Adding A New Employee In Payroll In Finex

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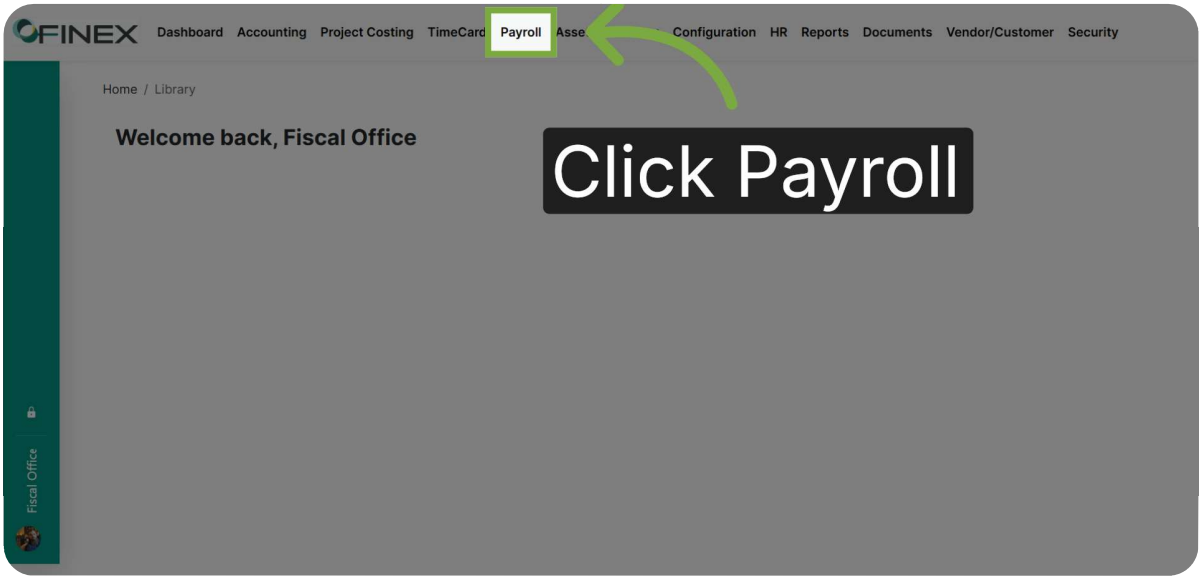
This tutorial guides you through adding a new Employee in Payroll In Finex.

Go to www.finexweb.com

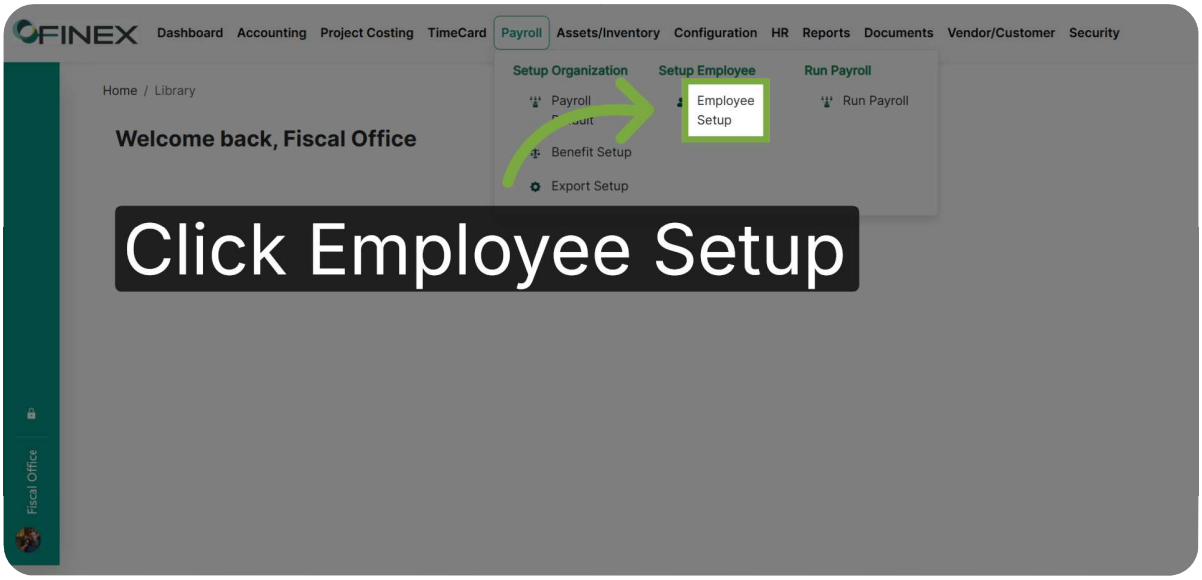
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



02 Open Employee Setup

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

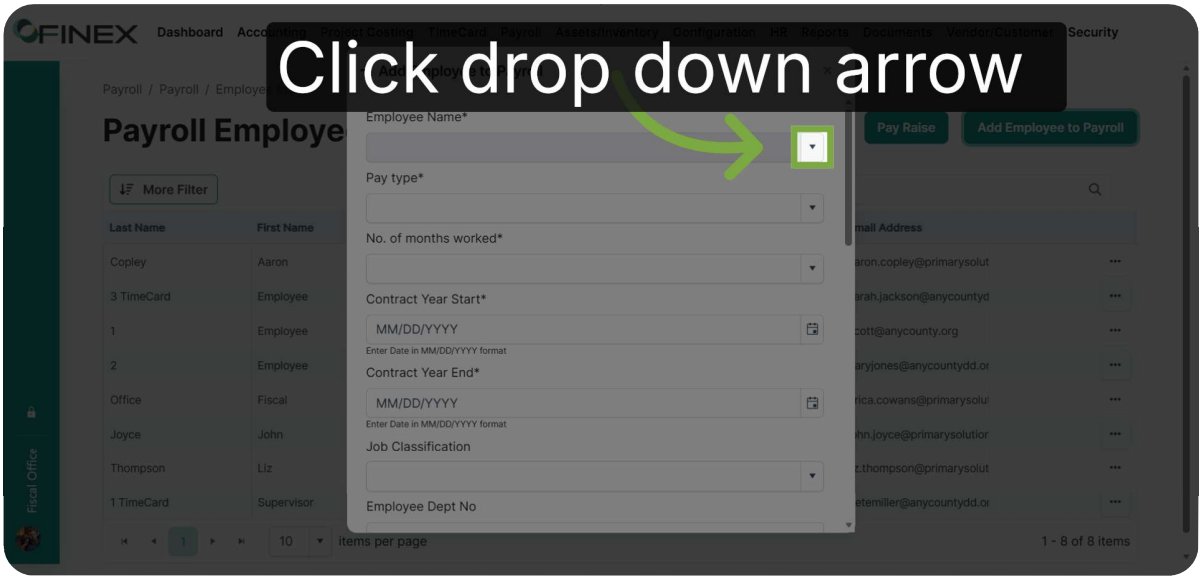


03 Select Add New Employee

Click Add New Employee to start adding an Employee to Payroll.

