll run, one per employee per pay period.

<https://www.youtube-nocookie.com/embed/7il4eA1Uito>

[Open and read your payslip](#)

Steps

1. Go to **Payroll → Payroll Operations → Payslips**.
2. Filter by status or date range if you are looking for a specific period; otherwise the list shows every payslip.
3. Select **Generate Payslips** to create payslips from an approved run that does not have them yet.
4. Each payslip shows the employee, the pay period, and basic pay, gross, deductions and net pay.
5. Use **View** to open a payslip on screen, or **PDF** to download it.
6. To change several payslips at once — moving a batch from Draft to a later status, for example — select them with the checkboxes, choose the status under **Set status to**, and select **Apply**.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin view

Employee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / My Payslips / Payroll / Payslips

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Payroll Register

Payslips

Allowances

Deductions

Bonus

Full & Final Settlements

Payslips

Generate payslips

None selected

SET STATUS TO

Draft

Apply

Search

All statuses

dd/mm/yyyy

dd/mm/yyyy

Group by

EMPLOYEE	PERIOD	BASIC	GROSS	DEDUCTION	NET PAY	STATUS	
☐ VP Vivaan Patel (BOHR0002)	Aug. 1, 2026 → Aug. 31, 2026	₹0	₹0	₹0	₹0	Draft	View PDF
☐ RN Rohan Nair (BOHR0005)	Aug. 1, 2026 → Aug. 31, 2026	₹0	₹0	₹0	₹0	Draft	View PDF
☐ AS Aarav Sharma (BOHR0001)	Aug. 1, 2026 → Aug. 31, 2026	₹0	₹0	₹0	₹0	Draft	View PDF
☐ SD Sneha Deshmukh (BOHR0008)	Aug. 1, 2026 → Aug. 31, 2026	₹0	₹0	₹0	₹0	Draft	View PDF
☐ Sanjeen Praseanna	Aug. 1, 2026 → Aug. 31, 2026						View

Statuses seen in practice

Draft, Review, Confirmed, Paid — the Payroll overview dashboard counts payslips by each of these. Treat a Draft payslip as provisional: it reflects the run it came from, and is not final until it moves further along.

For employees

An employee's own payslips are available from their own documents area, not from this administrative screen. This page covers issuing and managing payslips as an administrator.

Notes

Payslip PDF generation depends on a PDF rendering component being correctly installed on the server. If PDF downloads stop working across the board rather than for one payslip, that is an infrastructure question for your BlueOneHR operator, not something fixable from this screen.

Troubleshooting

A payslip's numbers don't match what I expected. Payslips reflect the payroll run they were generated from. Check the originating run in the [Payroll Register](#) rather than editing the payslip directly.

Related

- [How payroll works](#)
- [Running payroll](#)

Pay Grades

A **Pay Grade** is a named level (e.g. "L1 Associate", "Sr. Executive", "VP") that compensation can be organised around. Found under **Payroll** → **Configuration** → **Pay Grades**. Verified live on demo.blueonehr.com, 2026-09-13.

<https://www.youtube-nocookie.com/embed/nkGQhVWbCiI>

[Set up salary: pay grades, components, templates](#)

What a pay grade carries

Each grade has an order (its rank), a name, a short code, an optional set of **bands** (a salary range, e.g. "Standard: ₹30000-₹50000"), and a status. On the demo workspace, six grades existed — **L1 Associate**, **Executive**, **Sr. Executive**, **Lead**, **Sr. Manager**, and **VP** — all **Active**. Only L1 Associate had a band configured (Standard: ₹30,000-₹50,000); the rest showed "No bands", meaning a band is optional, not required, for a grade to exist and be used.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin view

Employee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / Payroll / Payroll / Pay Grades

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Contract

Pay Grades

Pay Components

Salary Templates

Compensation Policies

Pay Grades

+ New Pay Grade

🔍 Name or code

All

Clear all

ORDER	NAME	CODE	BANDS	STATUS		
1	L1 Associate	l1-verify	Standard: ₹30000-₹50000	Active	Edit	Delete
1	Executive	executive	No bands	Active	Edit	Delete
2	Sr. Executive	sr-executive	No bands	Active	Edit	Delete
3	Lead	lead	No bands	Active	Edit	Delete
4	Sr. Manager	sr-manager	No bands	Active	Edit	Delete
5	VP	vp	No bands	Active	Edit	Delete

Related

- [Salary Templates](#) reference a Pay Grade.
- [Compensation Policies](#) can scope to a Pay Grade.
- [Contracts](#) carry the actual wage an employee is paid, separately from whatever grade or template it may have been derived from.

