Add A Significant Rate To Employee In Payroll In Finex

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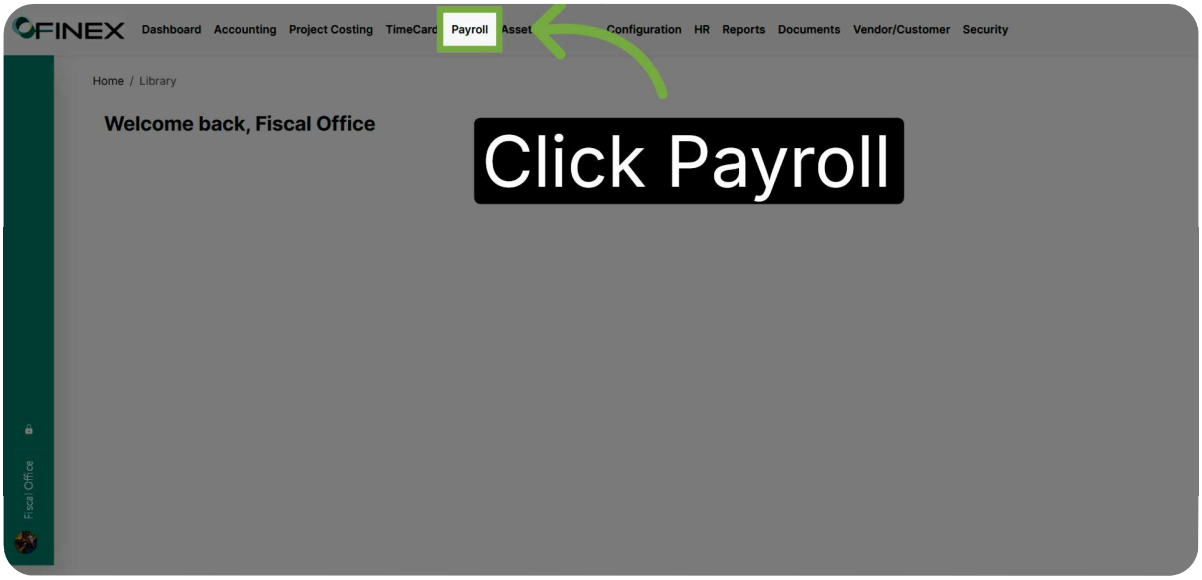
This tutorial guides you through adding a Significant Rate to an Employee in Payroll in Finex.

Go to www.finexweb.com

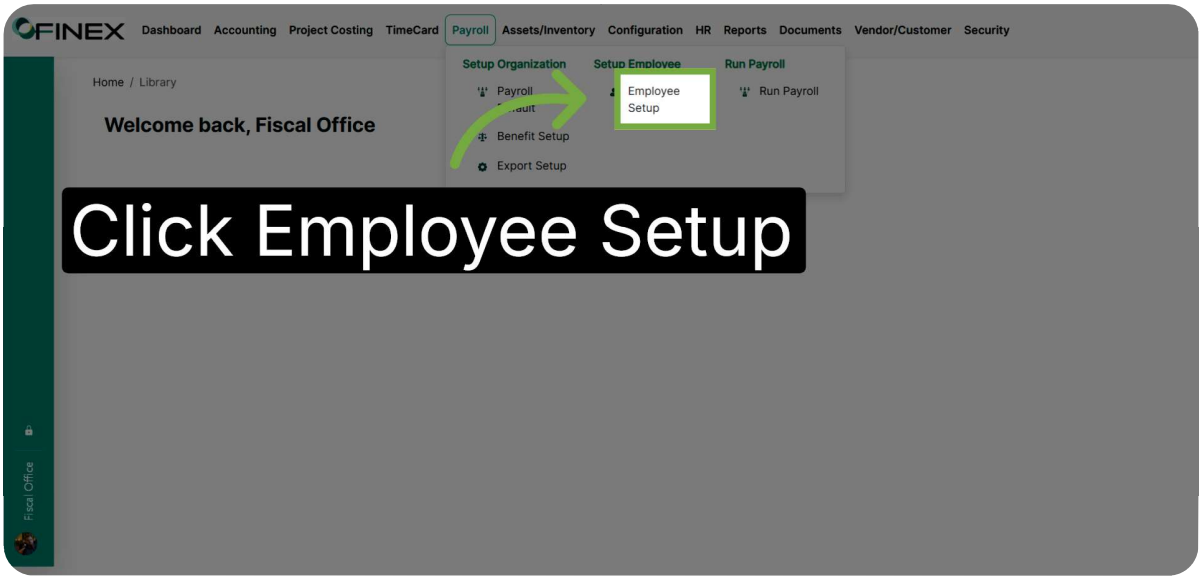
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