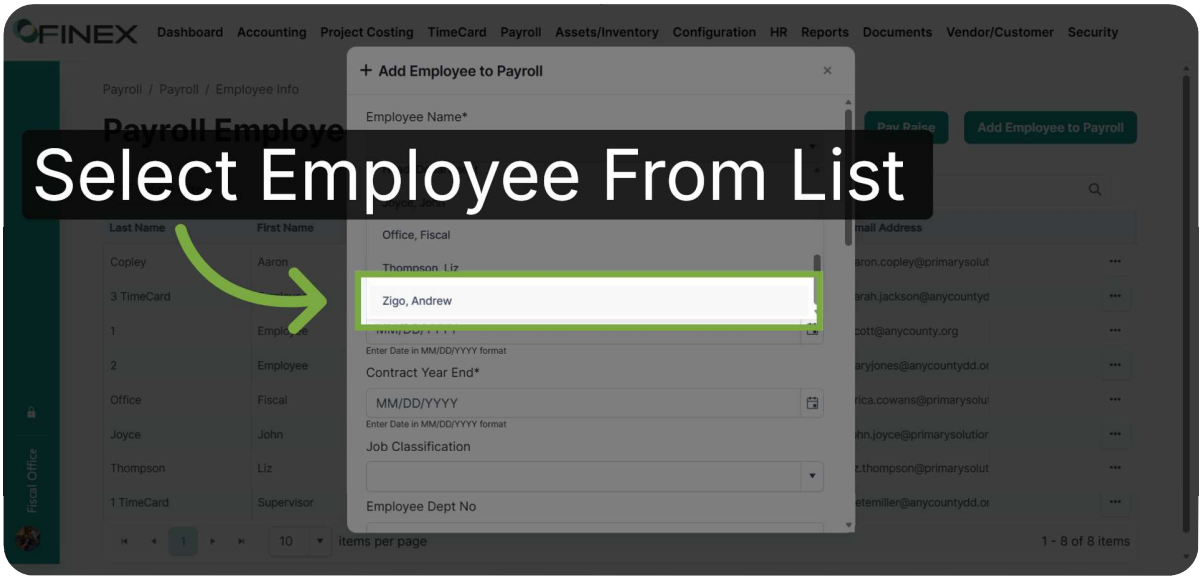
04 Open Employee Selection Menu

Click the drop-down arrow to open the Employee Selection Menu.



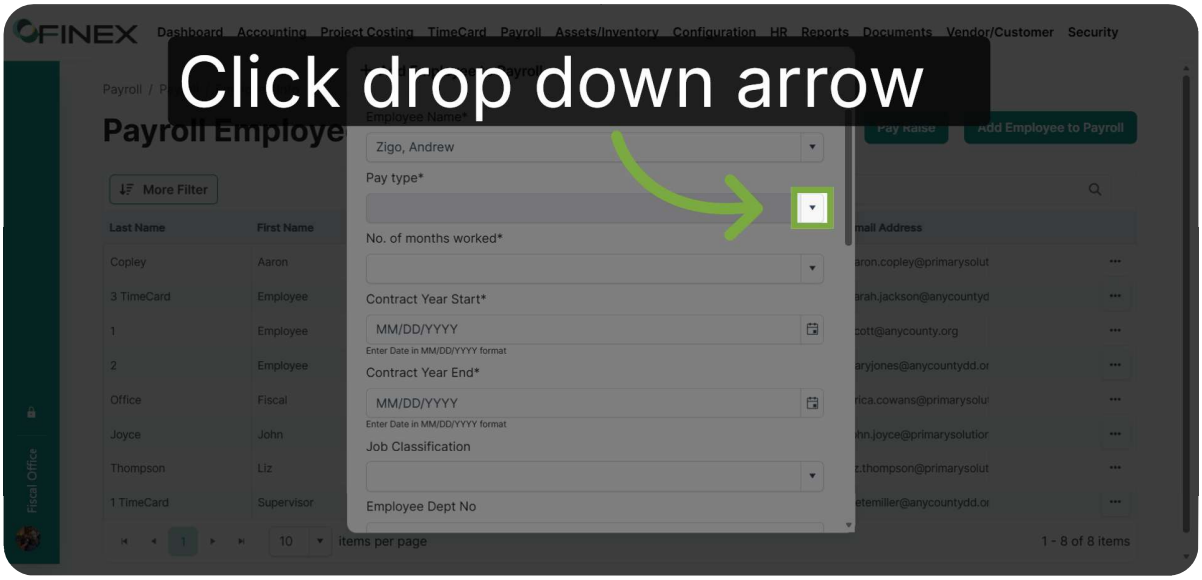
05 Select Employee To Add

Select the employee that you want to add to Payroll.



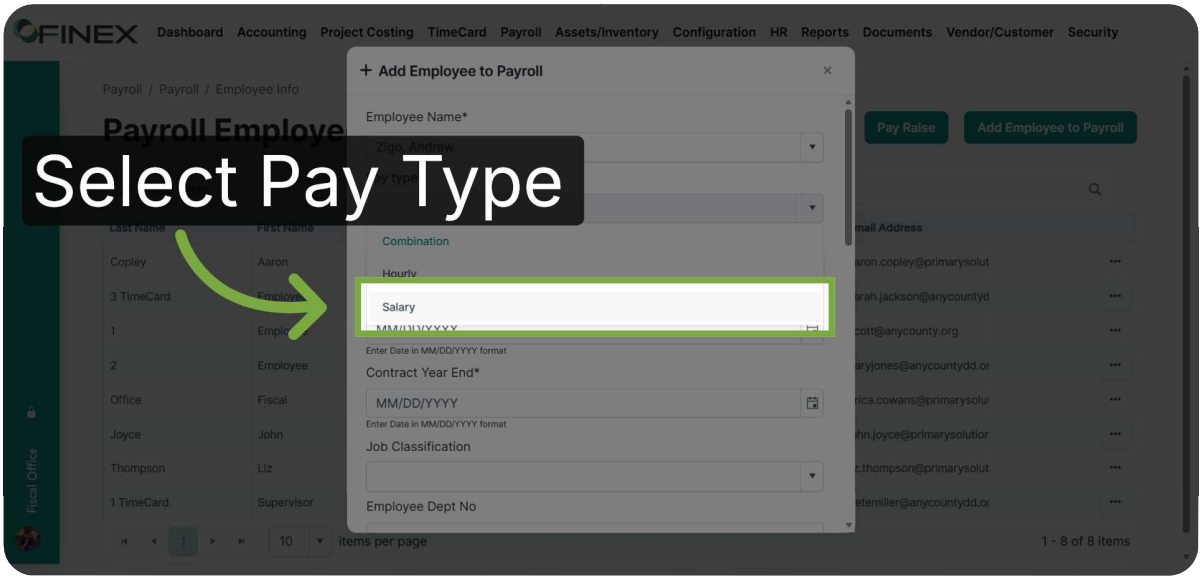
06 Open Pay Type Menu

Click the drop-down arrow to open the Pay Type Menu.



