Add A New Benefit In Payroll In Finex

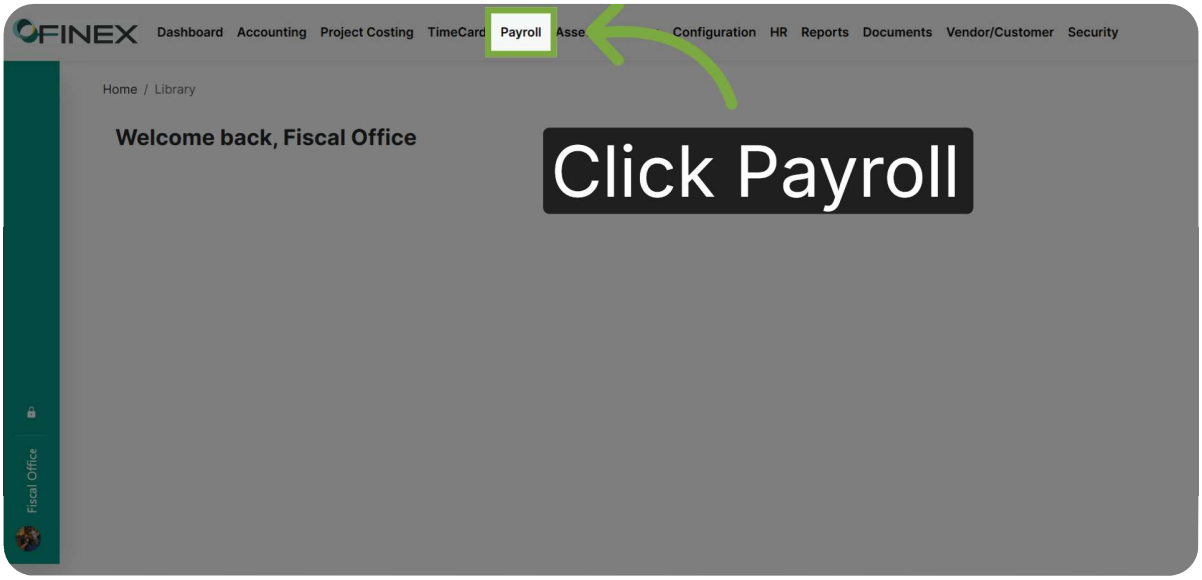
Powered by guidde

This tutorial guides you through creating a new Benefit in Payroll in Finex.

Go to www.finexweb.com

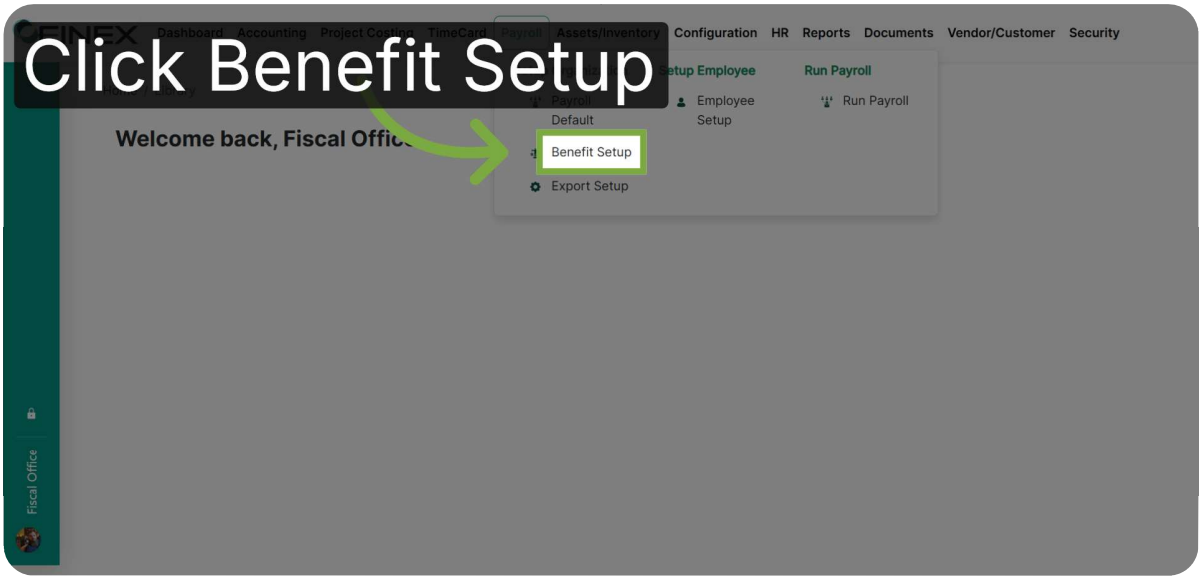
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