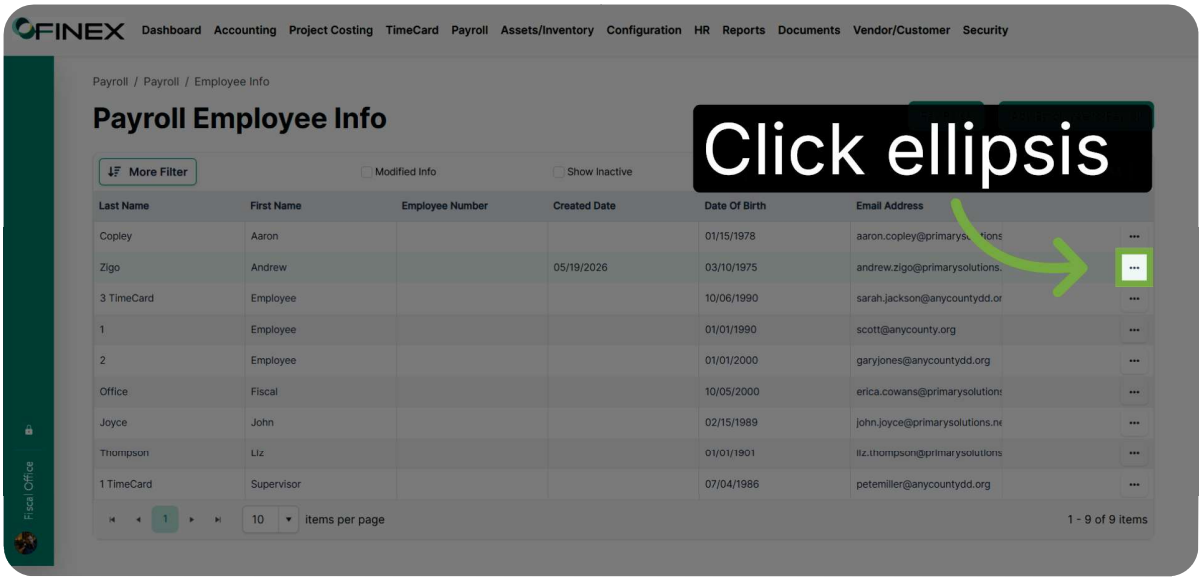
02 Open Employee Setup

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



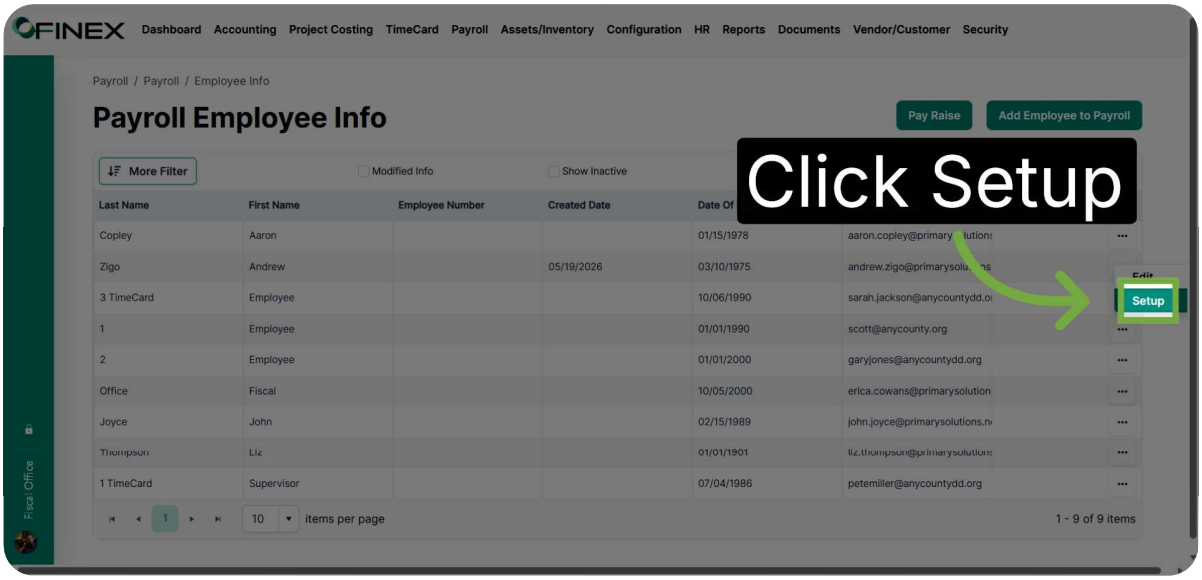
03 Open Payroll Employee Options

Click the ellipsis to access the Payroll Employee Options menu for the Employee you are working on.



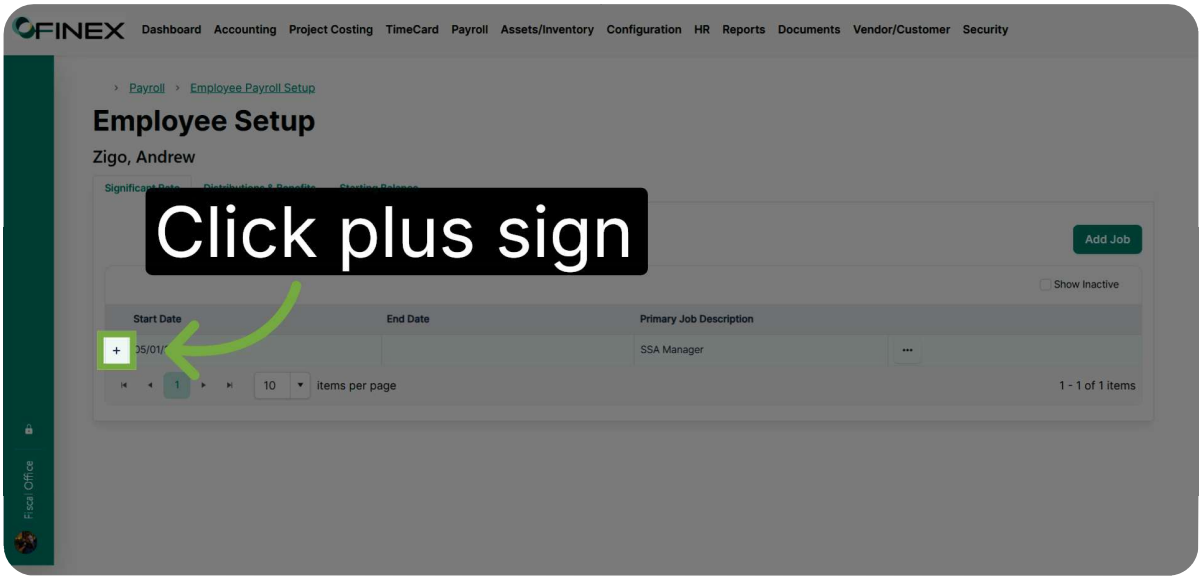
04 Select Setup Option

Click Setup in the option menu.



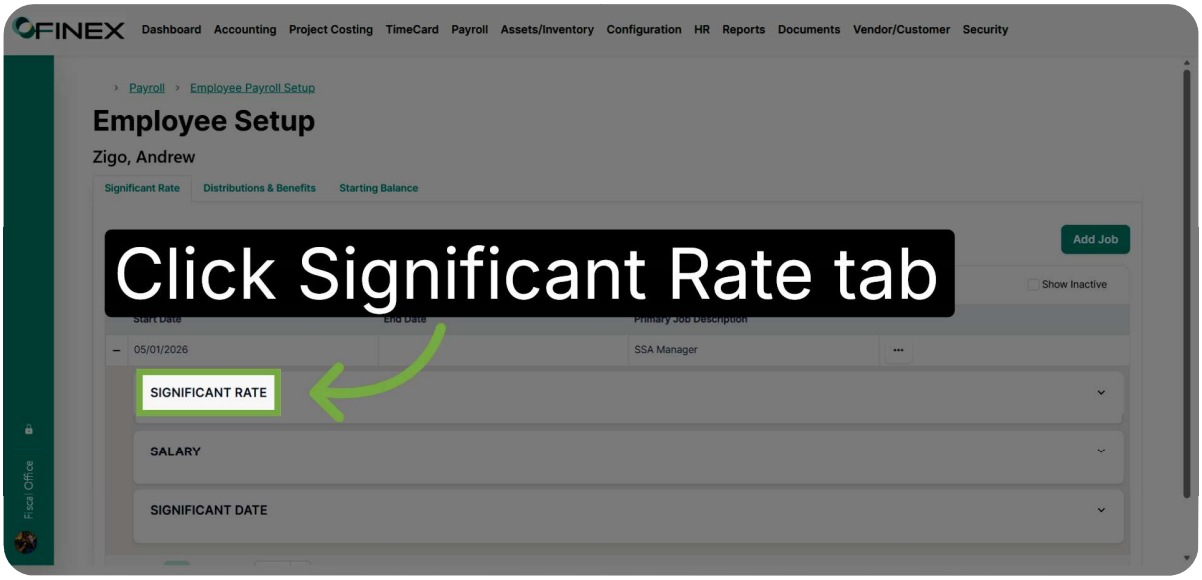
05 Select Plus Sign

Click the Plus Sign (+) to the left of the Employee Job to access the Significant Rate section.