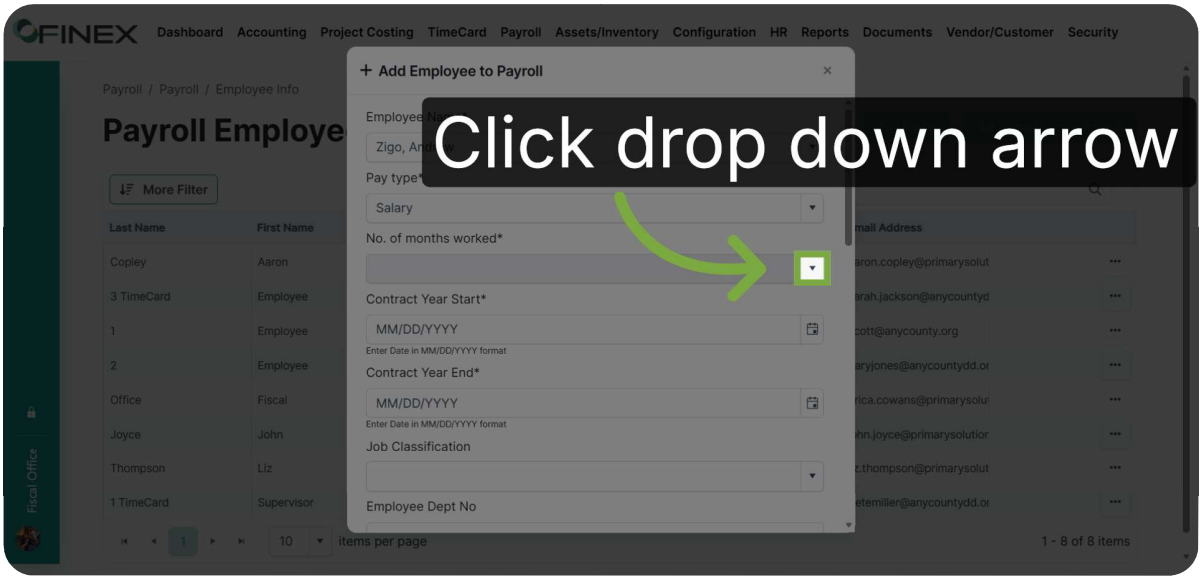
07 Select Pay Type

Select the Pay Type for your Employee.



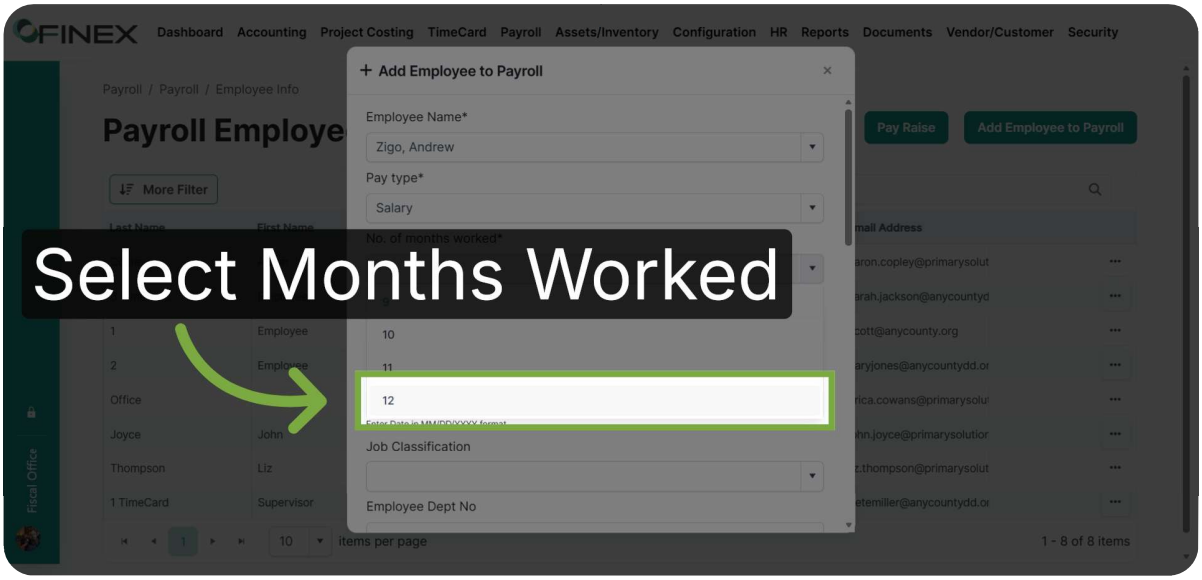
08 Open Number Of Months Worked Menu

Click the drop-down arrow to open the Number Of Months Worked Menu.



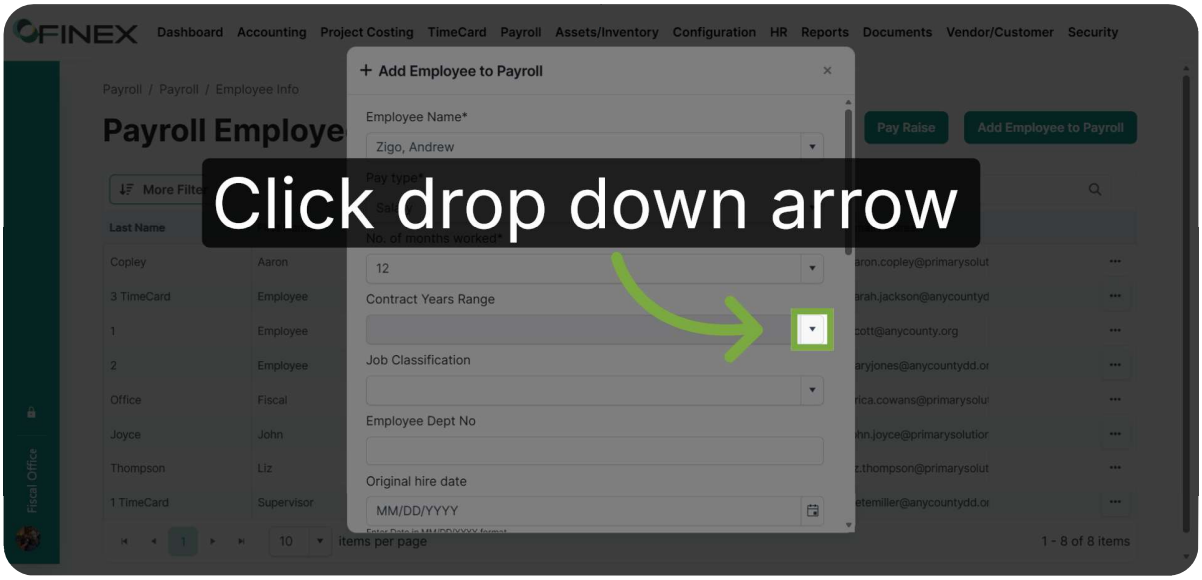
09 Select Number Of Months Worked

Select the number of months the Employee works each year.



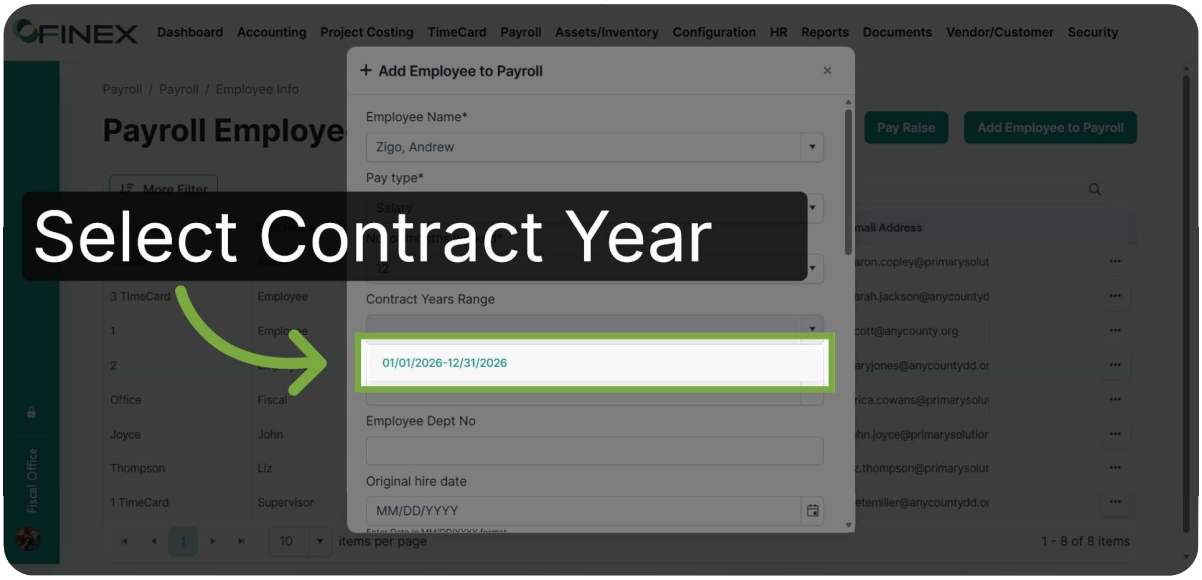
10 Open Contract Date Range Menu

Click the drop-down arrow to open the Contract Date Range Menu.