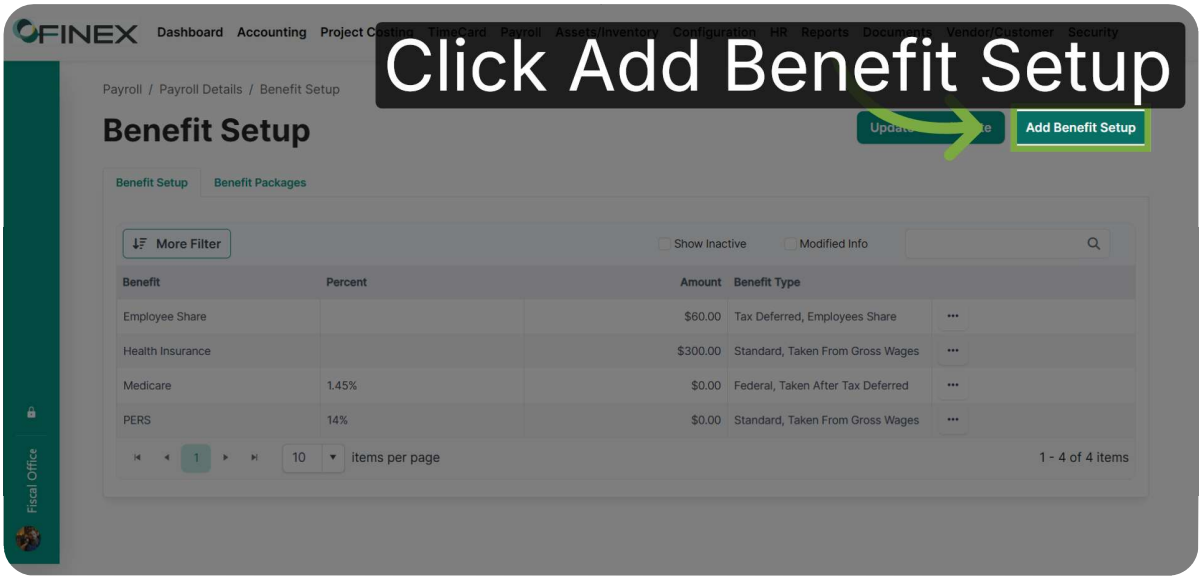
02 Open Benefit Setup

Click Benefit Set Up to access the Benefit Setup section of Finex.