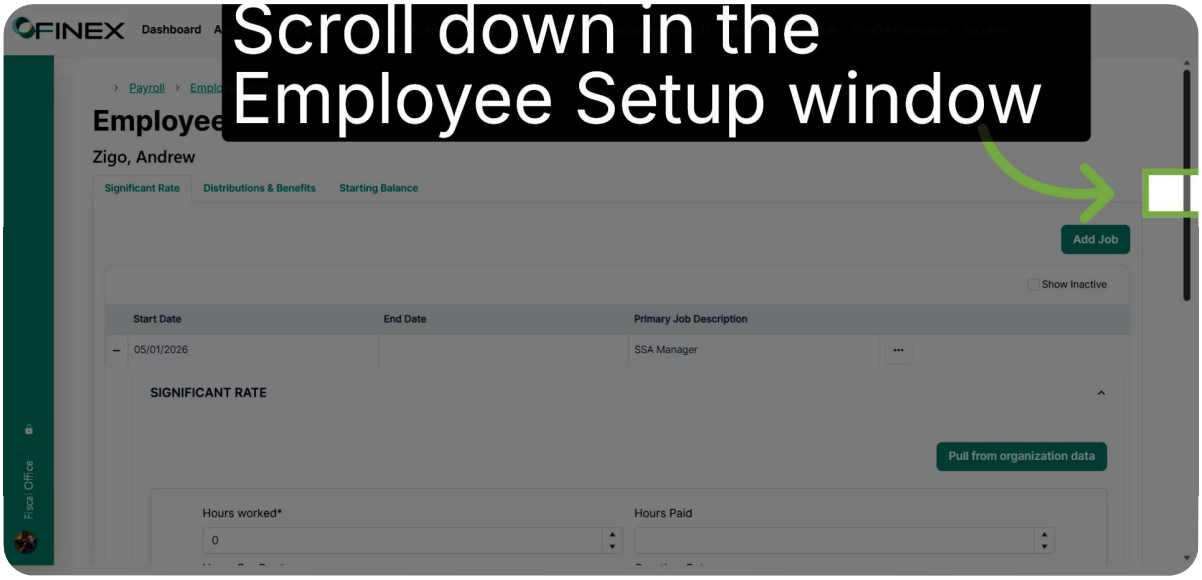
06 Select Significant Rate Tab

Click the Significant Rate tab.



07 Scroll Down In The Employee Setup Window

Use the scroll bar to scroll down in the Employee Setup window.

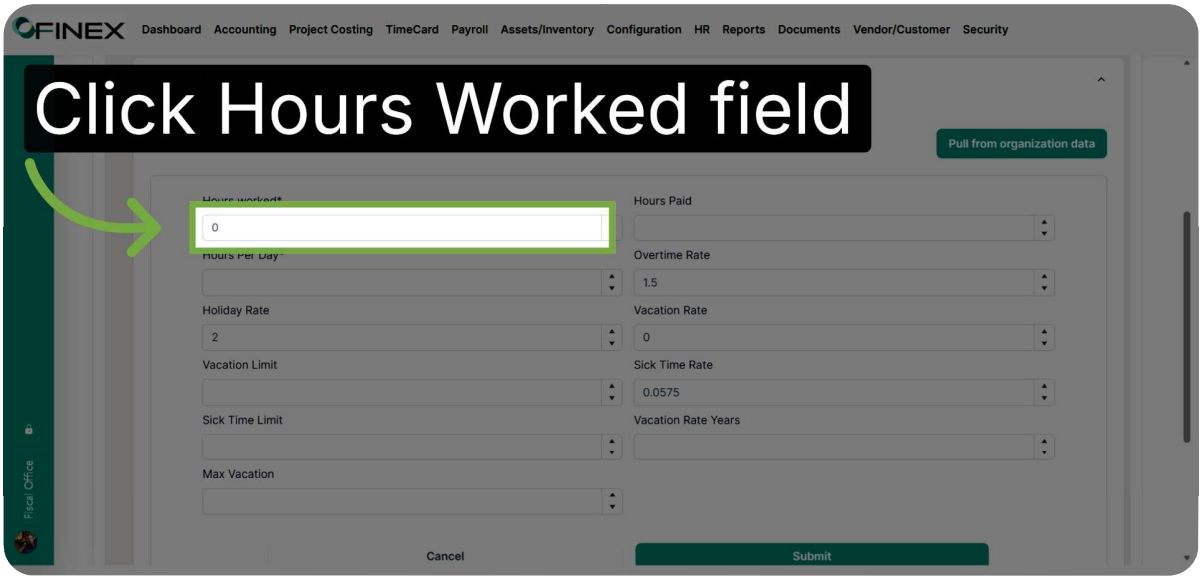


08 Select Pull From Organization Data

Click Pull From Organization Data to import the basics Significant Rate data from your organization to the Employee.

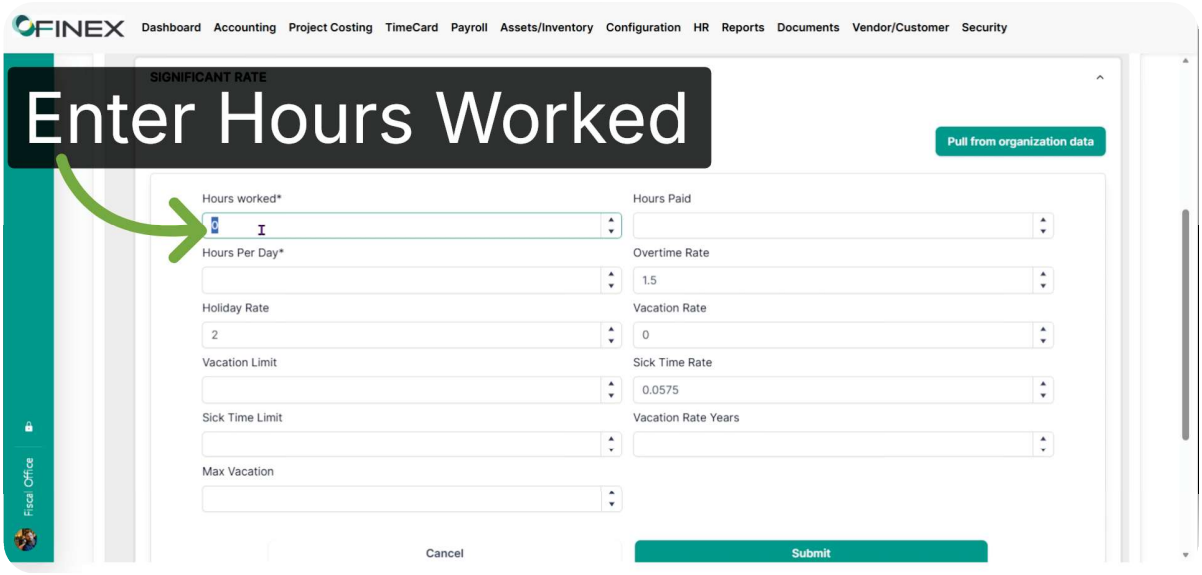
09 Select Hours Worked Field

Click the Hours Worked field.