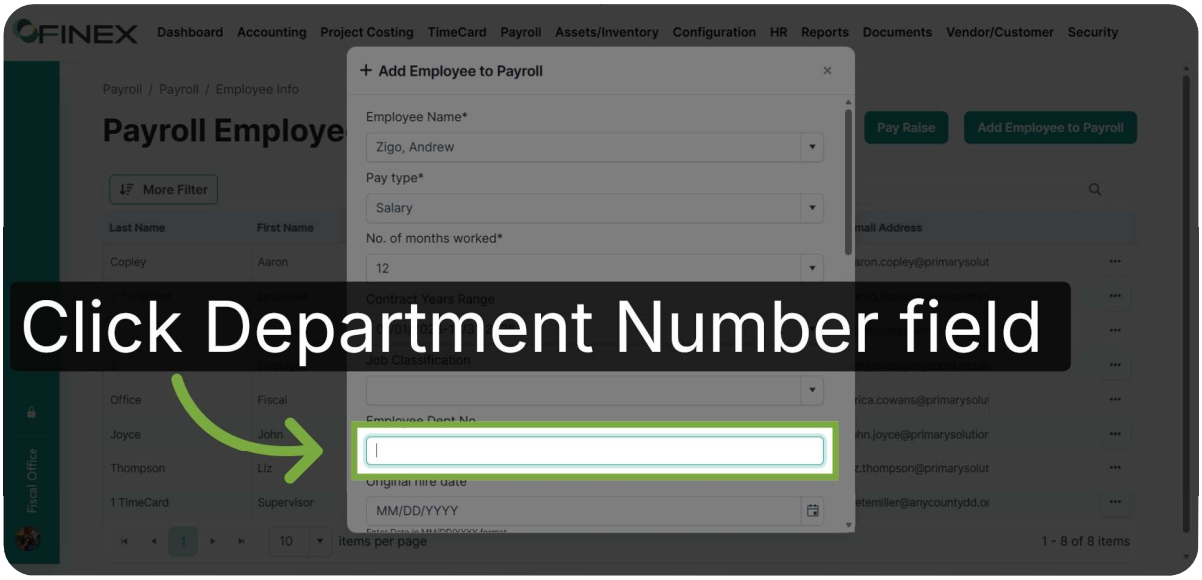
11 Select Contract Year

Select the Contract Year from the drop-down Menu.



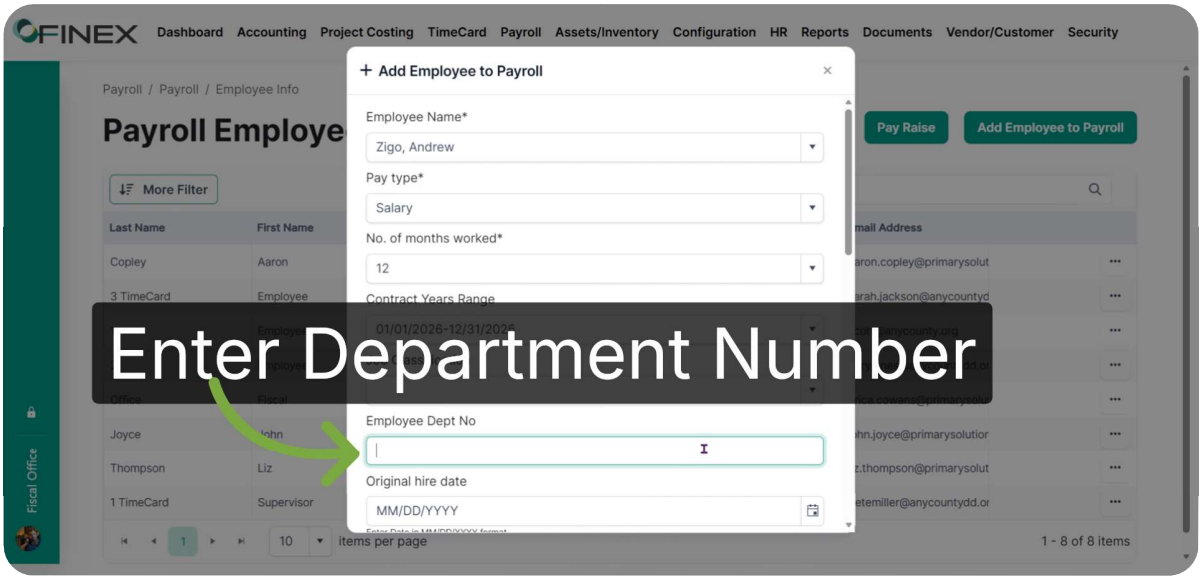
12 Select Department Number Field

Click the Department Number field.



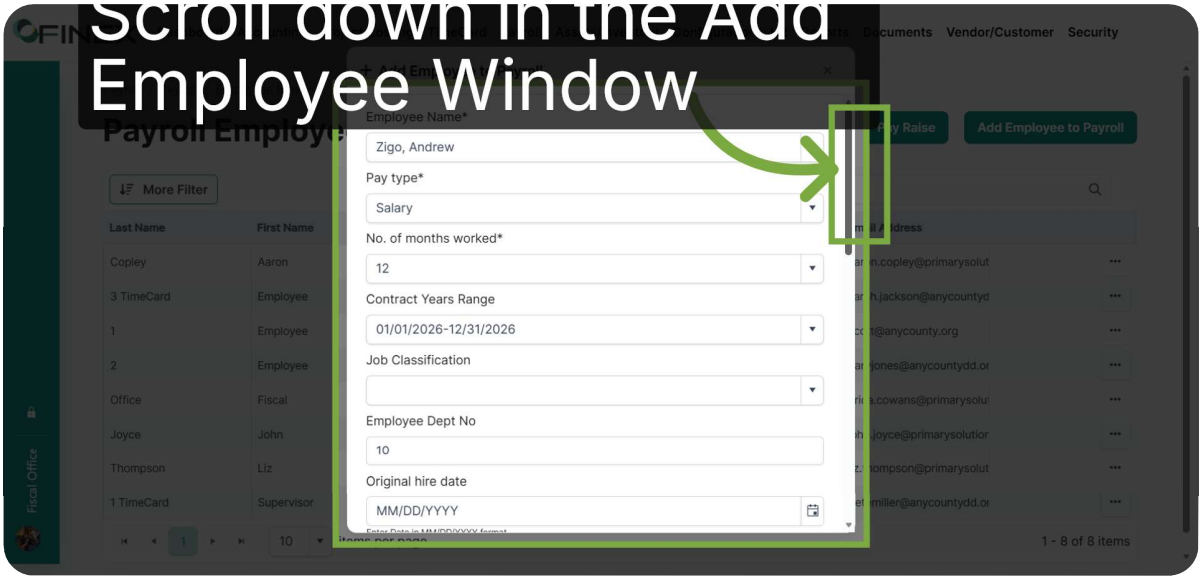
13 Enter Department Number

Enter the Department Number for the Employee.