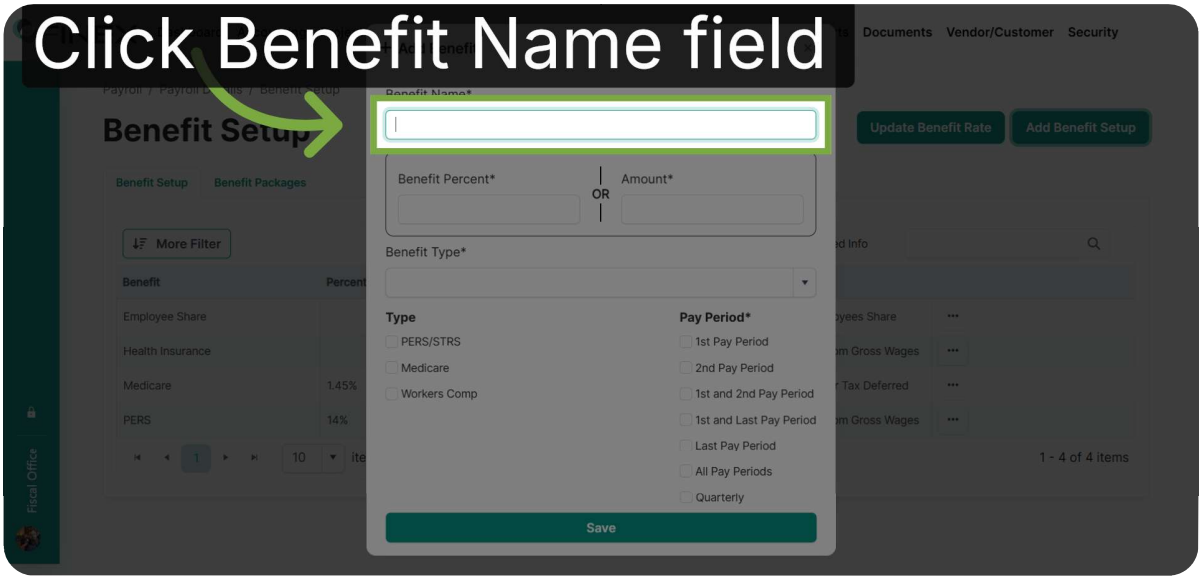
03 Create New Benefit

Click Add Benefit Setup to start the process of creating a new Benefit.



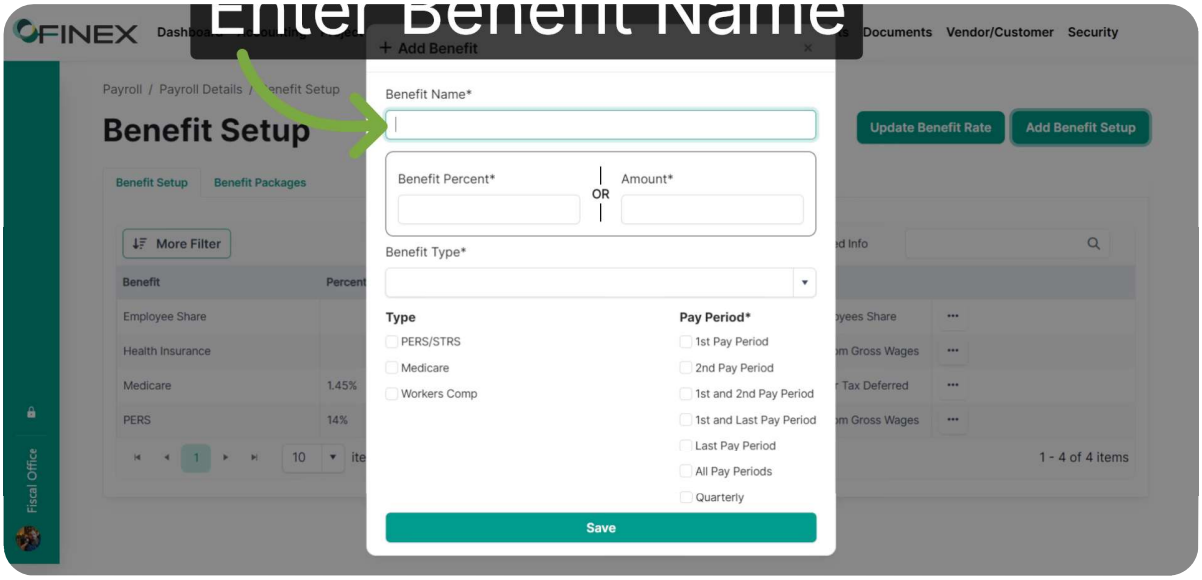
04 Select Benefit Name Field

Click the Benefit Name field.



