# Add A Benefit To An Employee in Payroll In Finex

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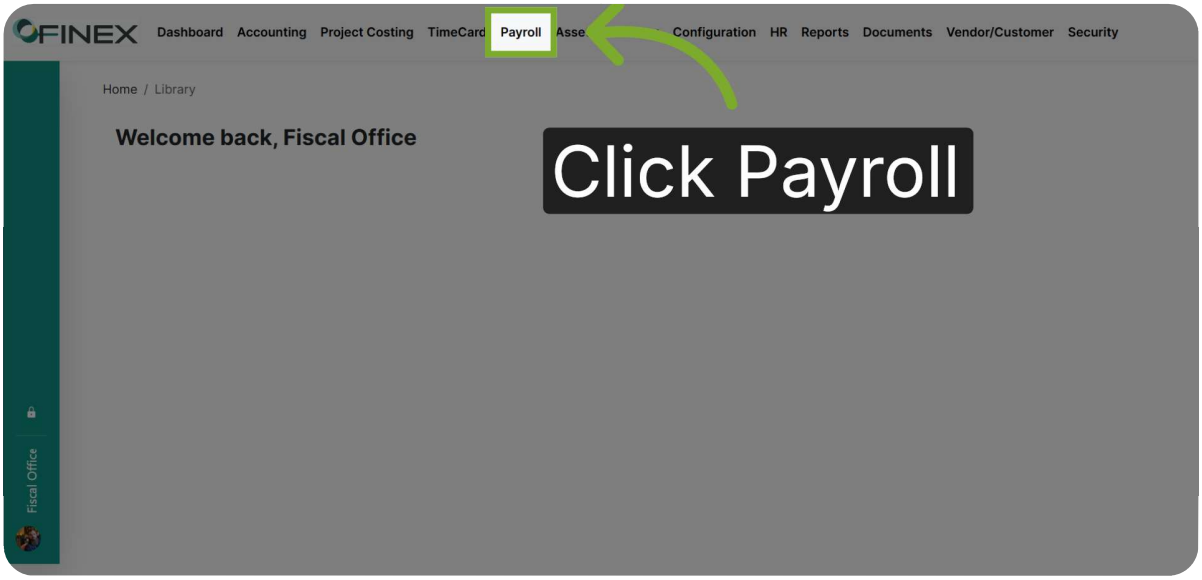
This tutorial guides you through adding a Benefit to an Employee in Payroll In Finex.

Go to www.finexweb.com

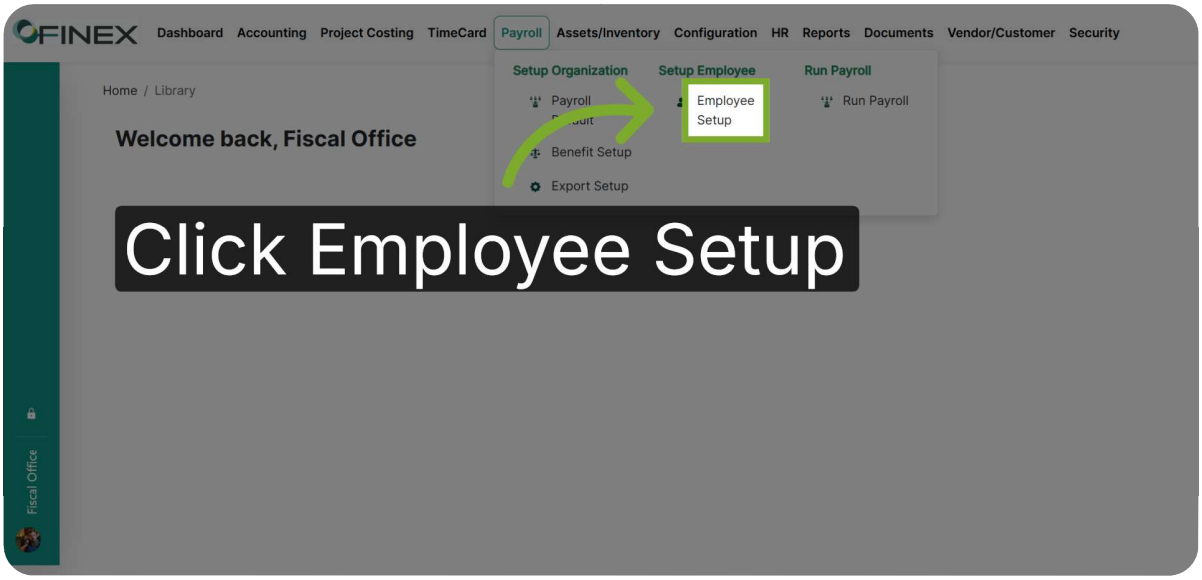
## 01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



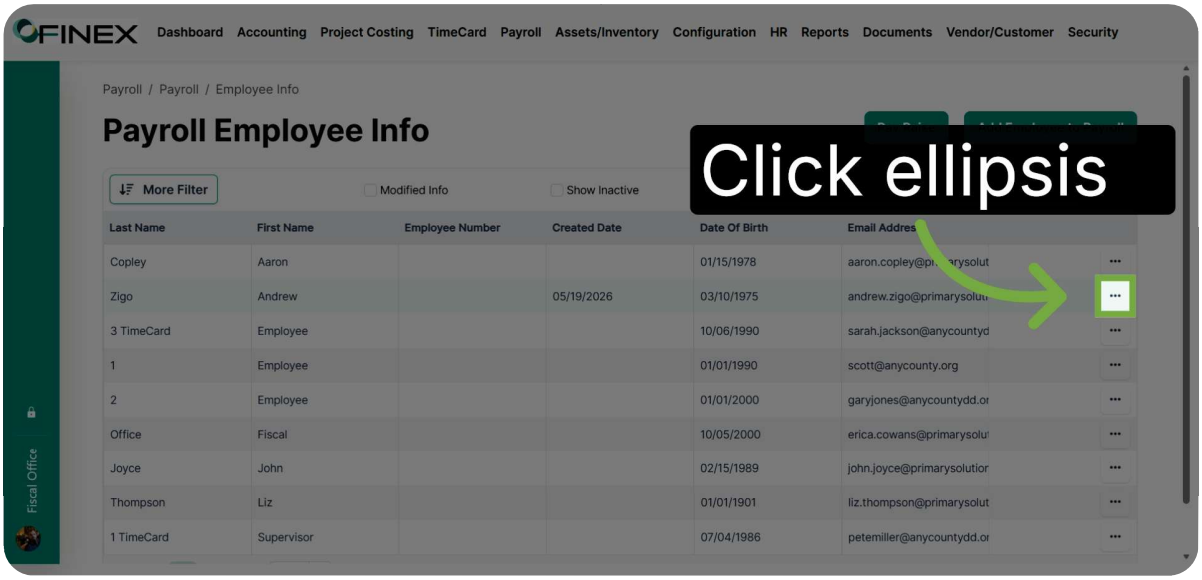
## 02 Open Employee Setup

Click Employee Setup to access the Employee Setup section of Finex.



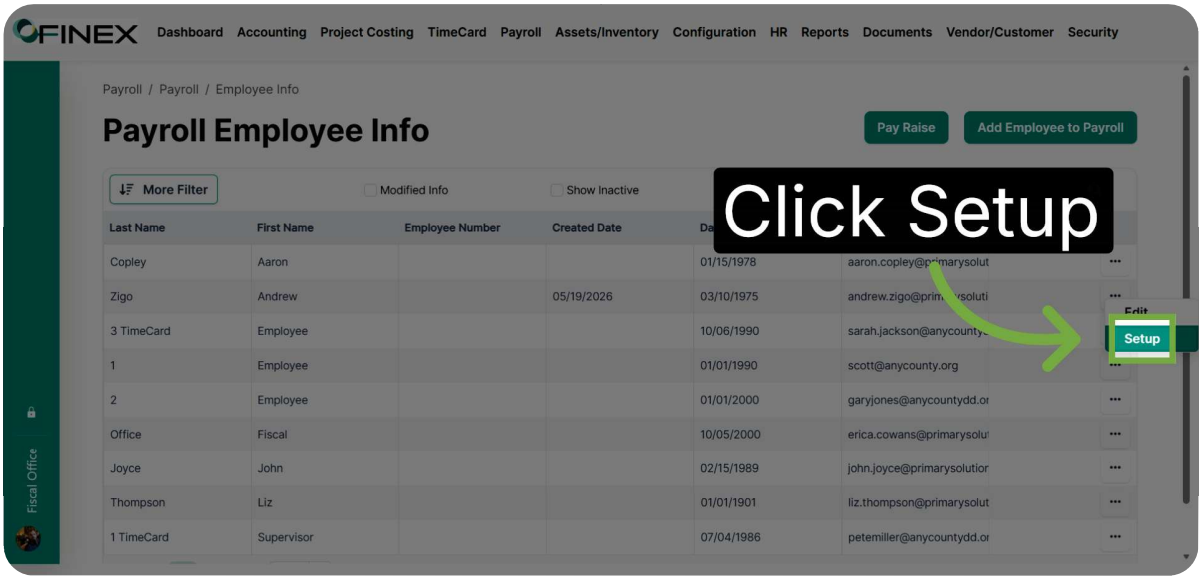
## 03 Open Payroll Employee Options Menu

Click the ellipsis to open the Payroll Employee Options menu.