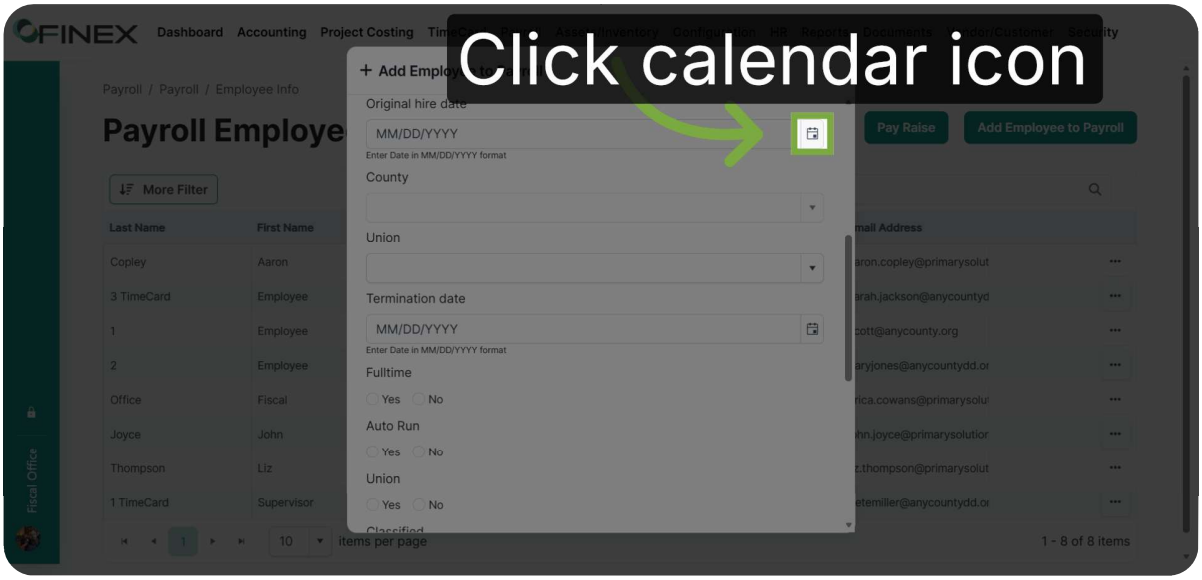
14 Scroll Down To Continue Adding Information

Scroll down in the Add Employee Window to continue adding information.



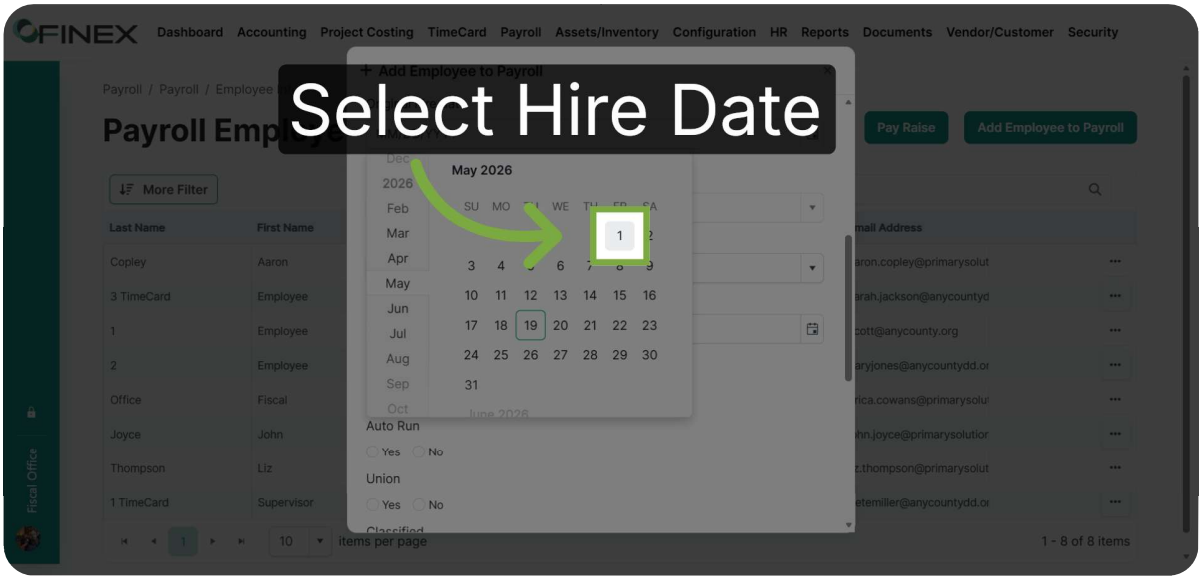
15 Select Calendar Icon

Click the calendar icon to enter the original hire date for the Employee.



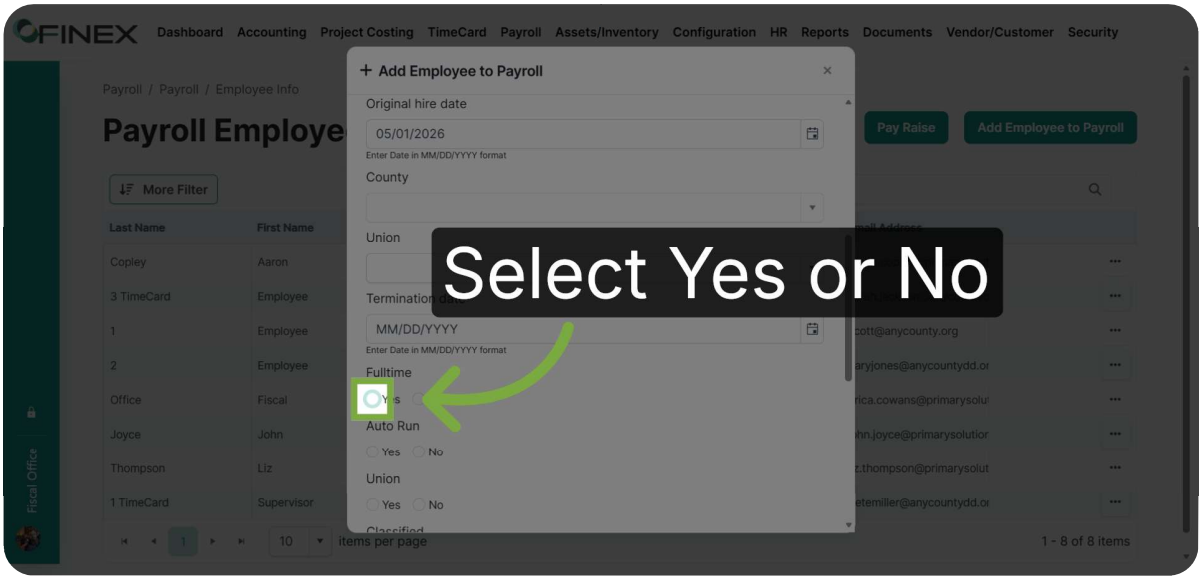
16 Select Hire Date

Select the hire date for the Employee.