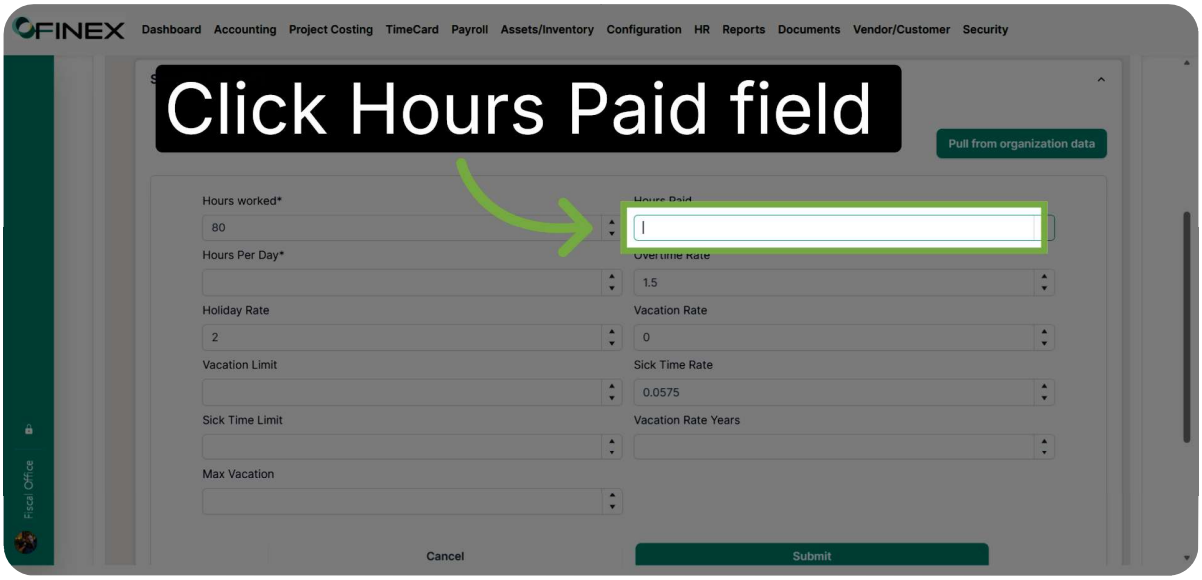
10 Enter Hours Worked

Enter the hours worked by the Employee per pay period.



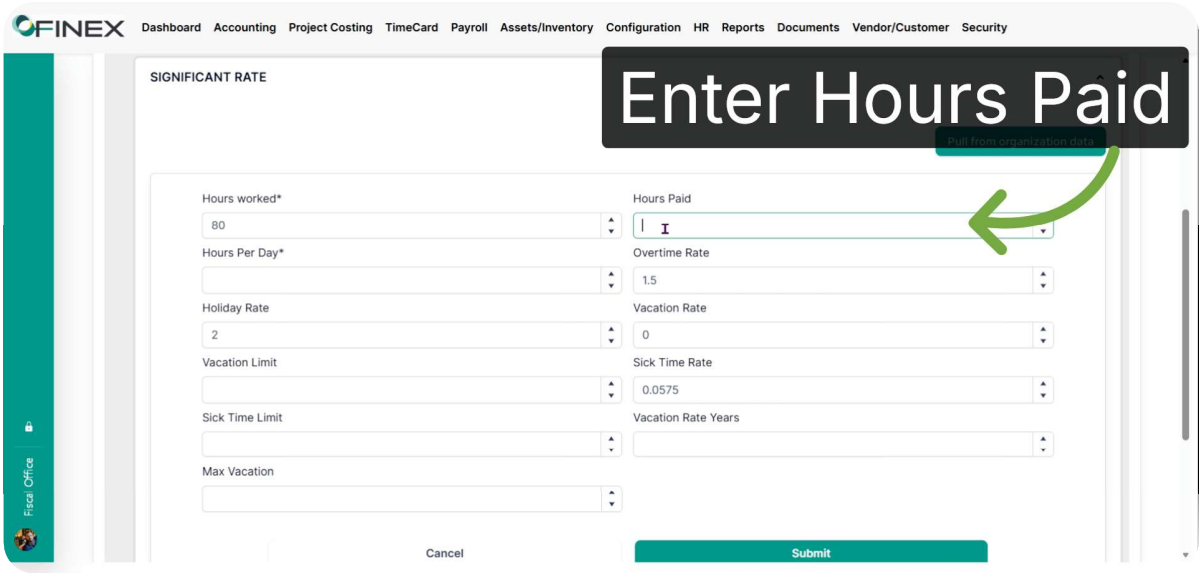
11 Select Hours Paid Field

Click the Hours Paid field.