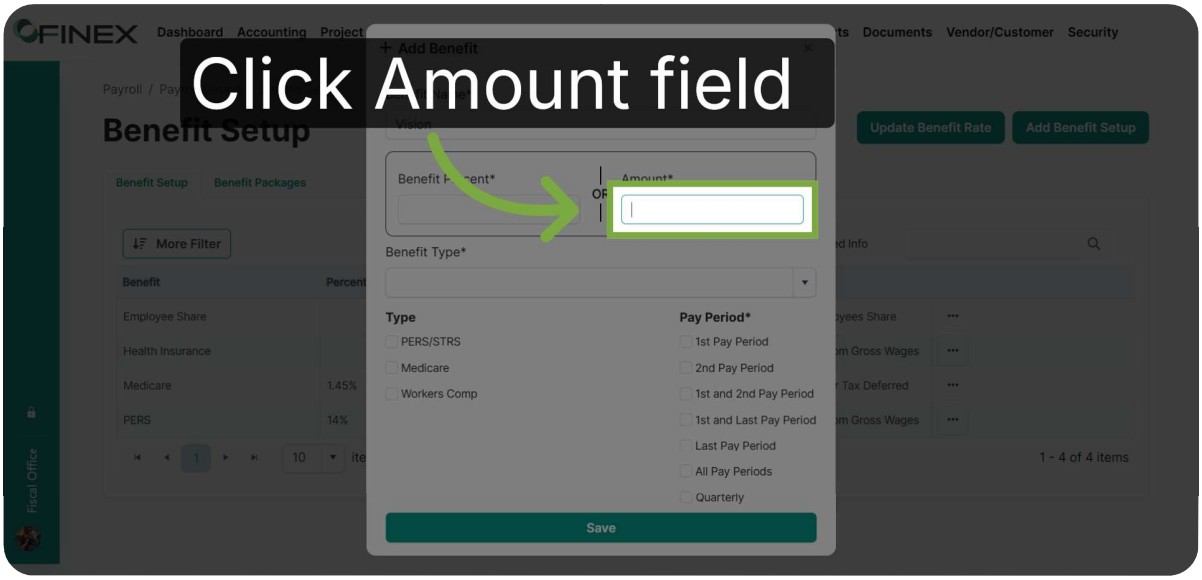
05 Enter Benefit Name

Enter the name of your Benefit.



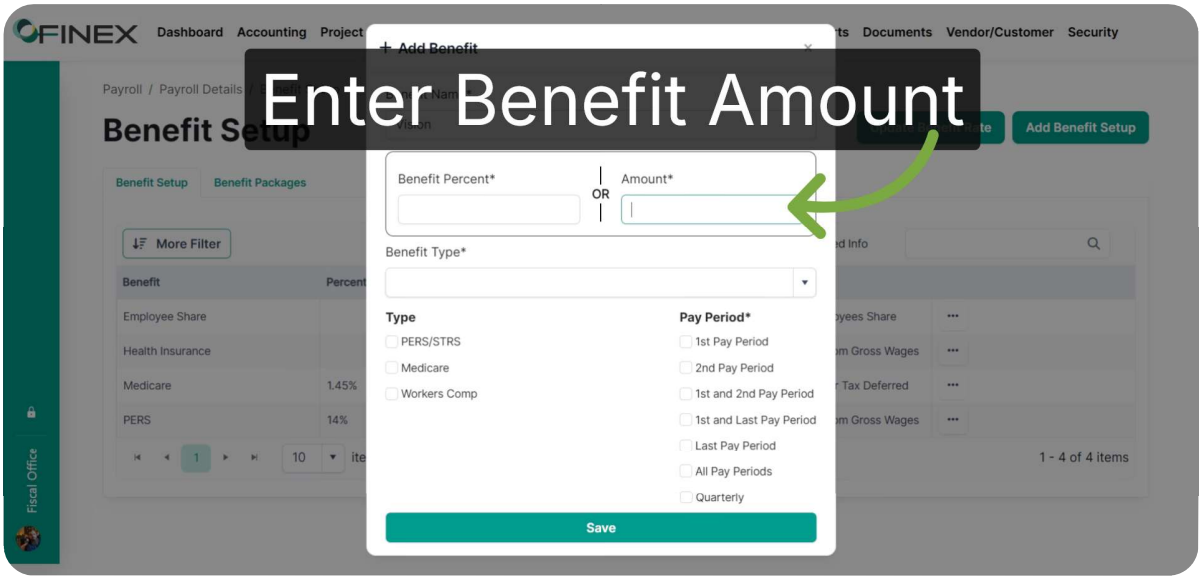
06 Select Amount Field

Click the Amount field.