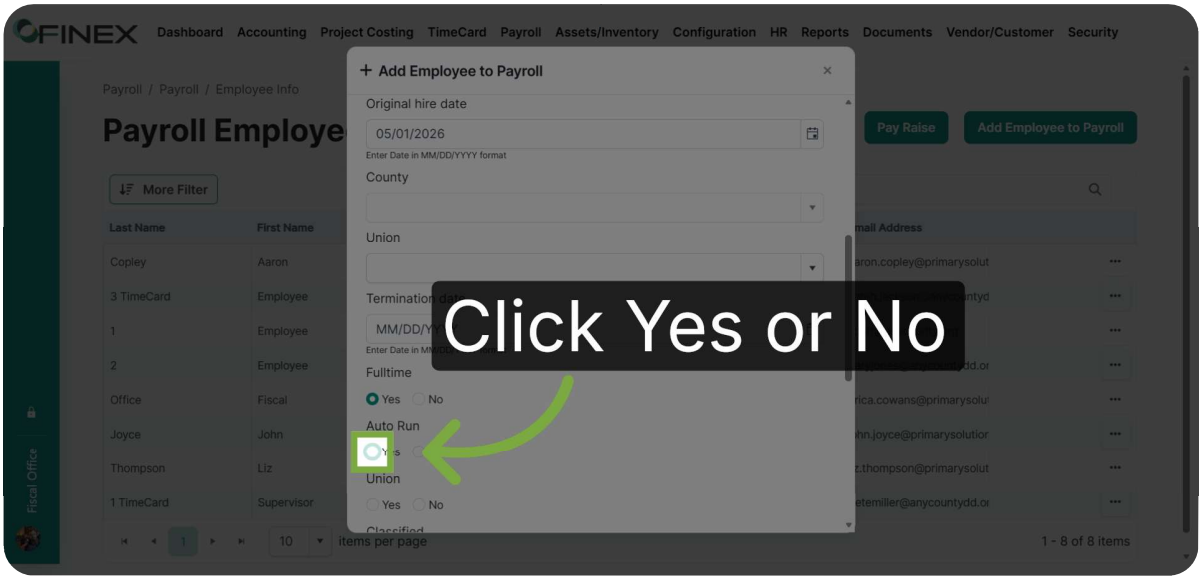
17 Select Whether Employee Is Full Time

Select whether the Employee is a full-time Employee or not.



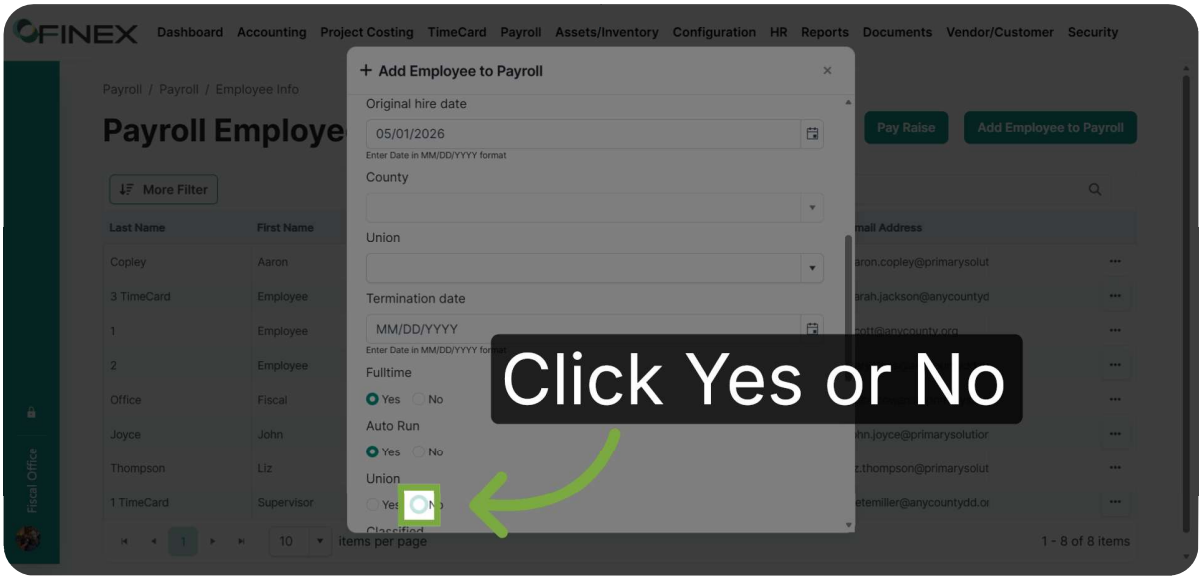
18 Select Whether Employee's Time Card Should Auto Run

Select whether the Employee's timecard should auto run.



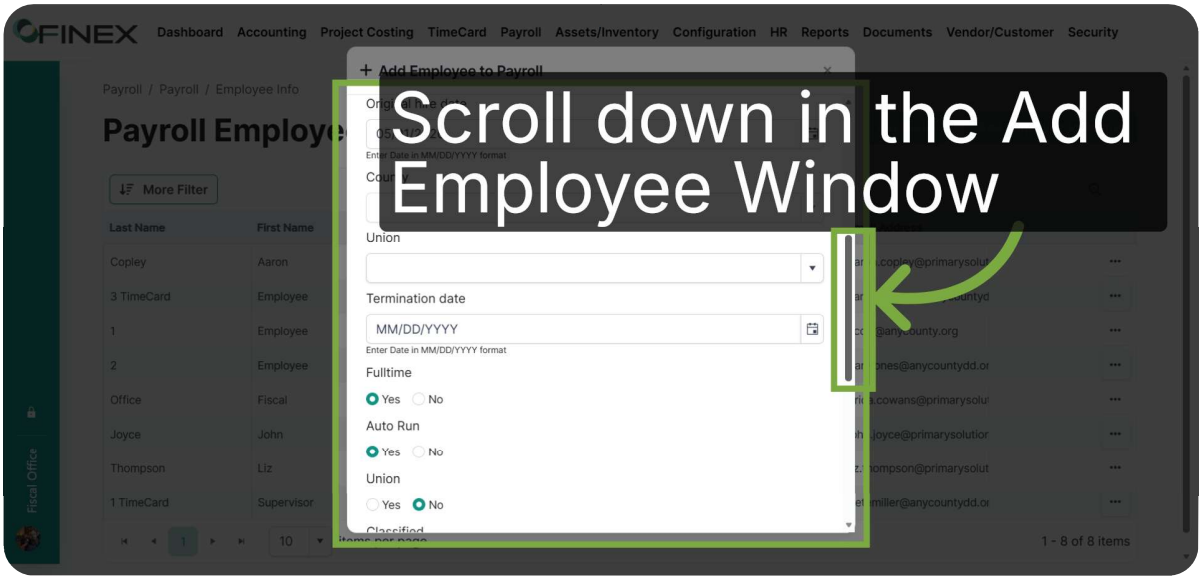
19 Select Whether Employee Is In A Union

Select whether the Employee is in a union or not.



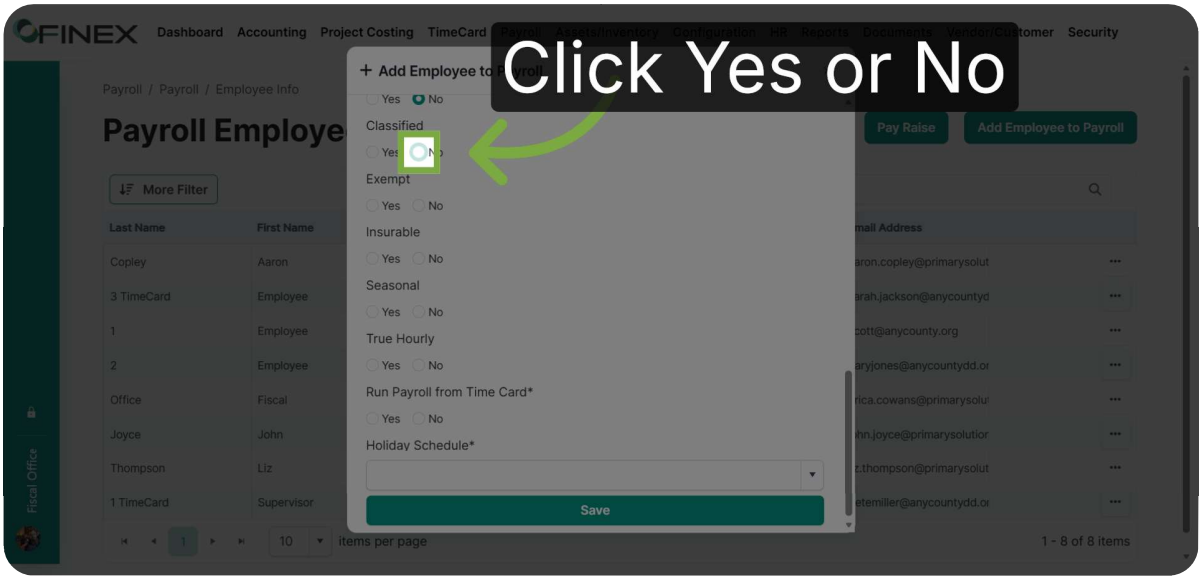
20 Scroll Down To Continue Adding Information

