

# Rewards and bonuses

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# Overview

Rewards and bonuses section is used for granting of additional monetary bonuses/rewards to employees. These bonuses can be granted for a variety of reasons (e.g. emergency responses...).











Rewards & bonuses	Y	↺	⋮	Q Search...	+	⌵	🔔
<input type="checkbox"/> USER	DESCRIPTION	REWARD	CURRENCY CODE	REWARD FOR MONTH	▼	ACTIONS	
<input type="checkbox"/> Jure Jager	Testing	1.00		May 2026		<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Jure Jager	Testing	1.00		April 2026		<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Jure Jager	Testing	1.00		March 2026		<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Jure Jager	Testing	1.00		February 2026		<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> Jure Jager	Testing	1.00		January 2026		<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> USER	DESCRIPTION	REWARD	CURRENCY CODE	REWARD FOR MONTH	▼	ACTIONS	

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# Create new reward/bonus

This action requires the "**Create new rewards and bonuses**" permission.

To create a new rewards/bonus, click the "+" button, this will redirect you to the "[Create new rewards or bonus](#)" form.

<input type="checkbox"/> USER	DESCRIPTION	REWARD	CURRENCY CODE	REWARD FOR MONTH ▾	ACTIONS
<input type="checkbox"/> Jure Jager	Testing	1.00		May 2026	 
<input type="checkbox"/> Jure Jager	Testing	1.00		April 2026	 
<input type="checkbox"/> Jure Jager	Testing	1.00		March 2026	 
<input type="checkbox"/> Jure Jager	Testing	1.00		February 2026	 
<input type="checkbox"/> Jure Jager	Testing	1.00		January 2026	 

Showing 1 to 50 of 5 entries | Show **5** 10 25 50 100 per page

When adding a new reward/bonus, select the user, for whom the reward/bonus is being added. You also need to enter the Month for reward (this will define in which month the rewards should be paid out) and the rewards value. Description is optional, but should be added.

The description should contain a reason/clarification, why the user is being rewarded/receiving a bonus.




# Update existing rewards/bonuses











This action required the "**Update rewards and bonuses**" permission.

When editing an existing reward/bonus, keep in mind that alterations could require additional explanations.

Only rewards/bonuses, that have selected month in the future, can be edited. Rewards with payout dates, that have already passed, are considered "paid out", and should not be altered.

On "**paid out**" rewards, the edit button is replaced by a clock icon. This denotes that the rewards/bonus is not to be altered.

Q Search...   

CURRENCY CODE	REWARD FOR MONTH	ACTIONS
	May 2026	 
	April 2026	 
	March 2026	 
	February 2026	 
	January 2026	 

CURRENCY CODE REWARD FOR MONTH **Rewards and bonuses from past months are not editable.**

To edit a future rewards/bonus, click the edit button, this will redirect you to the editing form.

**Basic information**

USER Jure Jager	REWARD FOR MONTH 28. 05. 2026
REWARD 1,00	CURRENCY CODE EUR
DESCRIPTION Testing	

- **User**

- Select the user, who will receive the reward/bonus.
- Lists all users, who are eligible for a reward/bonus.

- **Reward for month**

- Select the month, when the rewards should be "paid out"

- **Reward**

- The amount of the reward to be paid out to employee in the selected currency.

- **Currency code**

- The currency, in which the reward will be paid out.



- **Description**

- A description, containing details about the reward/bonus.
- Is not required, but should still be added.
- Should contain a clarification/reason for the reward/bonus.

# Delete reward/bonus

This action requires the "**Delete rewards and bonuses**" permission.

To delete a rewards/bonus, select it and click the "**Trash**" button. After confirming, the reward/bonus will be deleted.

<input type="checkbox"/> USER	DESCRIPTION	REWARD	CURRENCY CODE	REWARD FOR MONTH ^	ACTIONS
<input type="checkbox"/> Nejc Frece Žohar	Test	1.00		January 2026	 
<input type="checkbox"/> USER	DESCRIPTION	REWARD	CURRENCY CODE	REWARD FOR MONTH ^	ACTIONS

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