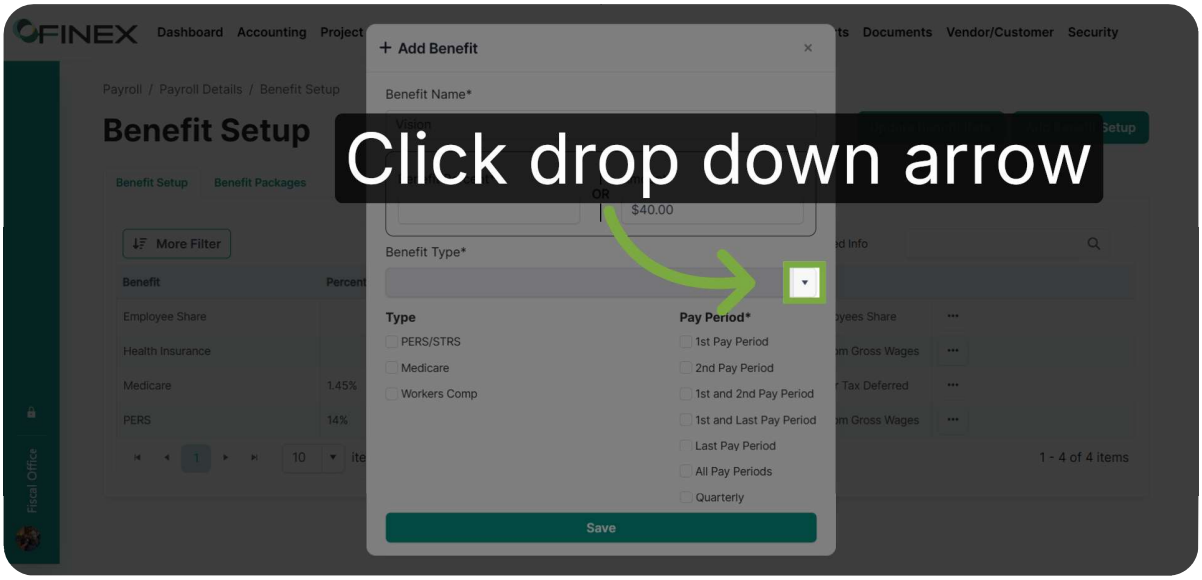
07 Enter Benefit Amount

And to your Benefit Amount or Benefit Percent.



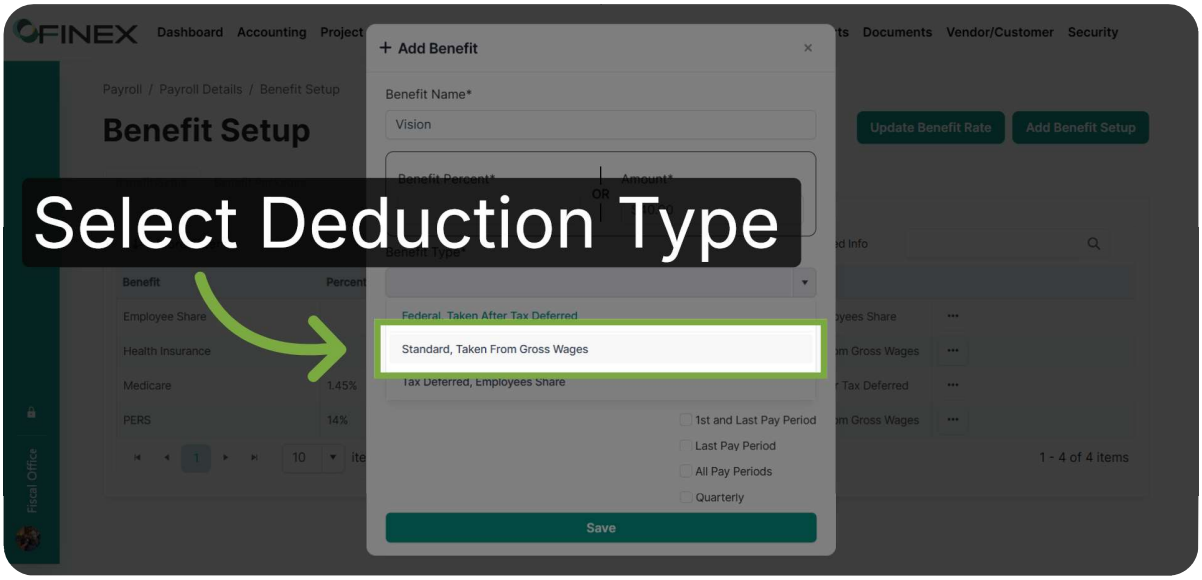
08 Open Deduction Type Options

Click the drop-down arrow to open the Deduction Type options menu.