Scroll down in the Add Employee Window to continue adding information.



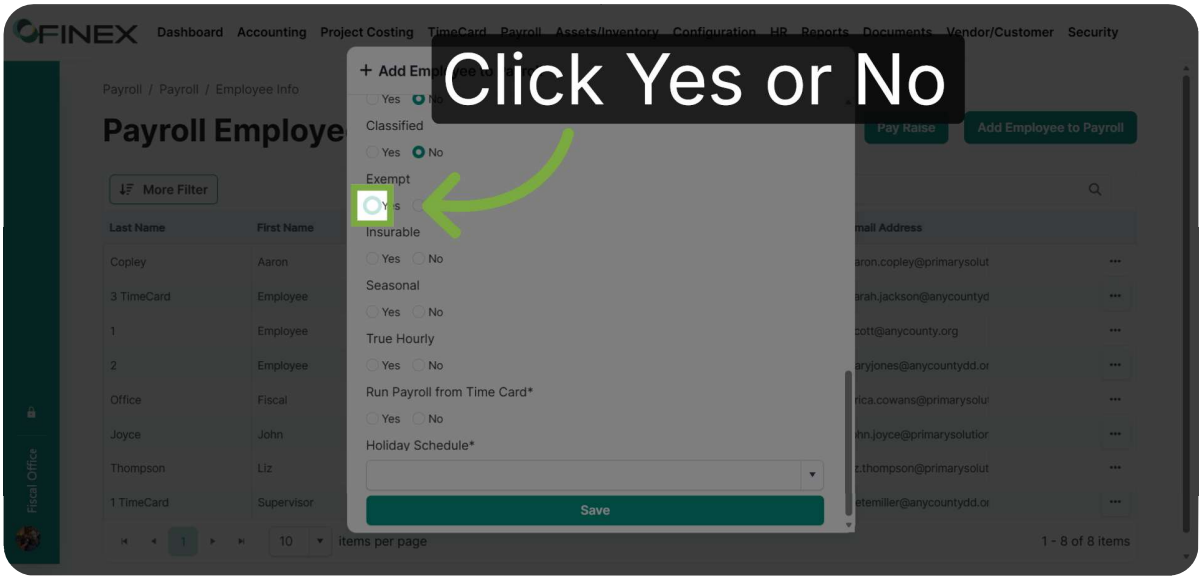
21 Select Whether Employee Is Classified

Select whether the Employee is a classified Employee.



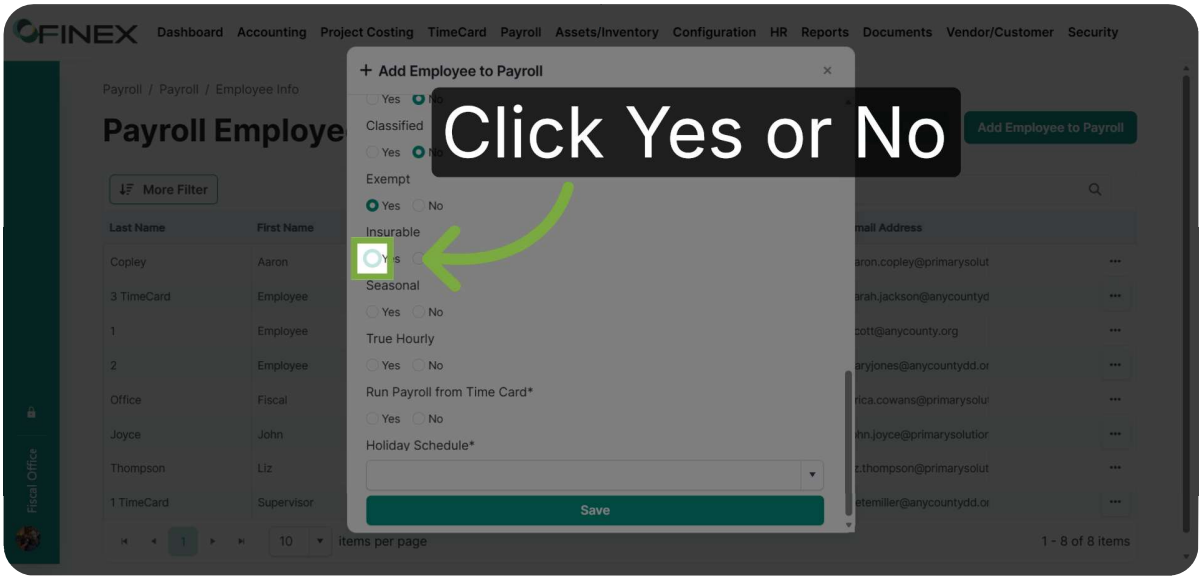
22 Select Whether Employee Is Exempt

Select whether the Employee is exempt.



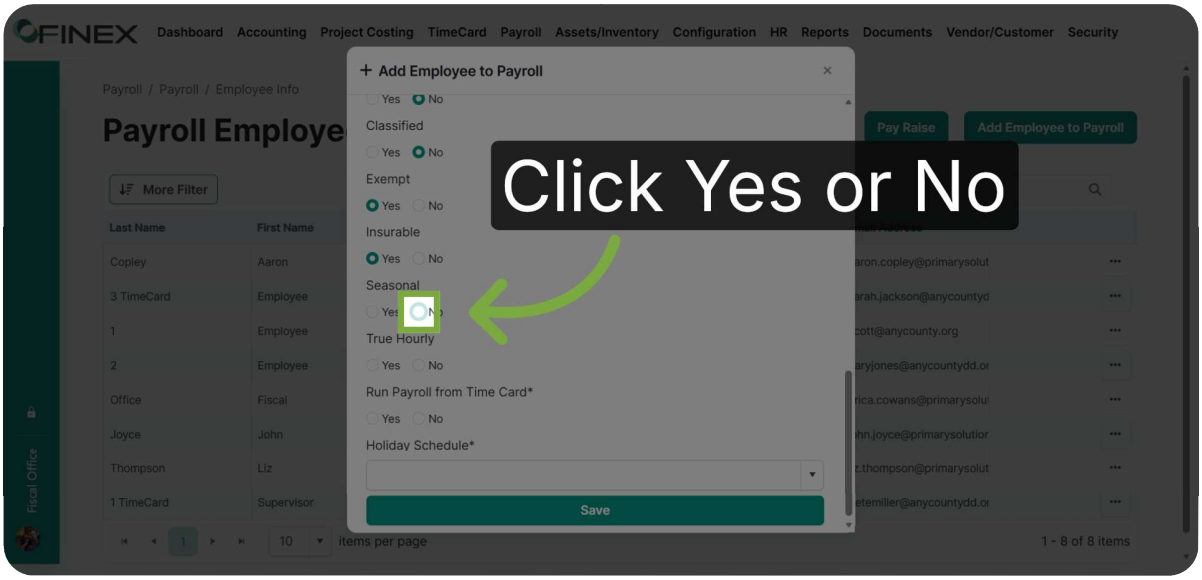
23 Select Whether Employee Is Insurable

Select whether the Employee is insurable.