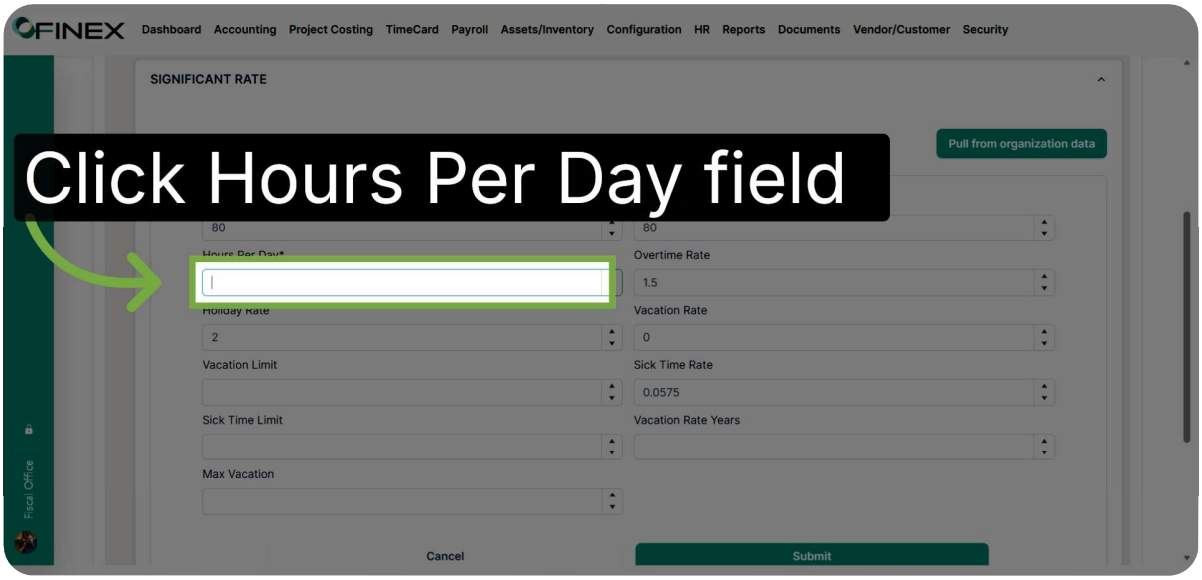
12 Enter Hours Paid

Enter the amount of hours paid to the Employee per pay period.



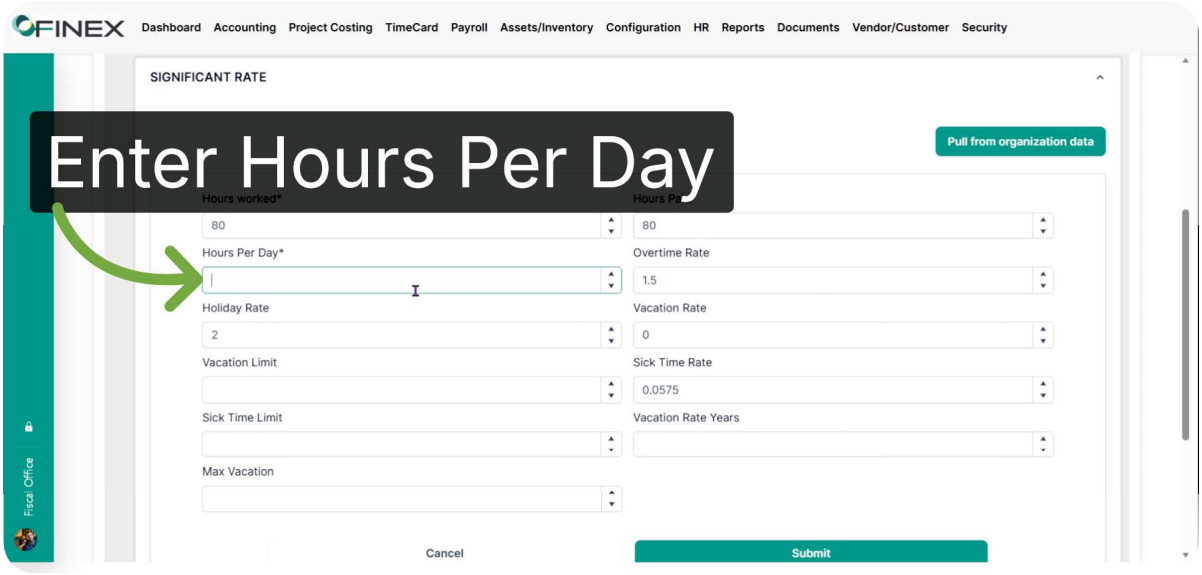
13 Select Hours Per Day Field

Click the Hours Per Day field.



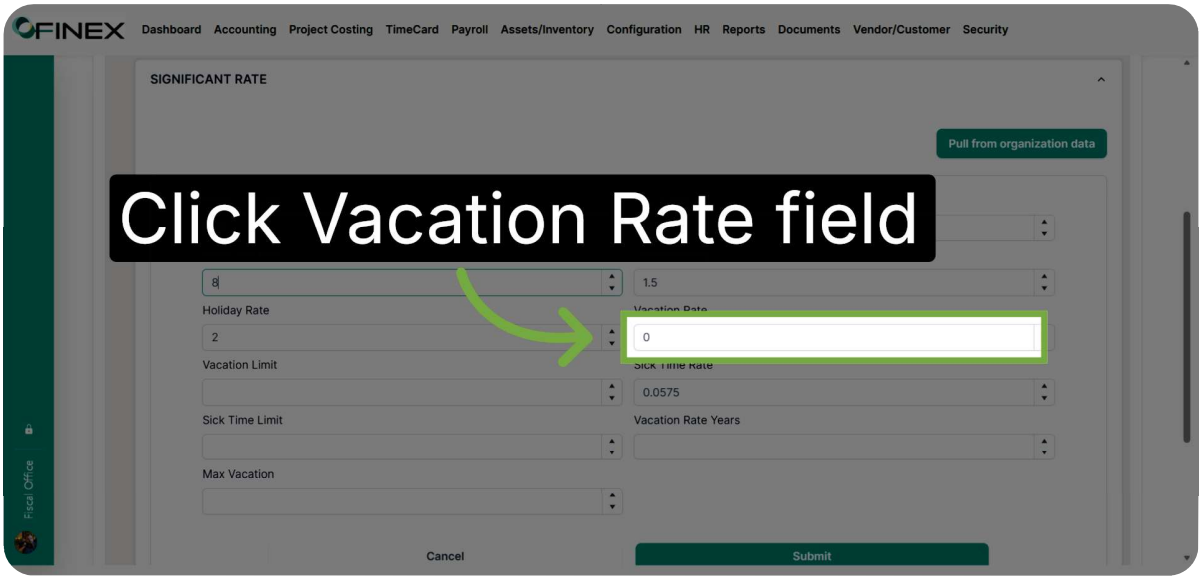
14 Enter Hours Per Day

Enter the number of hours the Employee works each day.