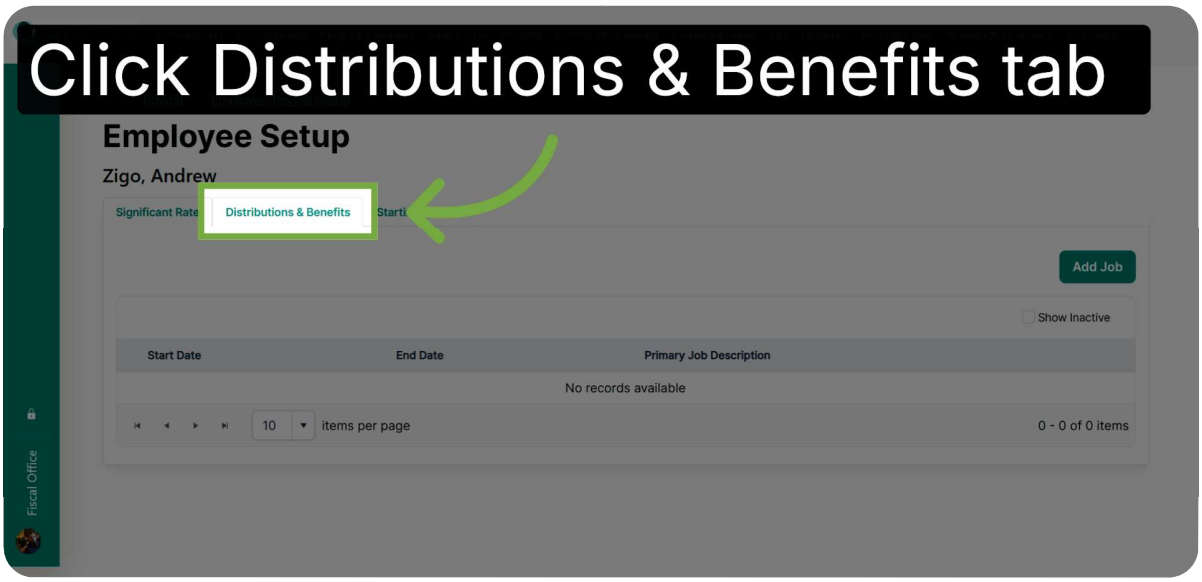
## 04 Select Setup Option

Click Setup in the options menu.



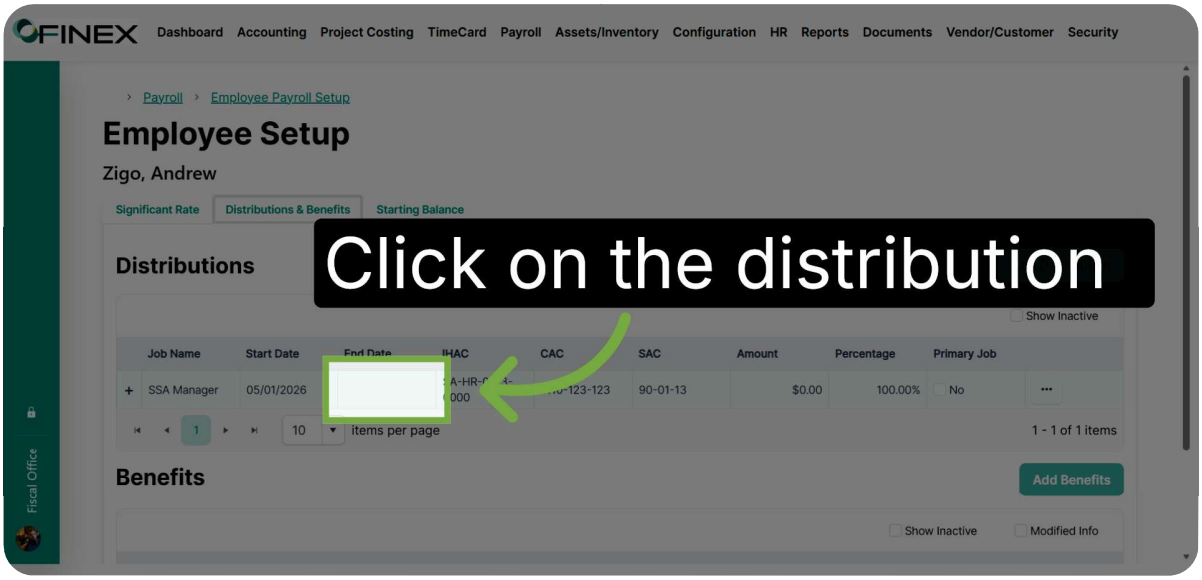
## 05 Select Distributions & Benefits Tab

Click the distribution and benefits table.



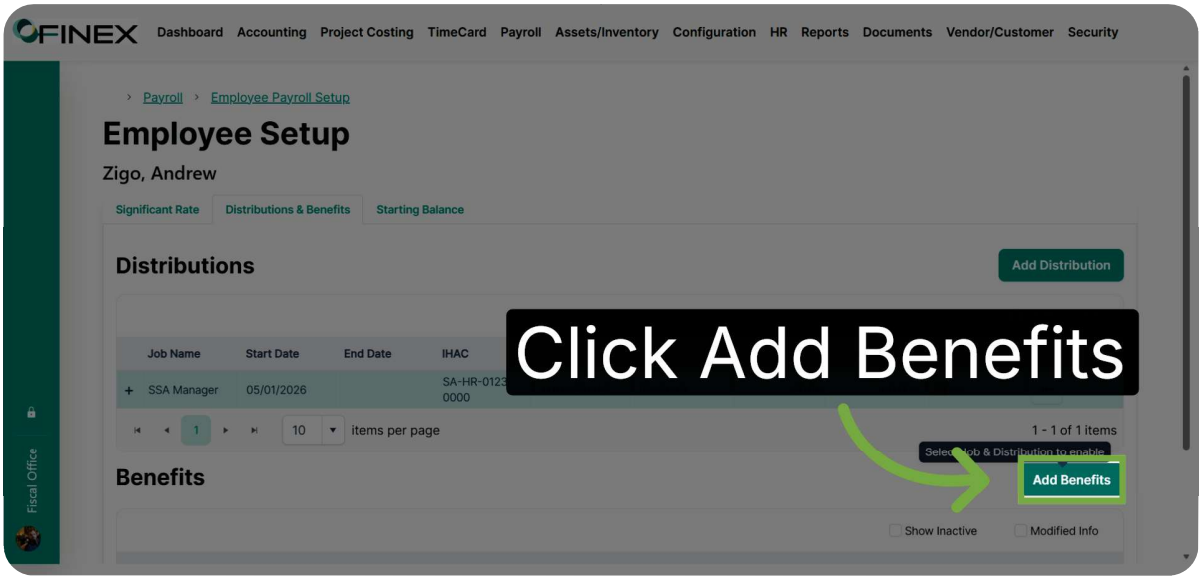
## 06 Select The Distribution

Select the Distribution that you want to add a Benefit to by clicking on the Distribution line.



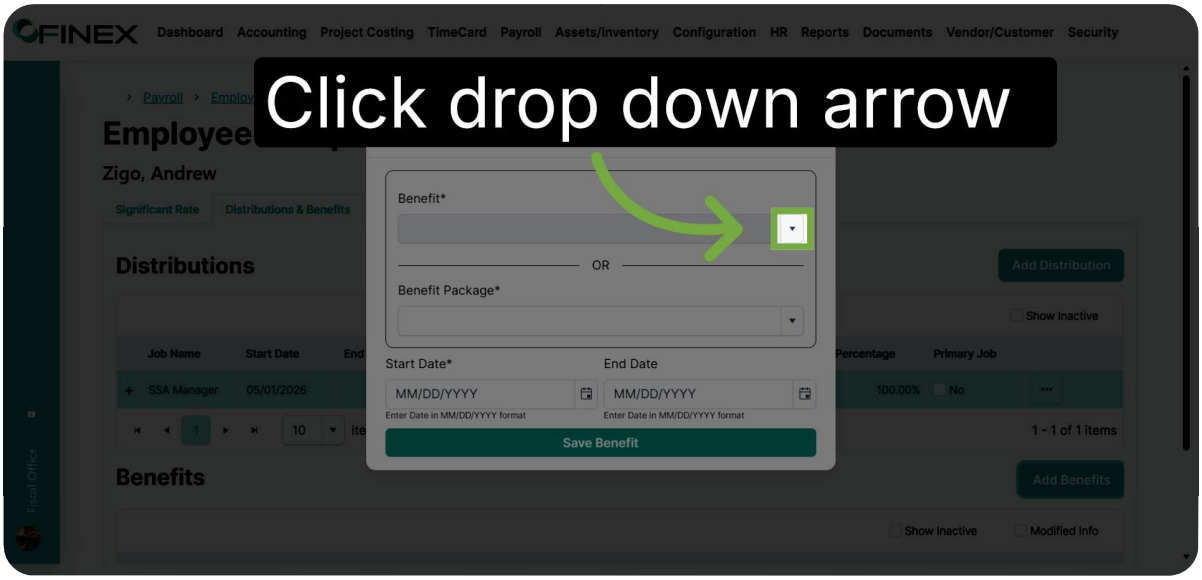
## 07 Select Add Benefits

Click Add Benefits to start the process of adding a Benefit for a Distribution.