Pay Components

A **Pay Component** is a single named line that can appear on a payslip — an allowance or a deduction. Found under **Payroll → Configuration → Pay Components**. Verified live on demo.blueonehr.com, 2026-09-13.

What a component carries

Each component has a name, a short code, a type (**Deduction** or, presumably, **Allowance** — only Deduction-type components were visible in the first page of results), a calculation method (e.g. **Flat Amount**), whether it is **Taxable**, whether it is **Statutory**, and a status. Real components seen on the demo workspace include **Flexible Benefits Plan Deduction**, **Income Tax (194J/C)**, **L.I.C**, and **LWF Arrears** — all Deductions, all Flat Amount, all non-taxable and non-statutory as configured here.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / Payroll / Payroll / Pay Components

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Contract

Pay Grades

Pay Components

Salary Templates

Compensation Policies

Pay Components

+ New Pay Component

🔍 Name or code

All

All

Clear all

NAME	CODE	TYPE	CALCULATION	TAXABLE	STATUTORY	STATUS	
Flexible Benefits Plan Deduction	fbp-deduction	Deduction	Flat Amount	No	No	Active	Edit Delete
Income Tax (194J/C)	income-tax-194j/c	Deduction	Flat Amount	No	No	Active	Edit Delete
L.I.C	lic	Deduction	Flat Amount	No	No	Active	Edit Delete
LWF Arrears	lwf-arrears	Deduction	Flat Amount	No	No	Active	Edit Delete
							Edit

Not the same as statutory deductions in the payslip engine

None of the components observed here were marked **Statutory**, and the underlying payslip engine's own PF/ESI/PT/TDS statutory calculations are documented separately as part of the platform's compliance engine, not as Pay Components. Do not assume every deduction on a payslip traces back to a row in this screen — some are computed by the statutory engine directly. This distinction was not fully explored in this pass and deserves a closer look before being stated more precisely.

Related

- [Salary Templates](#) group components together via **Manage Components**.
- [Payslips](#) is where these components (and statutory deductions) show up as actual line items for a real employee.

Salary Templates

A **Salary Template** bundles Pay Components together against a Pay Grade, so a contract can be built from a reusable template rather than assembled by hand every time. Found under **Payroll** → **Configuration** → **Salary Templates**. Verified live on demo.blueonehr.com, 2026-09-13.

What a template carries

Each template has a name, an optional Pay Grade it is tied to, whether it is the **Default** template, a status, and a **Manage Components** action that opens its component list. On the demo workspace, six templates existed: **Executive — Standard**, **Lead — Standard**, **Sr. Executive — Standard**, **Sr. Manager — Standard**, **VP — Standard** (each tied to the matching Pay Grade), and **Standard L1** — the one marked **Default**, with no Pay Grade attached.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin viewEmployee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / Payroll / Payroll / Salary Templates

OVERVIEWCONFIGURATIONPAYROLL OPERATIONSEMPLOYEE COMPENSATIONFINANCECOMPLIANCEGOVERNANCE

AUTOMATION

ContractPay GradesPay ComponentsSalary TemplatesCompensation Policies

Salary Templates

+ New Salary Template

q NameAllClear all

NAME	PAY GRADE	DEFAULT	STATUS	
Executive — Standard	Executive — BlueOneHR	N/A	Active	Manage ComponentsEditDelete
Lead — Standard	Lead — BlueOneHR	N/A	Active	Manage ComponentsEditDelete
Sr. Executive — Standard	Sr. Executive — BlueOneHR	N/A	Active	Manage ComponentsEditDelete
Sr. Manager — Standard	Sr. Manager — BlueOneHR	N/A	Active	Manage ComponentsEditDelete
Standard L1	N/A	Default	Active	Manage ComponentsEditDelete
VP — Standard	VP — BlueOneHR	N/A	Active	Manage ComponentsEditDelete

The default template has no grade

Standard L1 is the Default template and is the only one without a Pay Grade — worth noting precisely because it means "default" and "has a grade" are independent properties here, not the same thing. Do not assume a default template must correspond to an entry-level grade; on this workspace it deliberately did not carry one at all.

Related

- [Pay Grades](#) — what a template can be tied to.
- [Pay Components](#) — what **Manage Components** attaches to a template.
- [Compensation Policies](#) — where a template is actually put into effect.