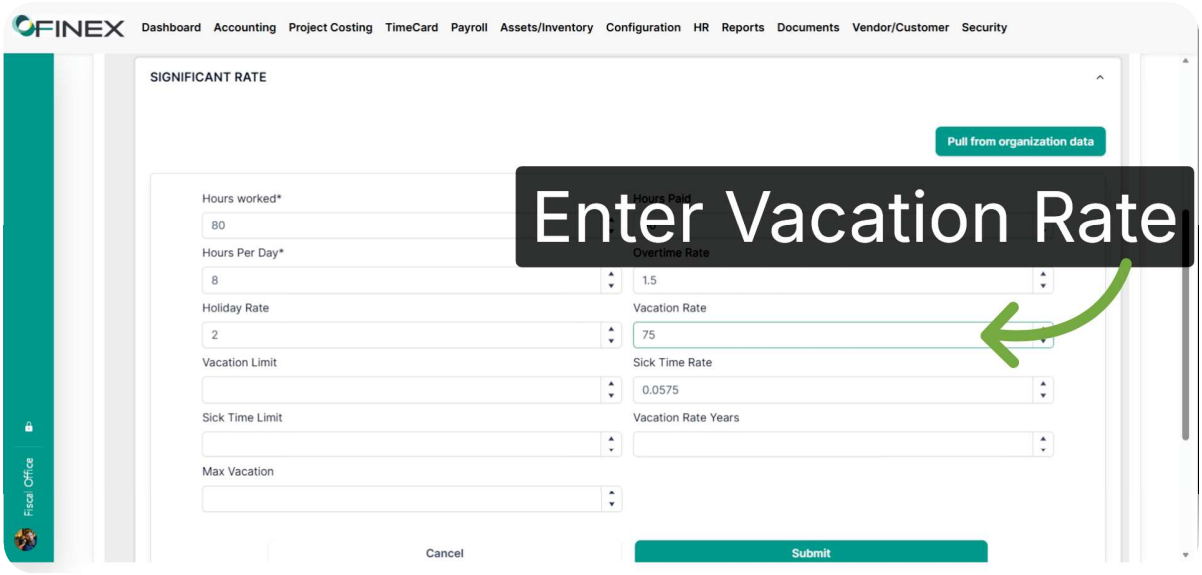
15 Select Vacation Rate Field

Click the Vacation Rate field.



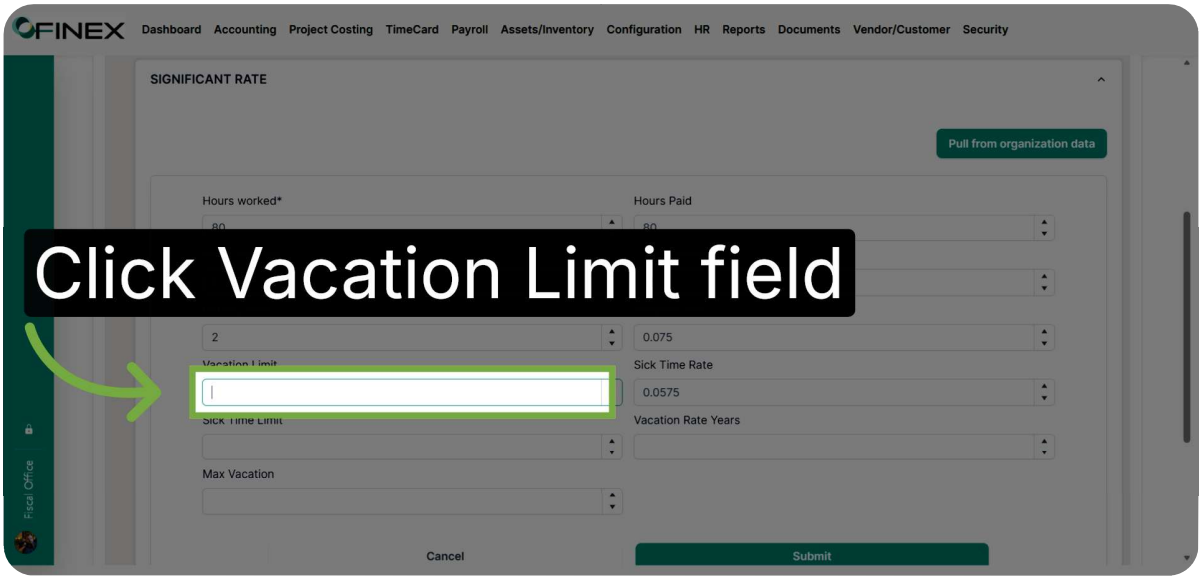
16 Enter Vacation Rate

Enter the Vacation Rate for the Employee.



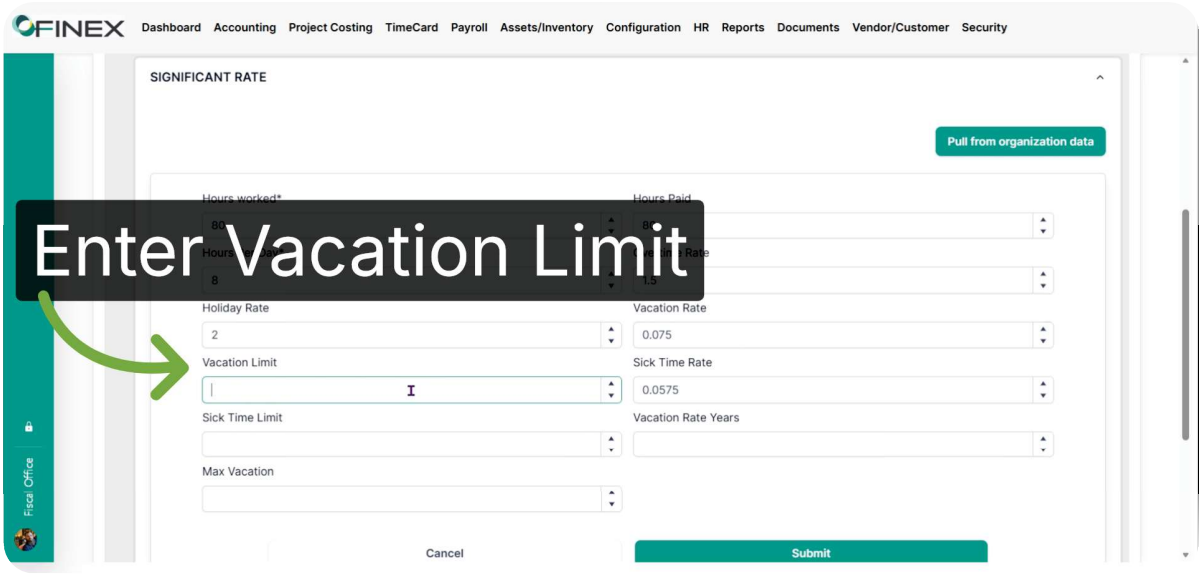
17 Select Vacation Limit

Click the Vacation Limit field.