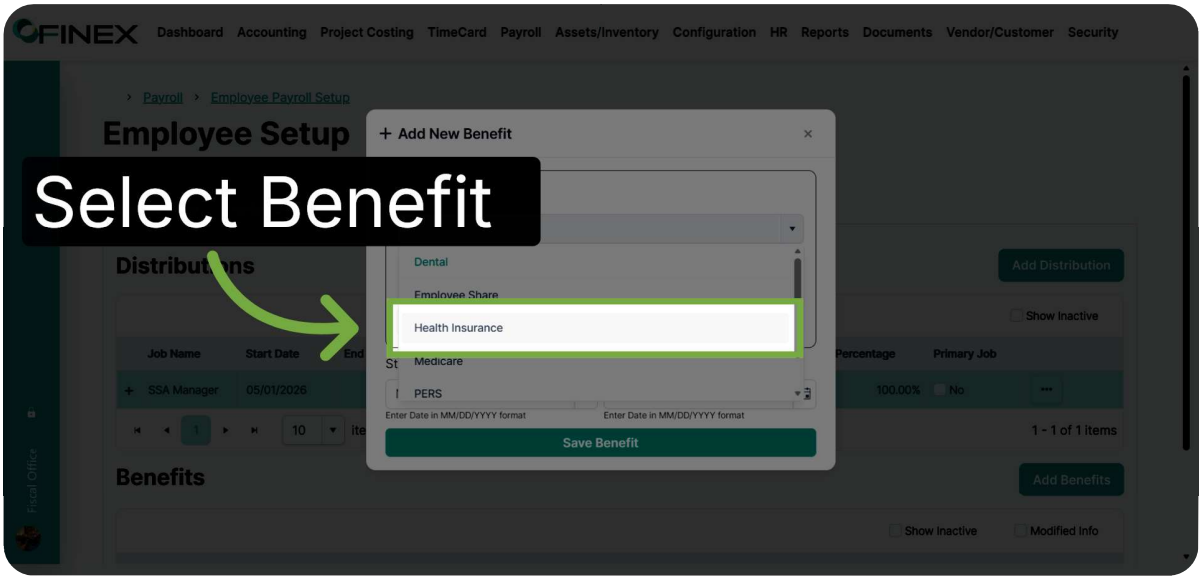
## 08 Access Benefit Options

Click the drop-down arrow to view the list of Benefit options.



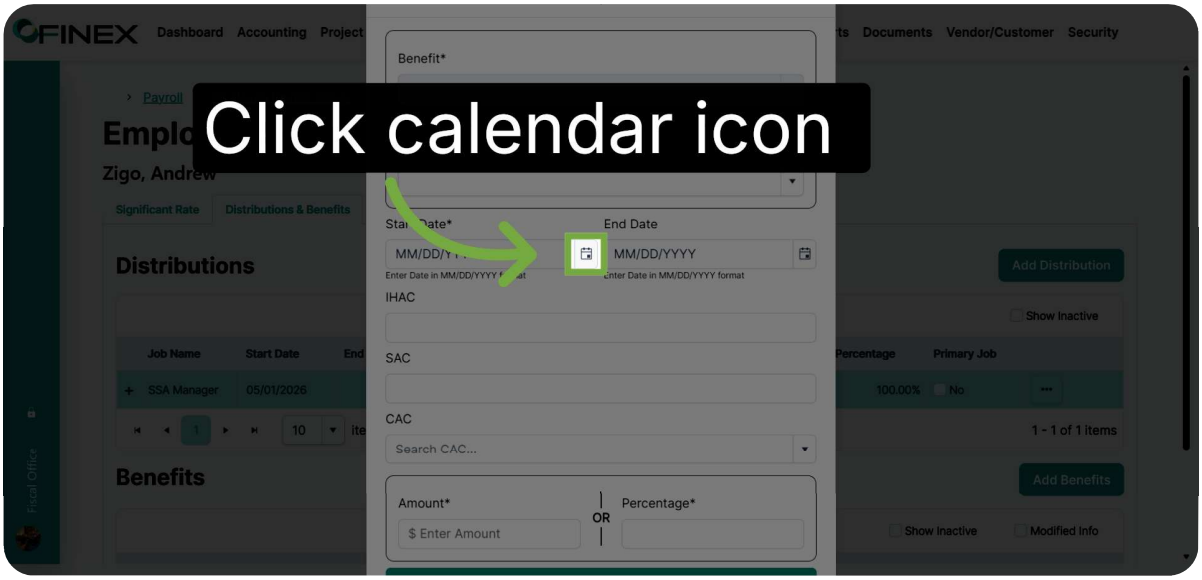
## 09 Select Benefit

Select the Benefit from the drop-down list.



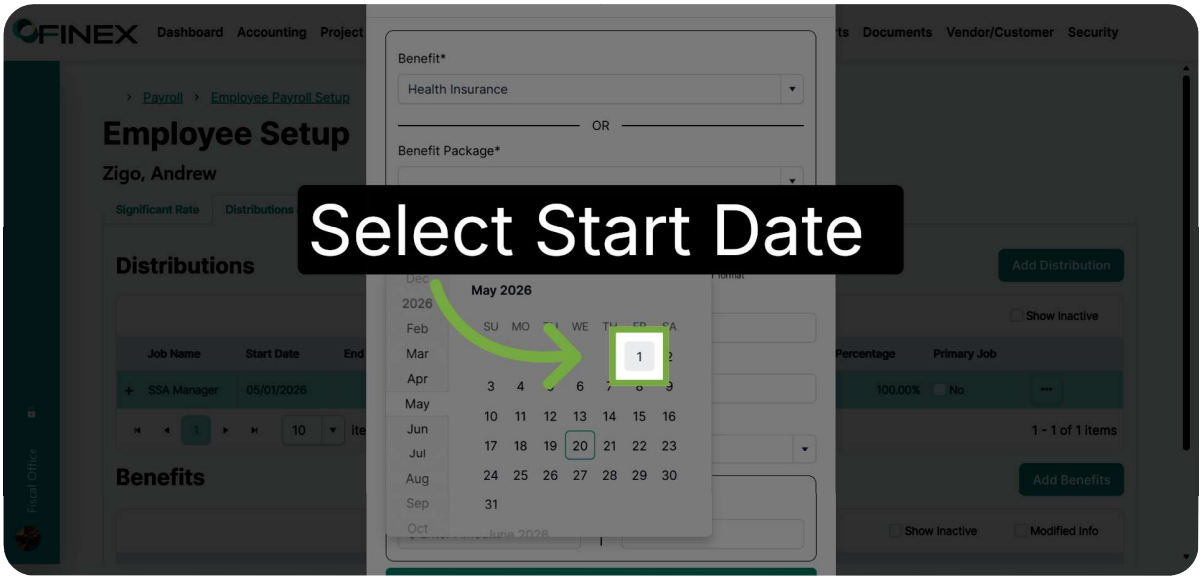
## 10 Select Calendar Icon

Click the Calendar Icon to start adding a start date for the Benefit.



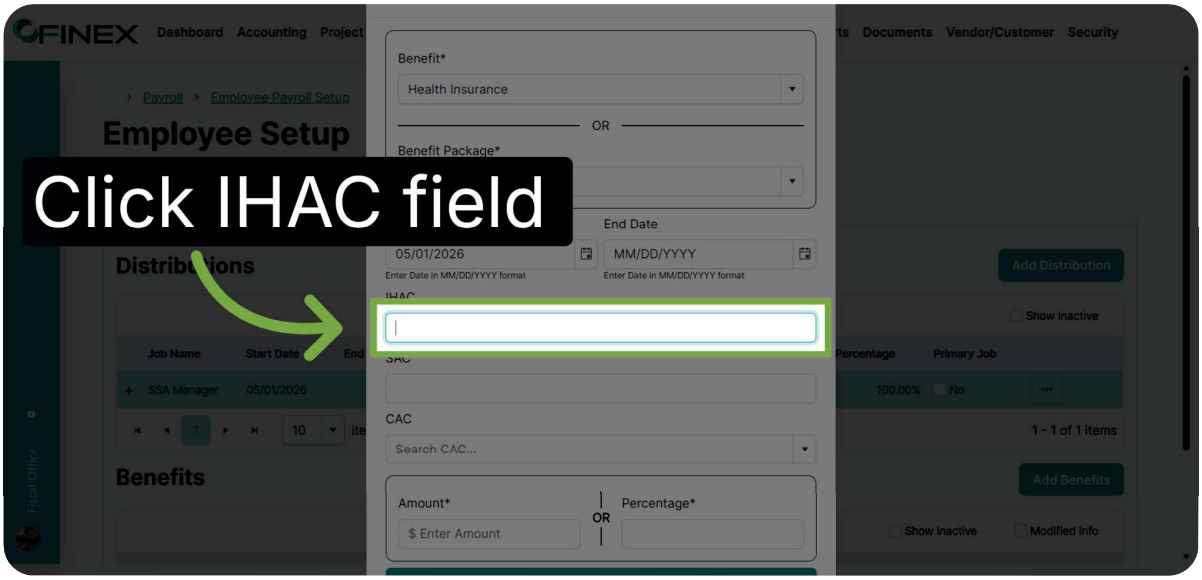
## 11 Select Benefit Start Date

Select the Start Date for your Benefit.



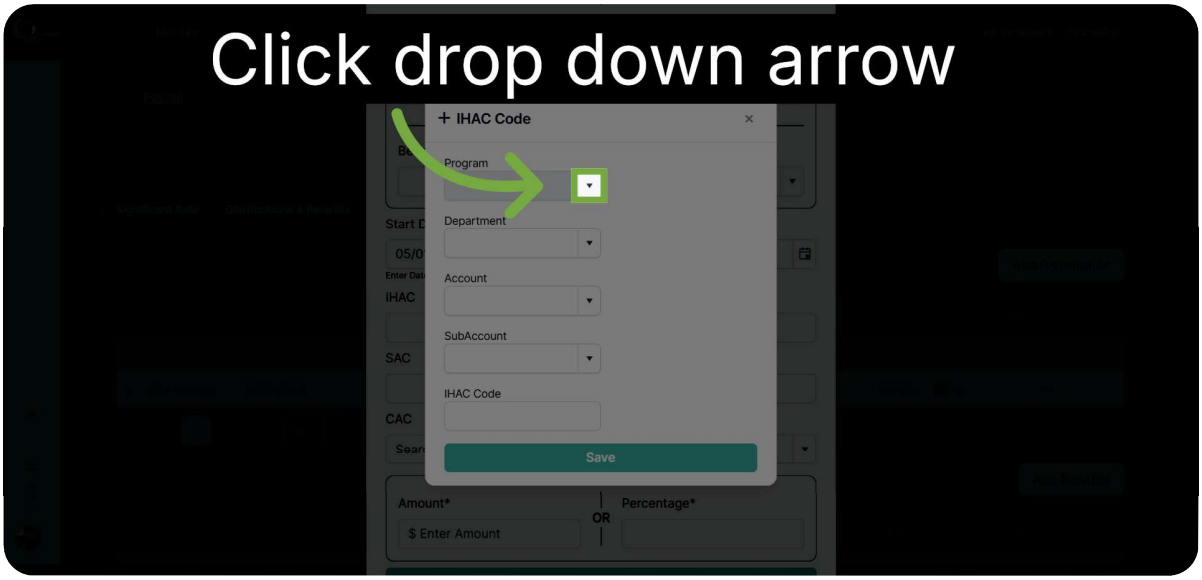
## 12 Select IHAC Field

Click the IHAC field.