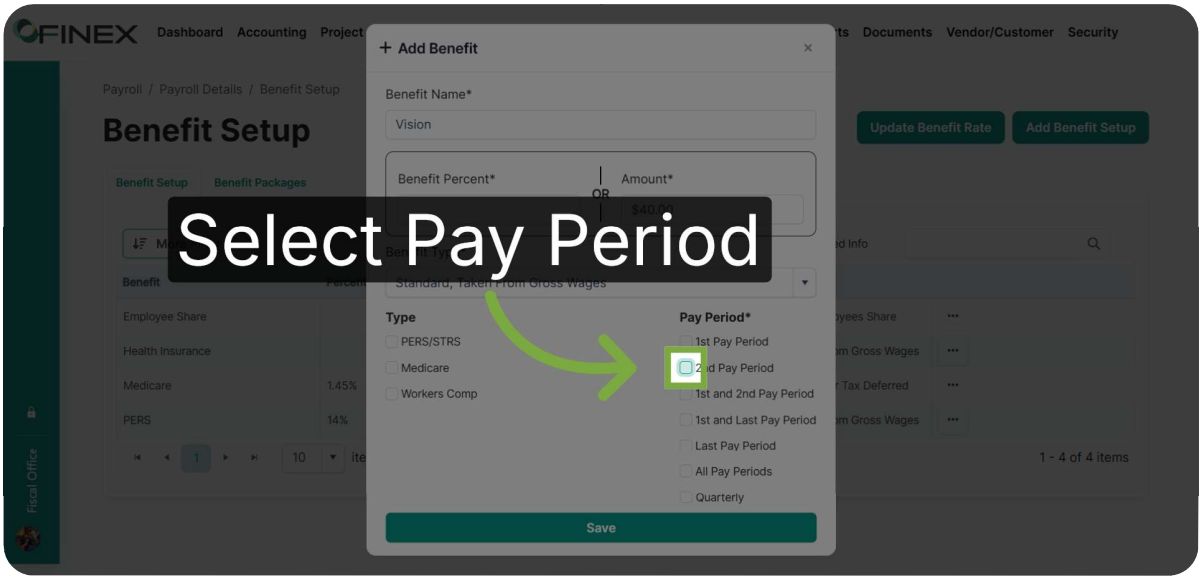
09 Select Deduction Type

Select your Deduction Type.



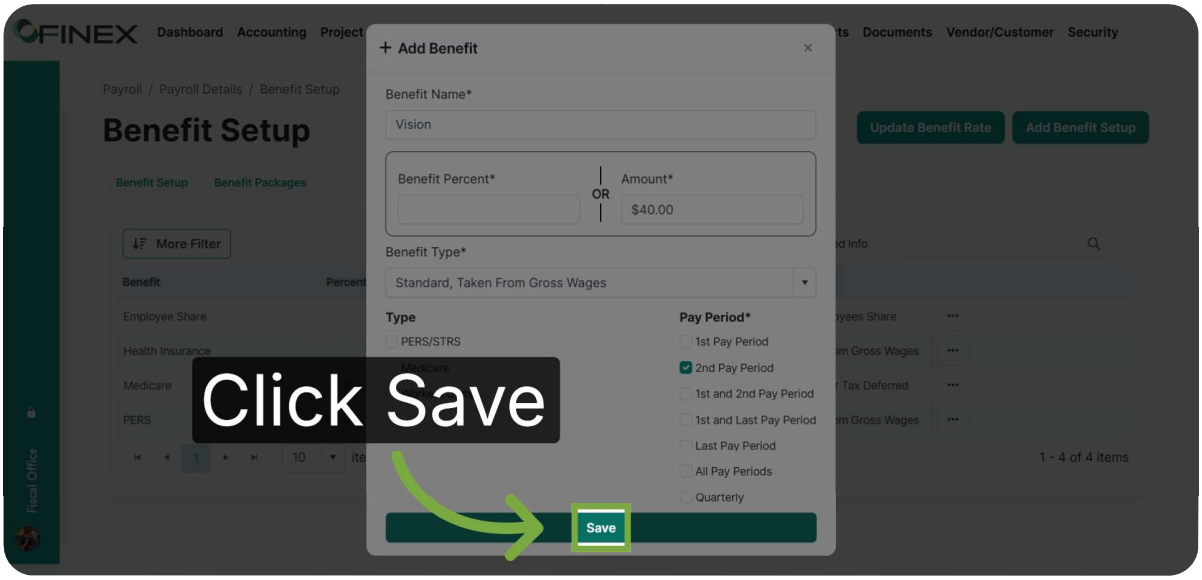
10 Select Pay Period

Select the Pay Period when your Benefit will be deducted.



11 Save Benefit

Click Save to finish adding your new Benefit.



You have now successfully completed adding a new Benefit in Payroll in Finex.

Powered by guidde