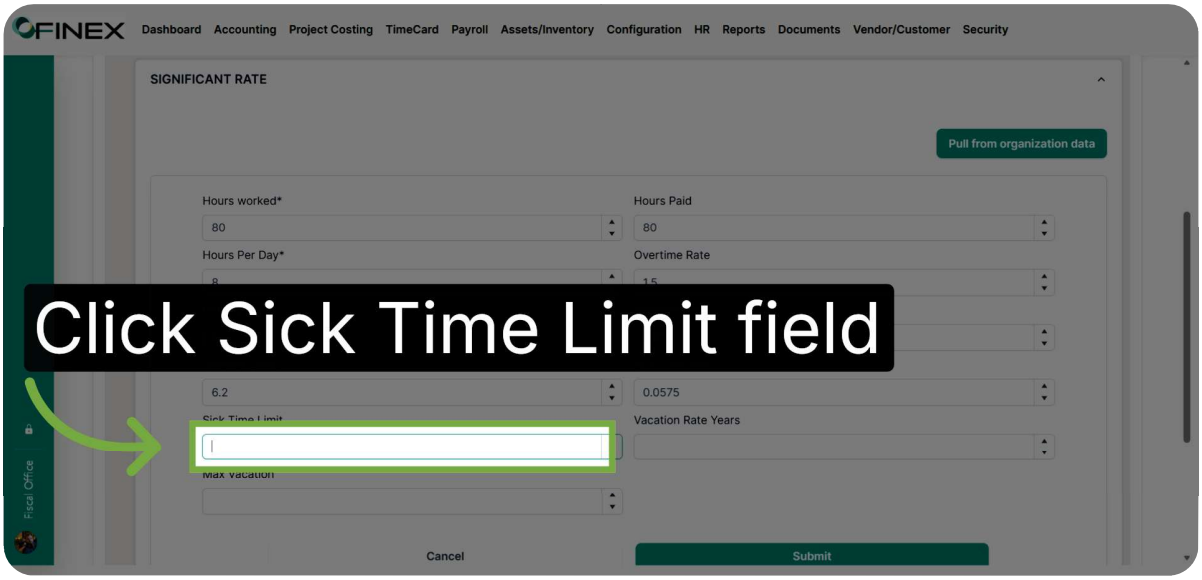
18 Enter Vacation Limit

Enter the Vacation Limit for the Employee.



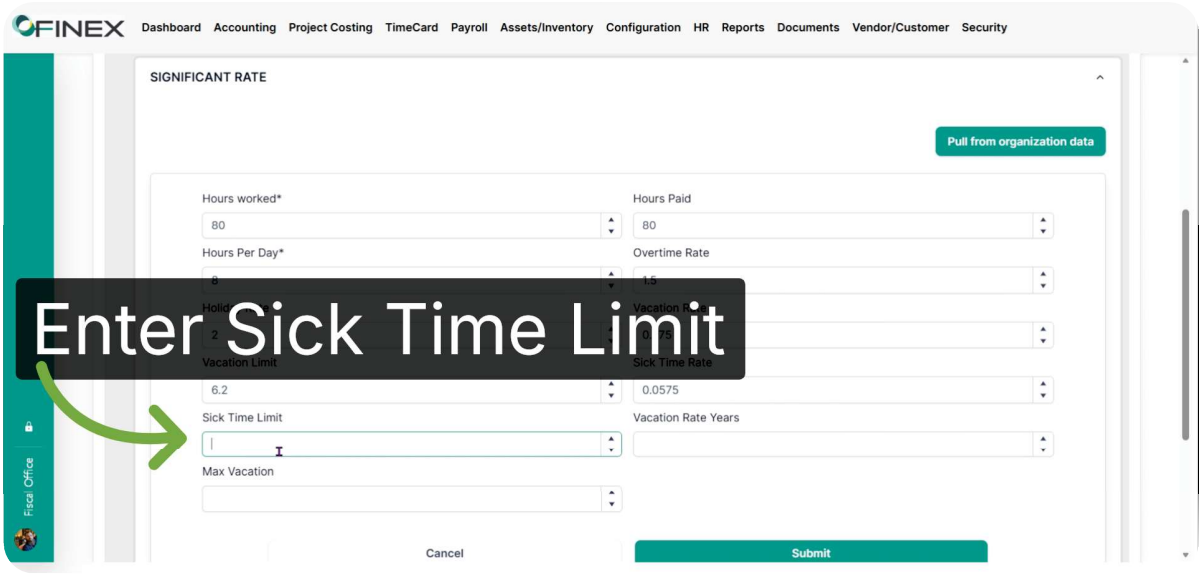
19 Select Sick Time Limit

Click the Sick Time Limit field.



20 Enter Sick Time Limit

Enter the Sick Time limit for the Employee.

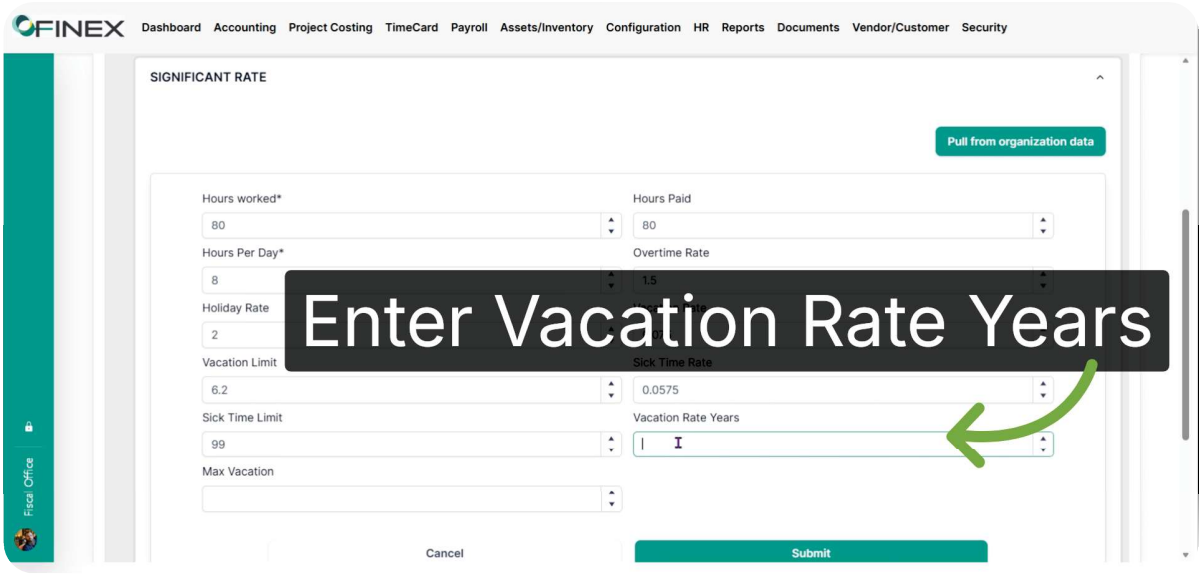


21 Select Vacation Rate Years

Click the Vacation Rate Years field.