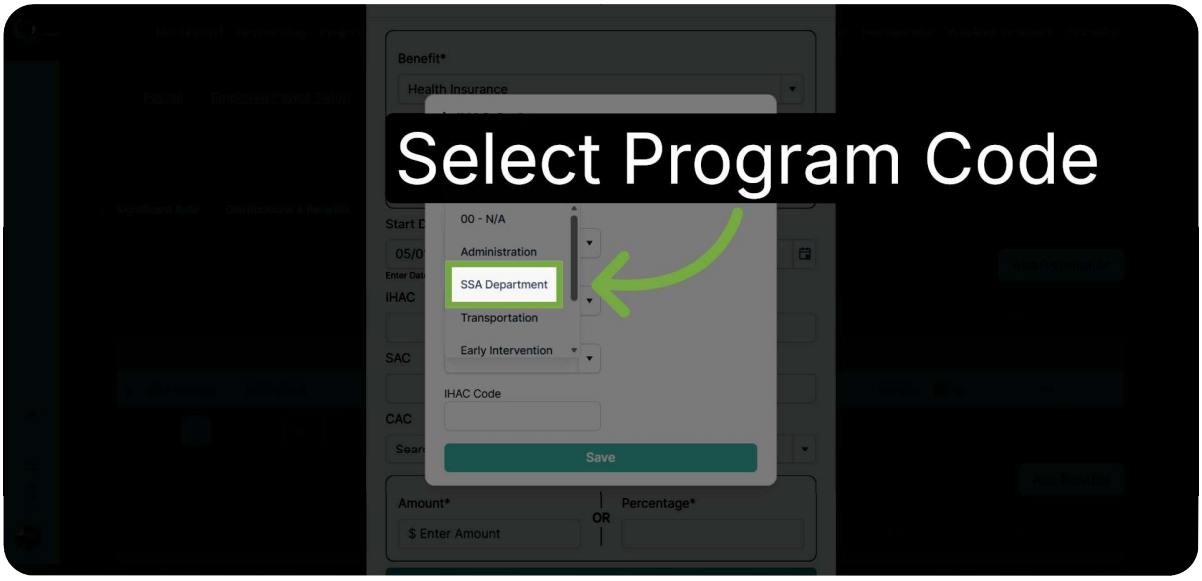
## 13 Open Program Code Menu

Click the drop-down arrow to show the list of available Program codes.



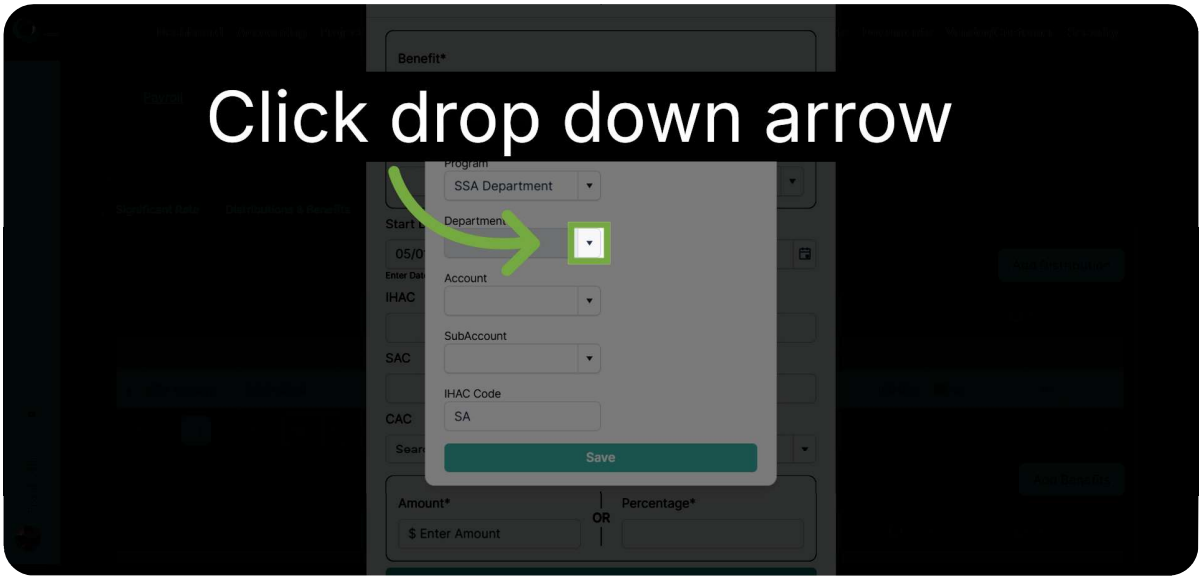
## 14 Select Program Code From Drop Down List

Select the appropriate Program Code for your IHAC.



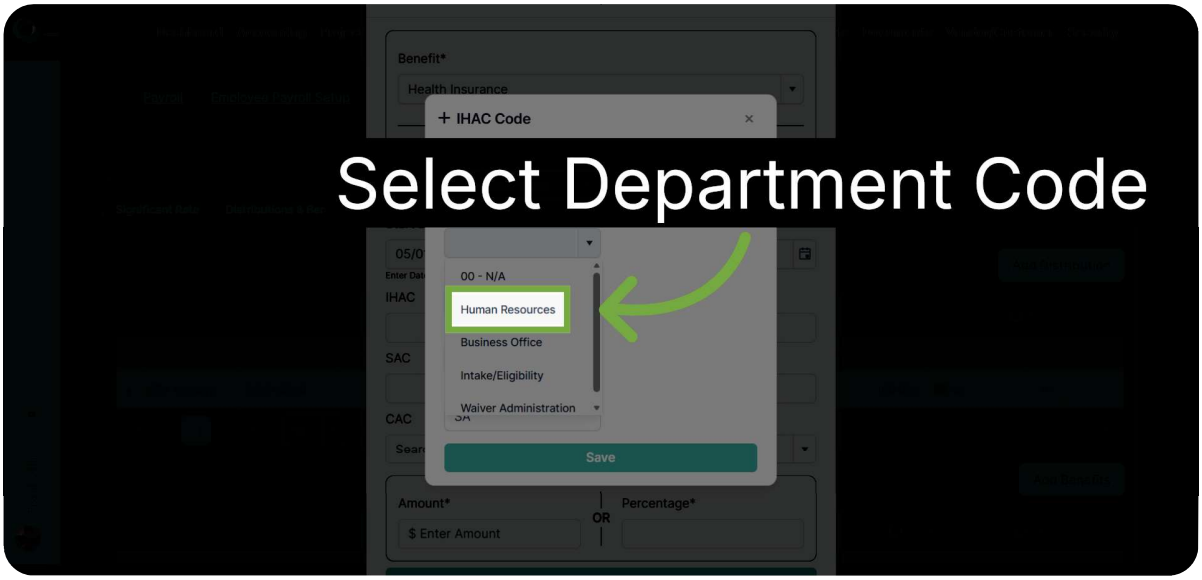
## 15 Open Department Code Menu

Click the drop-down arrow to show the list of available Department codes.



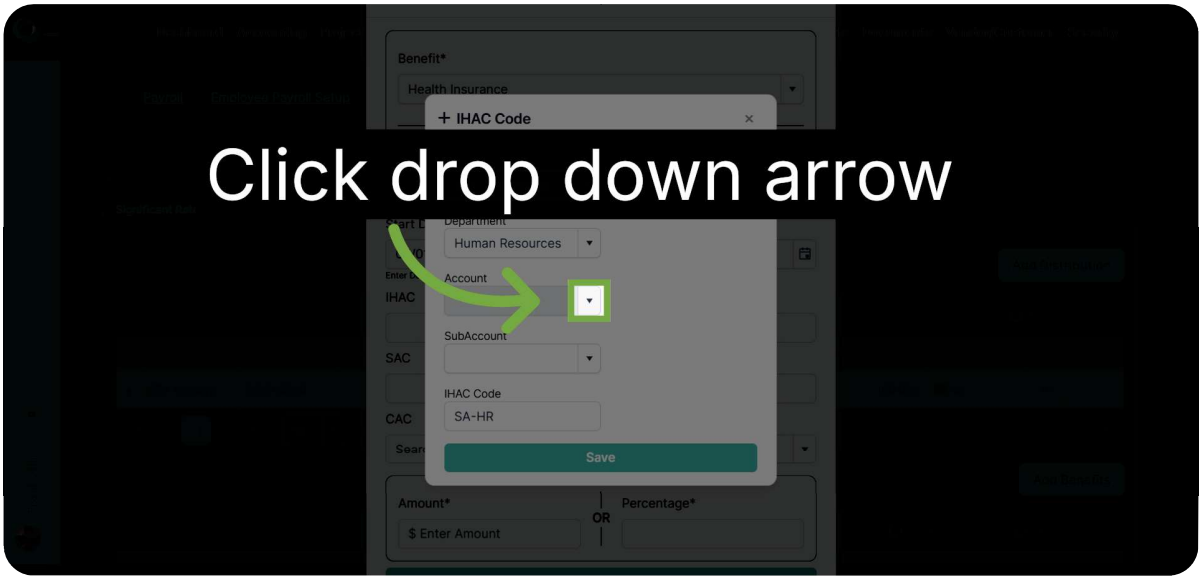
## 16 Select Department Code From Drop Down List

Select the appropriate Department Code for your IHAC.