Compensation Policies

A **Compensation Policy** puts a Salary Template into effect over a scope and a date range. Found under **Payroll** → **Configuration** → **Compensation Policies**. Verified live on demo.blueonehr.com, 2026-09-13.

What a policy carries

Each policy has a scope (e.g. **Company-wide**), the Salary Template it applies, an optional Pay Grade, an effective-from date, an optional effective-to date, and a status. On the demo workspace, one policy existed: **Company-wide**, applying the **Standard L1** template, no Pay Grade, effective from **1 January 2026**, no end date, **Active**.

Free trial. Your workspace is fully available.

Talk to sales

BlueOneHR

Search modules...

Dashboard

Recruitment

Onboarding

Employee KYC

Employee

Attendance

Leave

Assets

Performance

Offboarding

Geo-Fence

Field Ops

Payroll

HR Letters

Project

Help Desk

Integrations

Settings

Admin view

Employee view

Signed in as Ananya Iyer · HR Head

55

Ananya

Dashboard / Payroll / Payroll / Compensation Policies

OVERVIEW

CONFIGURATION

PAYROLL OPERATIONS

EMPLOYEE COMPENSATION

FINANCE

COMPLIANCE

GOVERNANCE

AUTOMATION

Contract

Pay Grades

Pay Components

Salary Templates

Compensation Policies

Compensation Policies

+ New Policy

Salary template name

All

Clear all

SCOPE	SALARY TEMPLATE	PAY GRADE	EFFECTIVE FROM	EFFECTIVE TO	STATUS
Company-wide	Standard L1	N/A	Jan. 1, 2026	N/A	Active

Edit

Delete

Only one policy was observed

With a single, company-wide, still-open policy on this workspace, this pass could not observe how multiple overlapping policies (e.g. a company-wide default alongside a grade-specific override) are prioritised, or what happens at the boundary when one policy's effective-to date is reached. Both would need a workspace with more than one configured policy to verify properly — do not describe policy precedence rules that were not actually observed.

Related

- [Salary Templates](#) — what a policy applies.
- [Contracts](#) — where an employee's actual wage ends up, regardless of which policy or template it traces back to.

Allowances, deductions and bonuses

Allowances, **Deductions** and **Bonus** are three lists under **Payroll → Payroll Operations**, in the row of links beside **Payroll Register** and **Payslips**. On the Payroll overview, the Allowances card reads "Fixed/condition-based allowance rules", the Deductions card reads "Fixed/condition-based deduction rules", and the Bonus card reads "Statutory bonus computation and payout".

This page describes what each list shows. It is a read-only description: the screens were read, and nothing was created, approved or deleted while writing it.

<https://www.youtube-nocookie.com/embed/tMnMSh5231E>

[Allowances, deductions and bonuses: a read-only tour](#)

Allowances

The list has the columns **Title**, **Basis**, **Amount**, **Taxable** and **Fixed**. Above it are a search box and three filters, for taxable, for fixed, and for basis. The basis filter offers Basic Pay, Children, Overtime, Shift, Work Type and Attendance. Each row has **Edit (classic)**, **Edit** and **Delete** buttons, and a **+ New Allowance** button sits at the top right.

Deductions

The Deductions list has the same layout, with the columns **Title**, **Basis**, **Amount**, **Pre-tax** and **Fixed**, a search box, filters for pre-tax, fixed and basis, and a **+ New Deduction** button. On the workspace where this was read, it showed "No deductions yet".

Bonus

Bonus opens on a financial year (for example 2026-27), which can be changed in a text box at the top, and has a **Run Bonus** button at the top right. Three tiles count **Total Records**, **Eligible** and

Total Bonus. The table lists each employee with **Eligible**, **Wages Considered**, **Bonus Amount** and **Status**. Status read **Computed** or **Paid**; a Computed row has an **Approve** button.

Not confirmed

- What happens after **Run Bonus** or **Approve** is pressed, and whether an approved bonus reaches a payslip. Neither button was pressed.
- Whether an allowance or deduction on these lists changes a run or a payslip. The [Running payroll](#) page says they feed into a run; this was not checked here.
- Creating or editing an allowance or deduction. The **New Allowance**, **New Deduction** and **Edit** pages were opened, but the form fields were not visible on the screen, so the steps are not described here. Contact your BlueOneHR administrator or support if you need to add or change one.
- What the "Unknown" wording on the taxable and fixed filters means when nothing is chosen.

Related

- [Running payroll](#)
- [Payslips](#)
- [Pay Components](#)