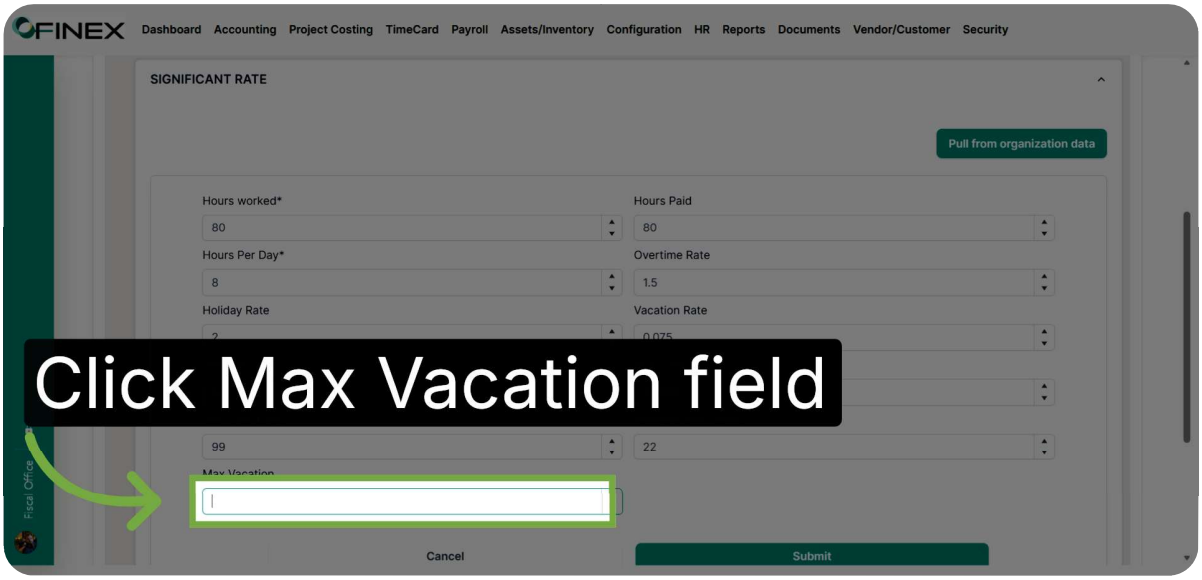
22 Enter Vacation Rate Years

Enter the Vacation Rate Years for the Employee.



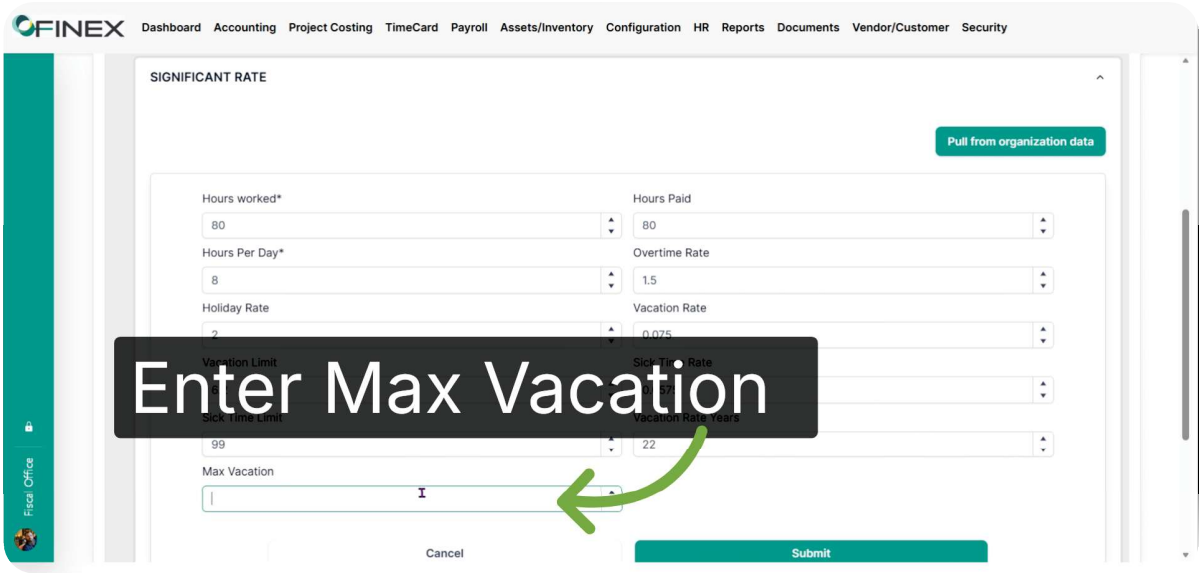
23 Select Max Vacation

Click the Max Vacation field.



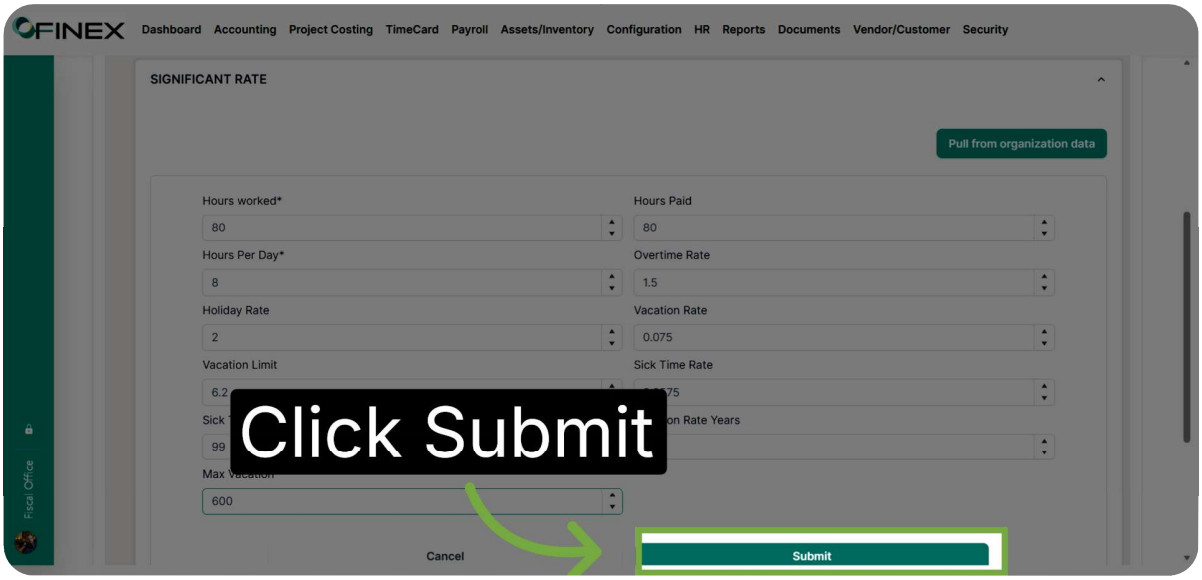
24 Enter Max Vacation

Enter the Max Vacation for the Employee.



25 Submit Significant Rate Information

Click Submit to save the Significant Rate information for this Employee.



You have now successfully completed adding Significant Rate information for an Employee in Payroll in Finex.

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