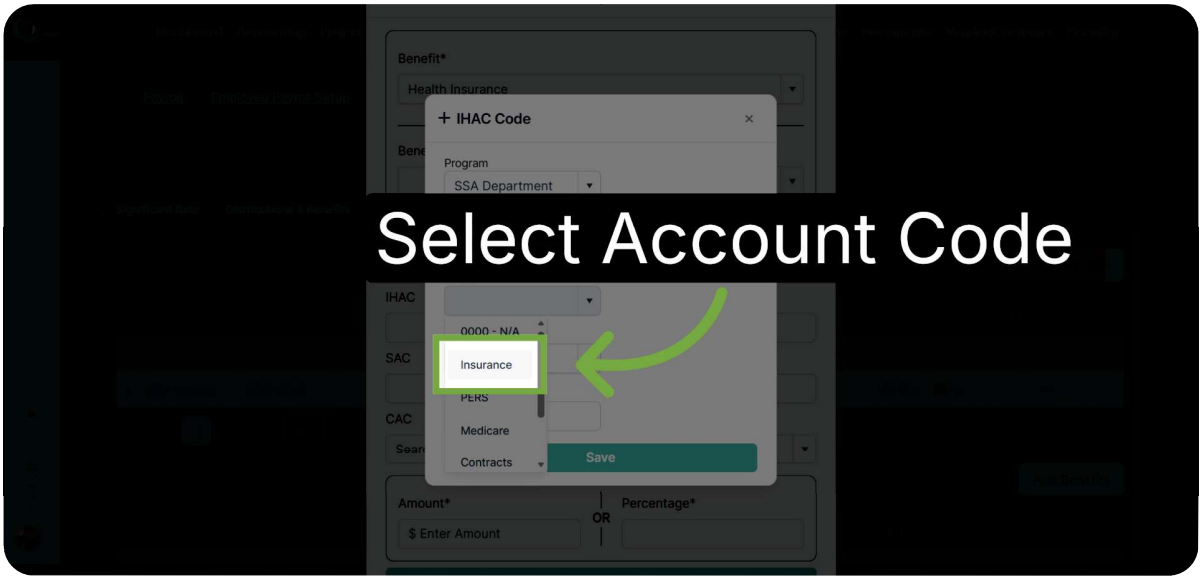
## 17 Open Account Code Menu

Click the drop-down arrow to show the list of available Account codes.



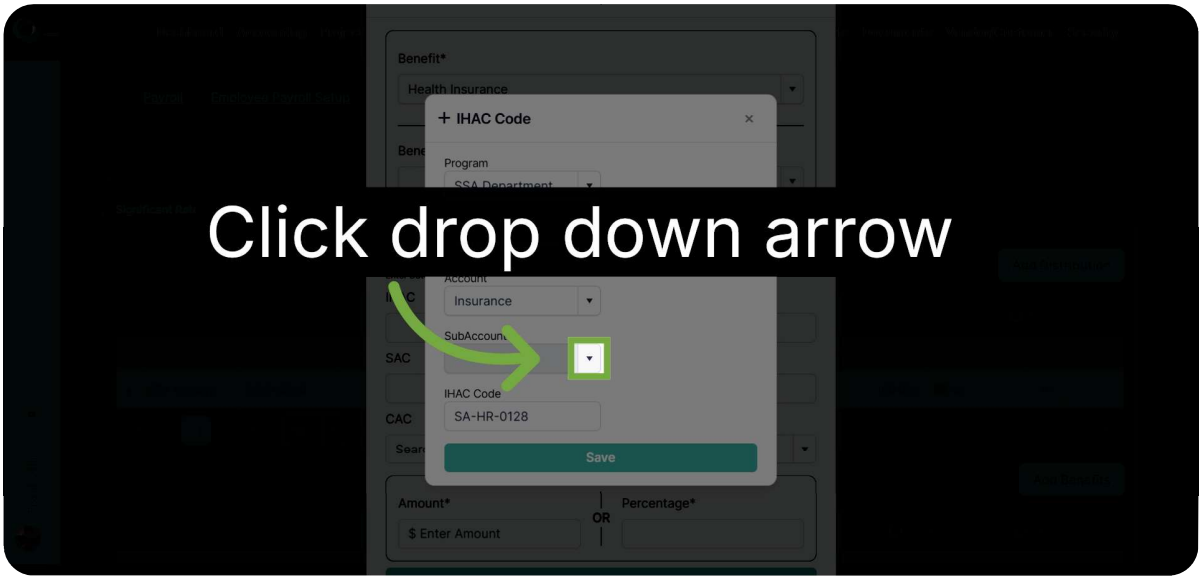
## 18 Select Account Code From Drop Down List

Select the appropriate Account Code for your IHAC.



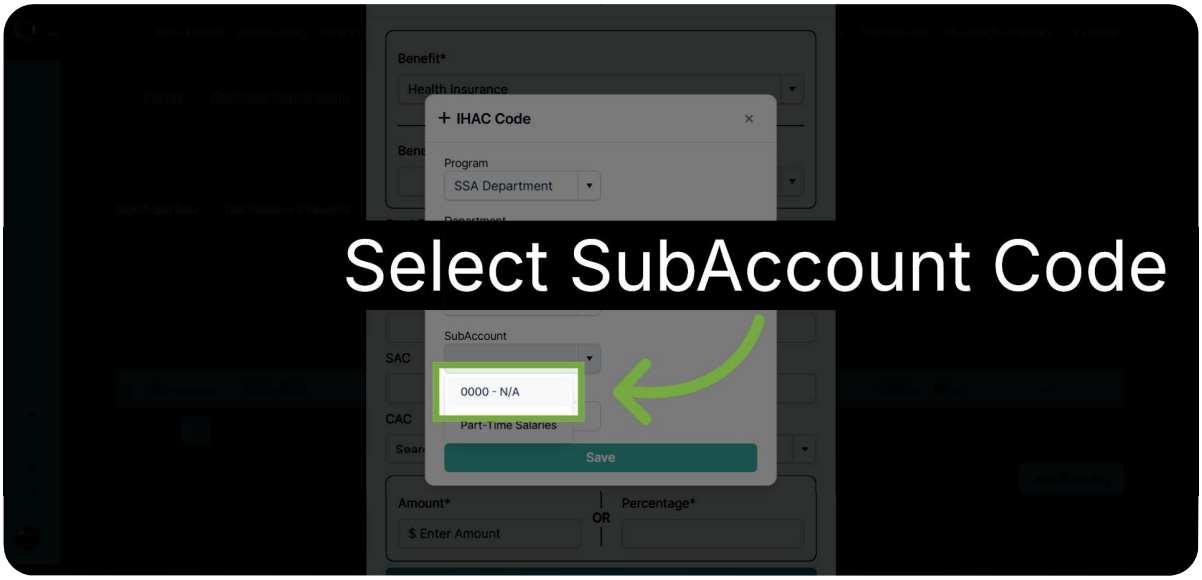
## 19 Open SubAccount Code Menu

Click the drop-down arrow to show the list of available SubAccount codes.



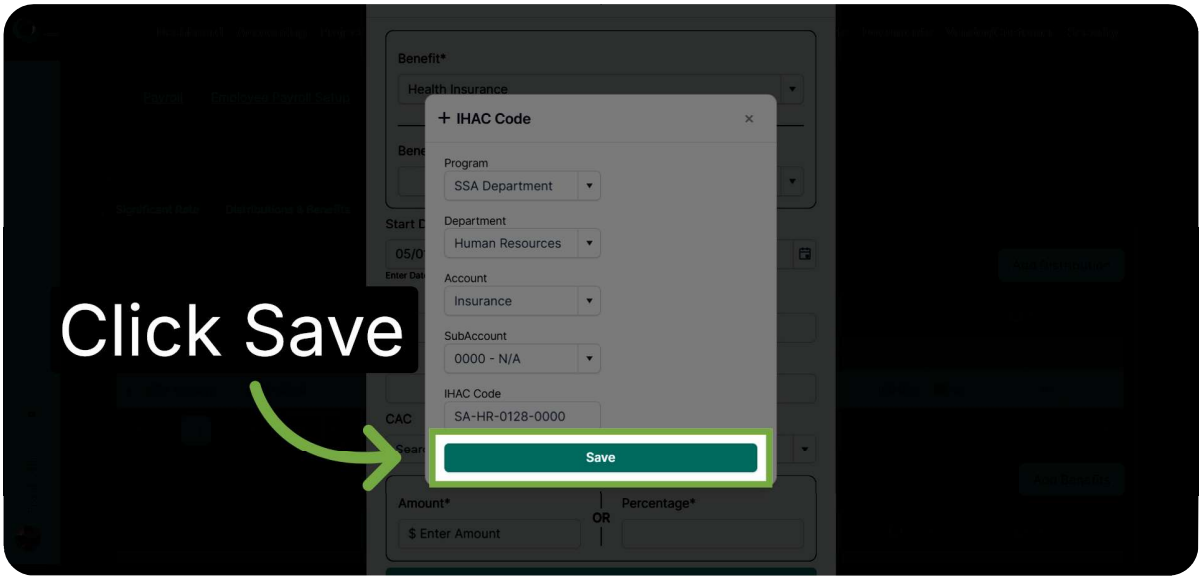
## 20 Select SubAccount Code From Drop Down List

Select the appropriate SubAccount code for your IHAC.



