

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](#)

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