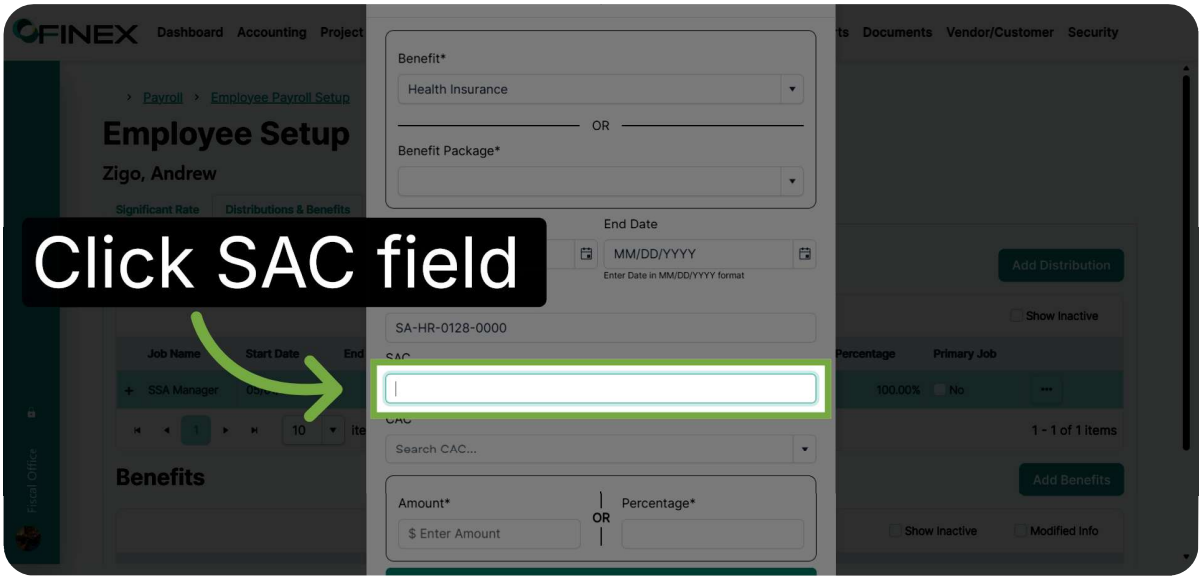
## 21 Save IHAC

Click Save to save the IHAC code for your Benefit.



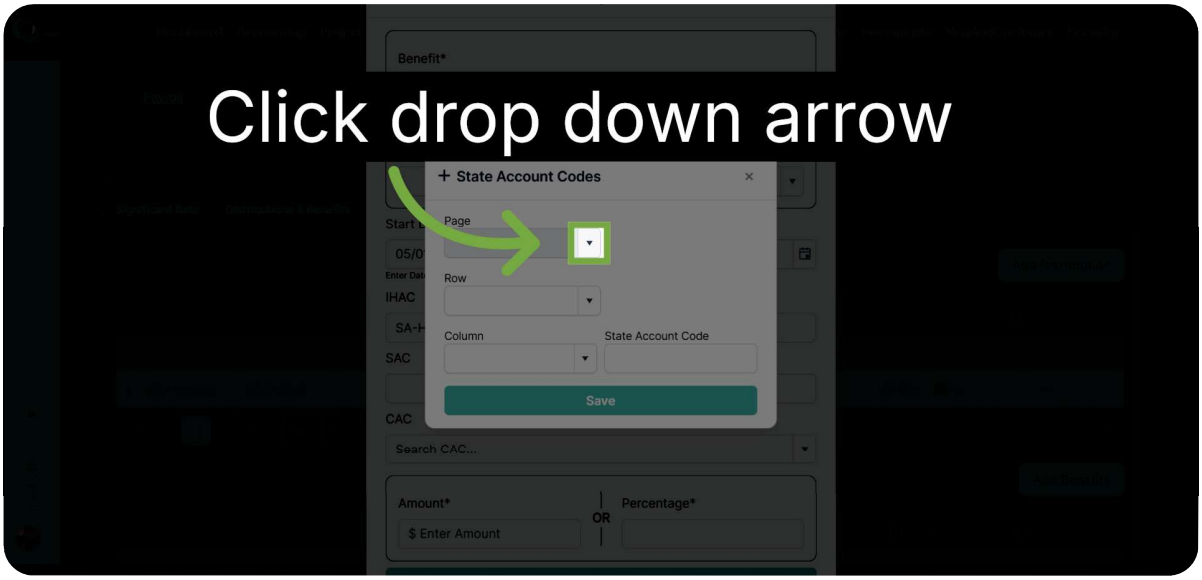
## 22 Select SAC Field

Click the SAC field.



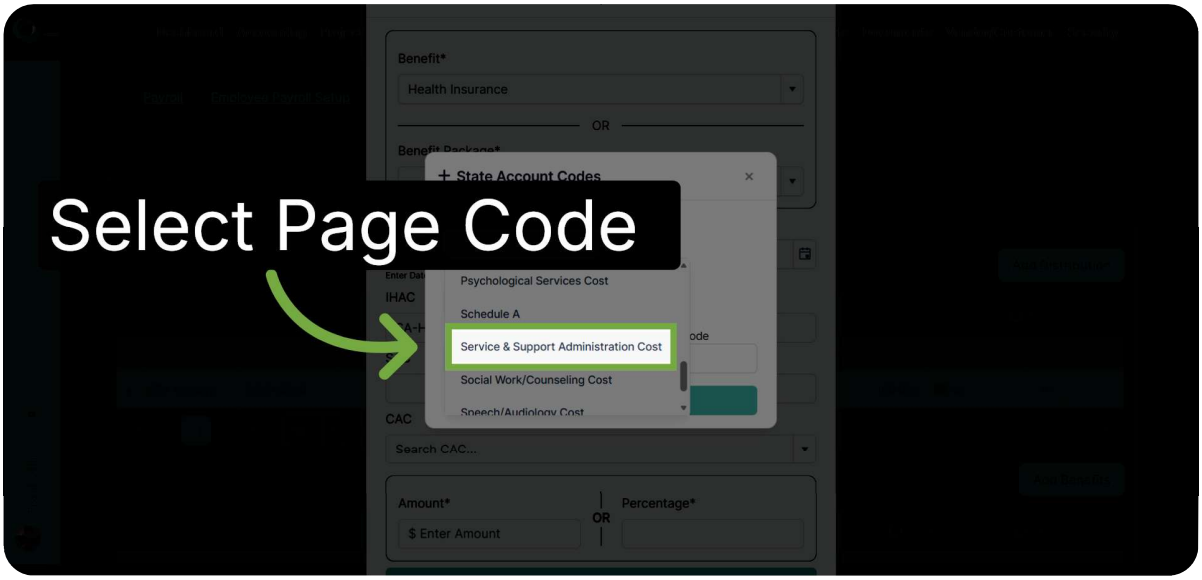
## 23 Open Page Menu

Click the drop-down arrow to show the list of available Page codes.



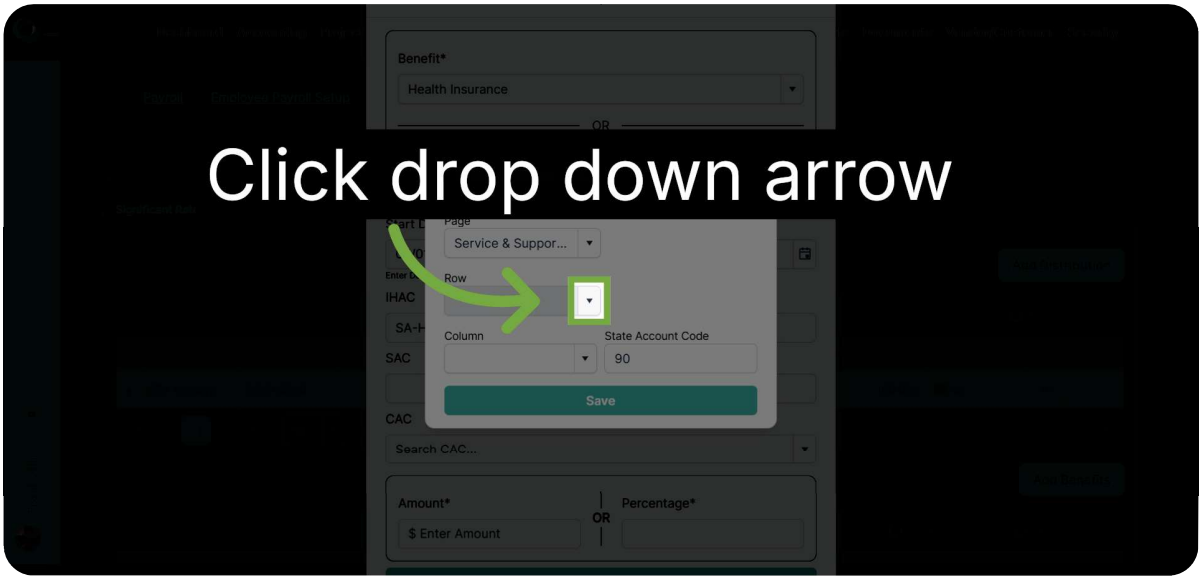
## 24 Select Page From Drop Down List

Select the appropriate Page Code for your SAC.



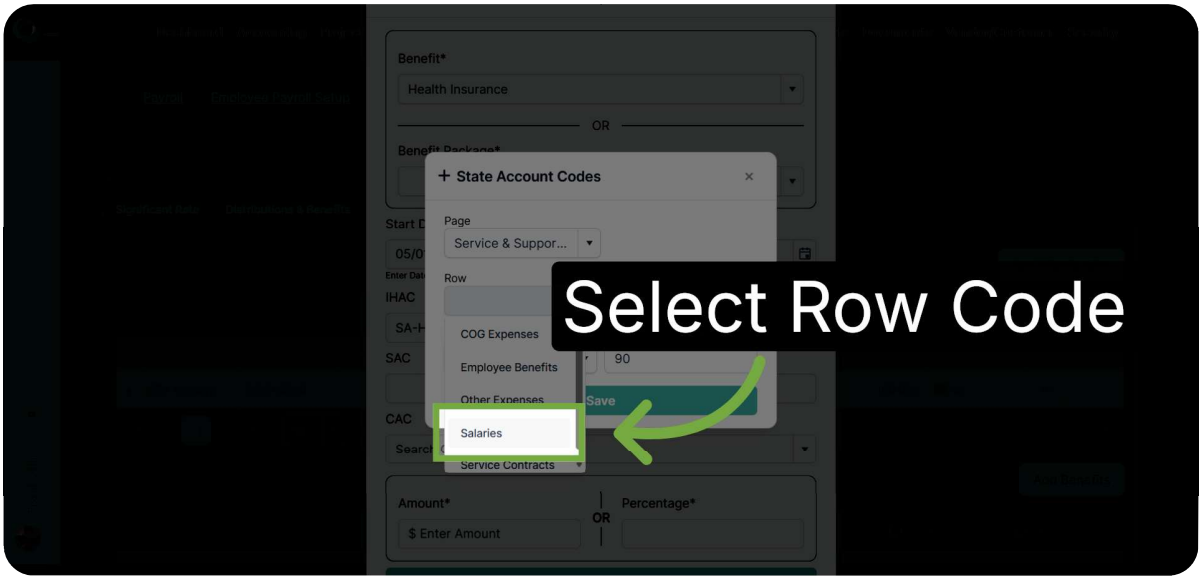
## 25 Open Row Menu

Click the drop-down arrow to view the list of available Row codes.



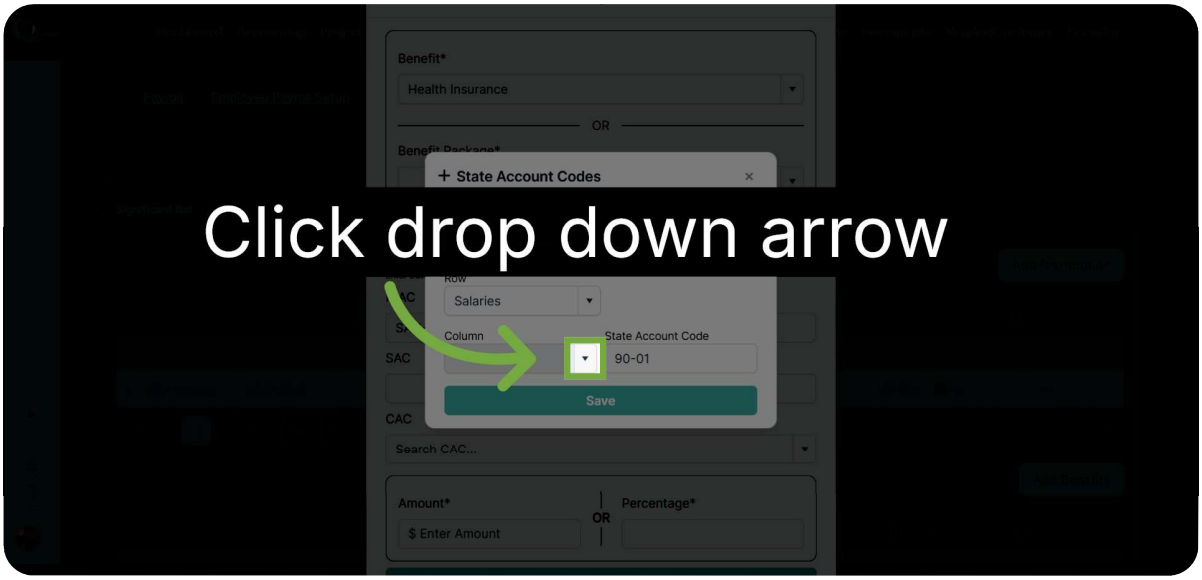
## 26 Select Row From Drop Down List

Select the appropriate Row Code for your SAC.



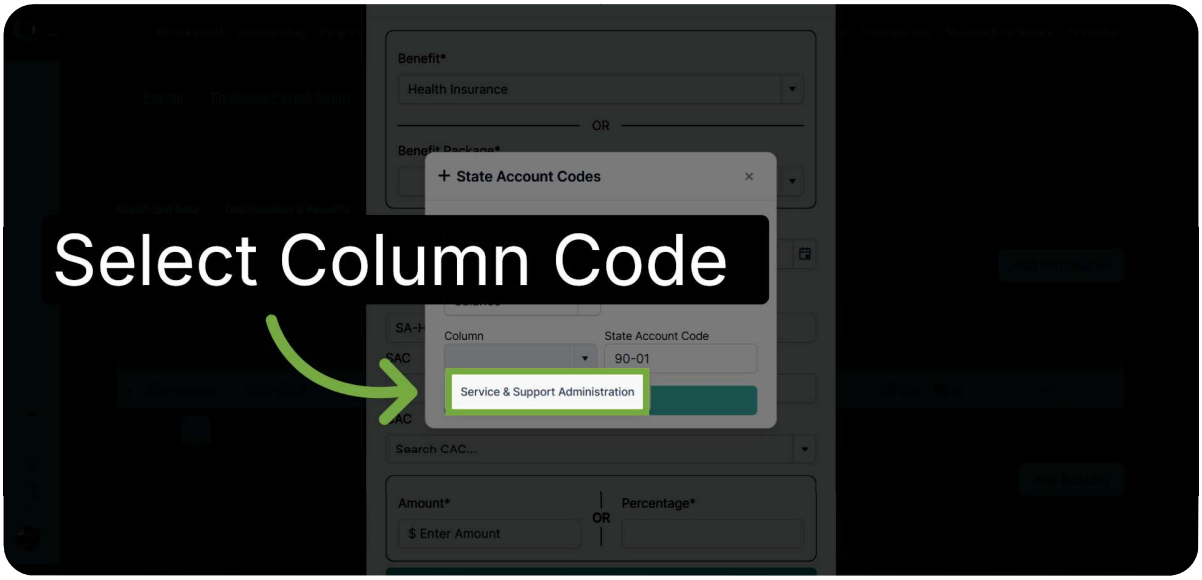
## 27 Open Column Menu

Click the drop-down arrow to view the list of available Column codes.



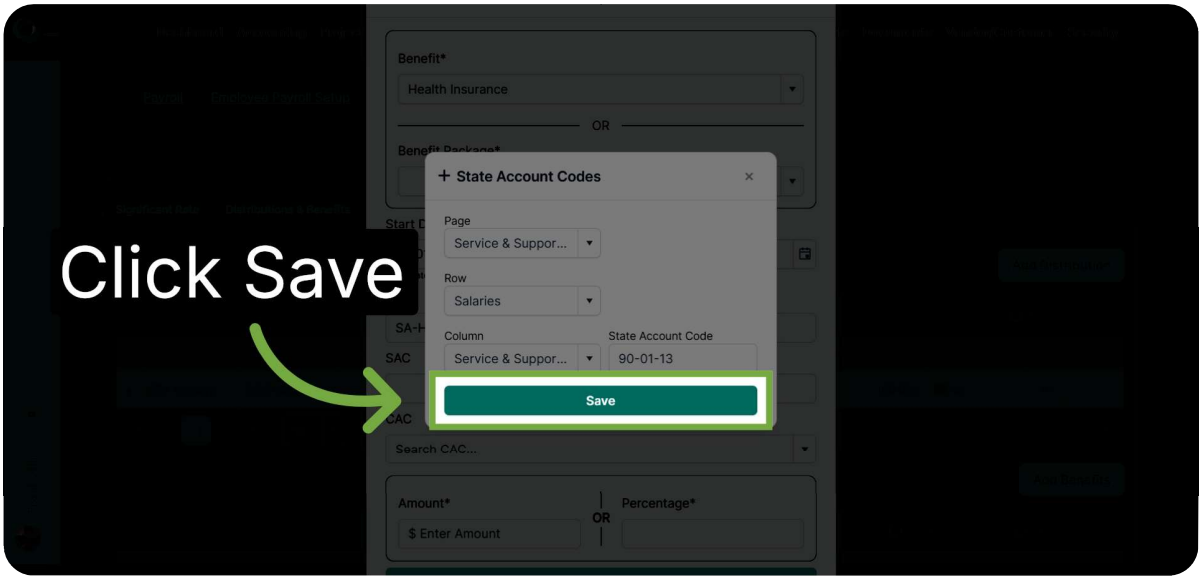
## 28 Select Column From Drop Down List

Select the appropriate Column Code for your SAC.



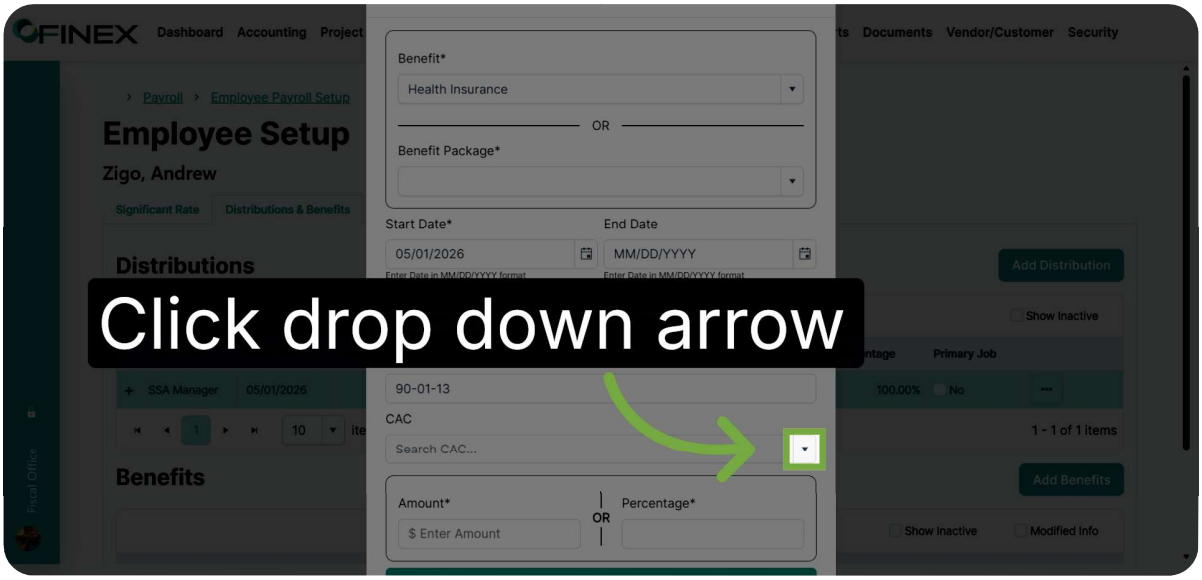
## 29 Save SAC Code

Click Save to complete the SAC code for your Benefit.



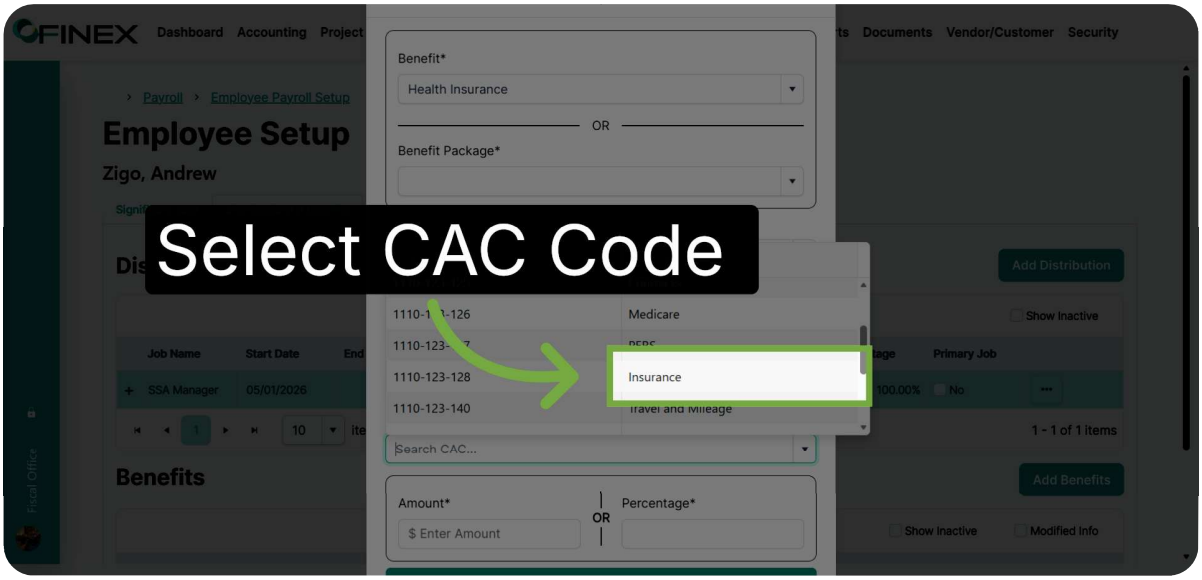
## 30 Open CAC Code Menu

Click the drop-down arrow to view the list of available CAC codes.



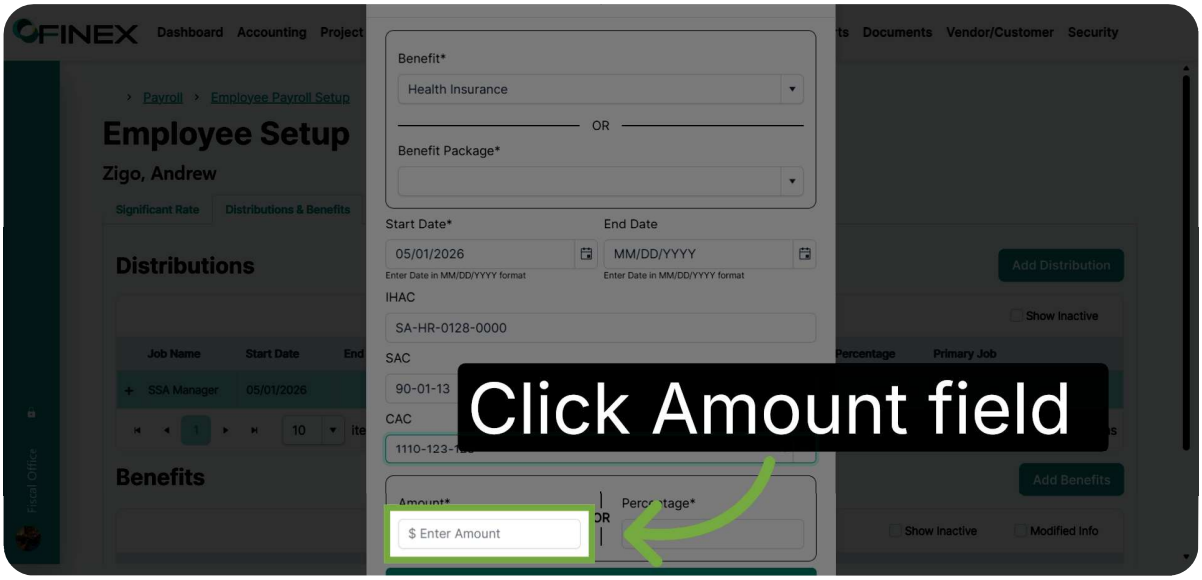
## 31 Select CAC Code

Choose the appropriate CAC code from the drop-down list.



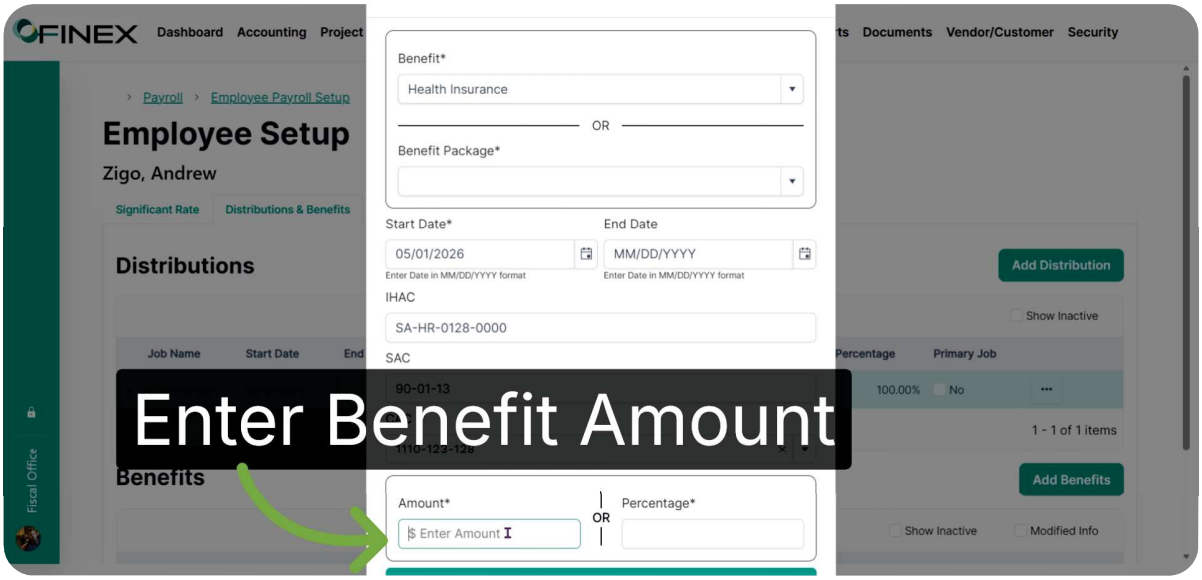
## 32 Select Amount Field

Click the Amount field.



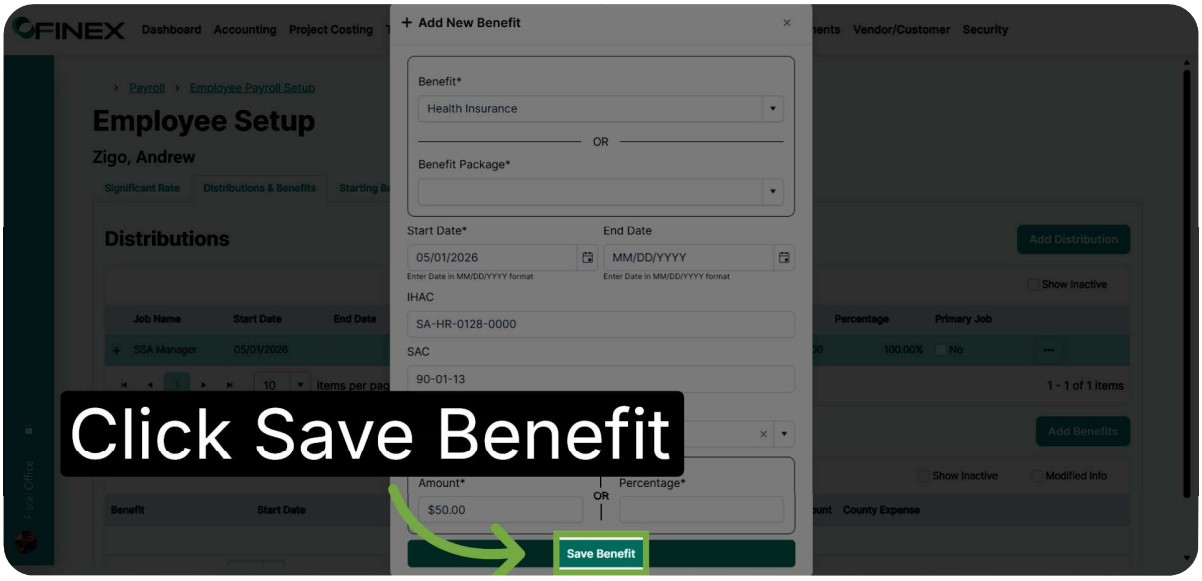
# 33 Enter Benefit Amount

Enter the Benefit Amount or Percentage.



## 34 Select Save Benefit

Click Save Benefit to complete the process of adding a Benefit.



You have now successfully completed adding a Benefit to an Employee in Payroll in Finex.

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