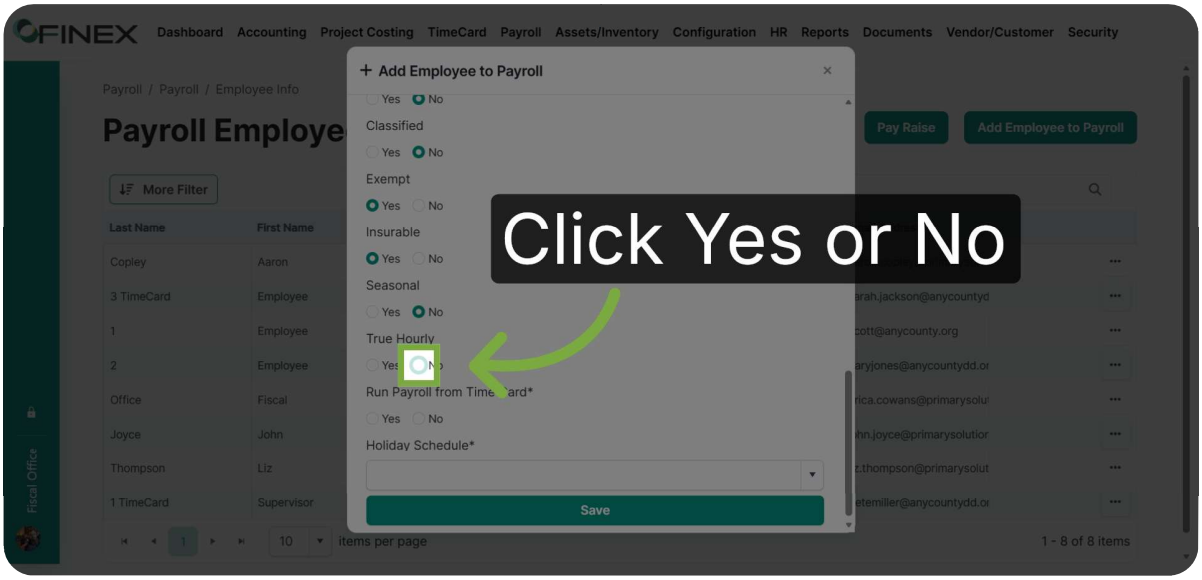
24 Select Whether Employee Is Seasonal

Select whether the Employee is seasonal.



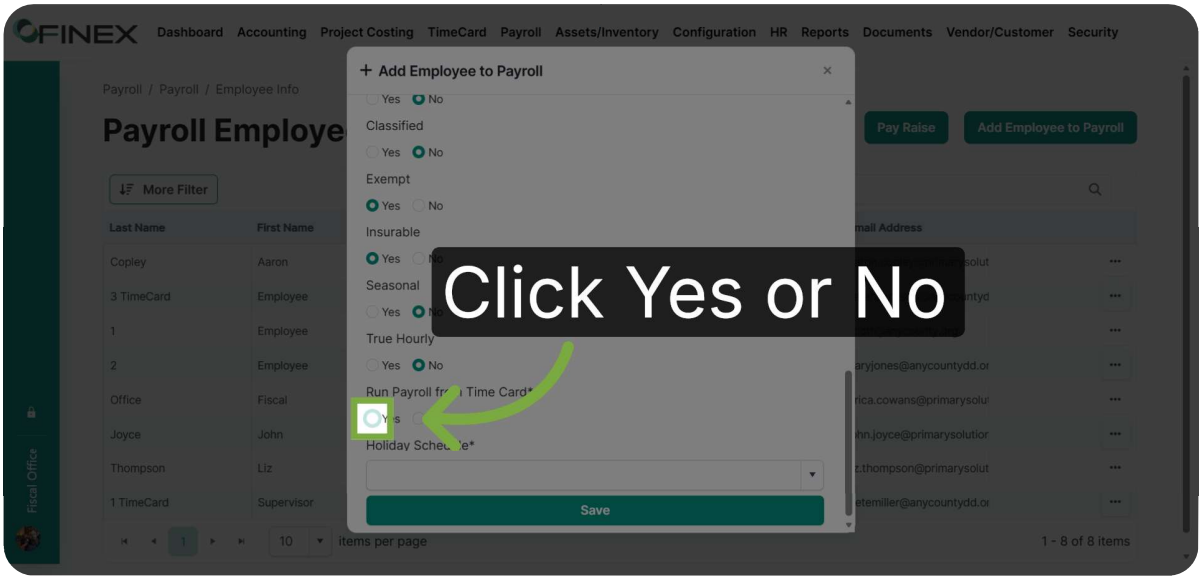
25 Select Whether Employee Is True Hourly

Select whether the Employee is a true hourly Employee.



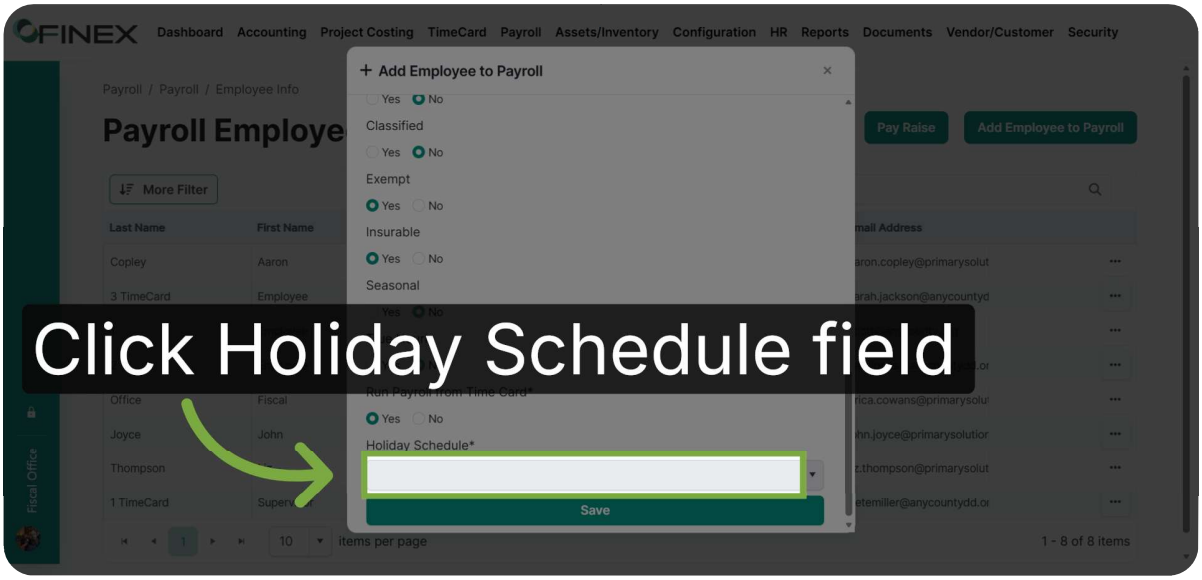
26 Select Whether To Run Payroll From Time Card

Select whether to run the Employee's payroll from timecard.



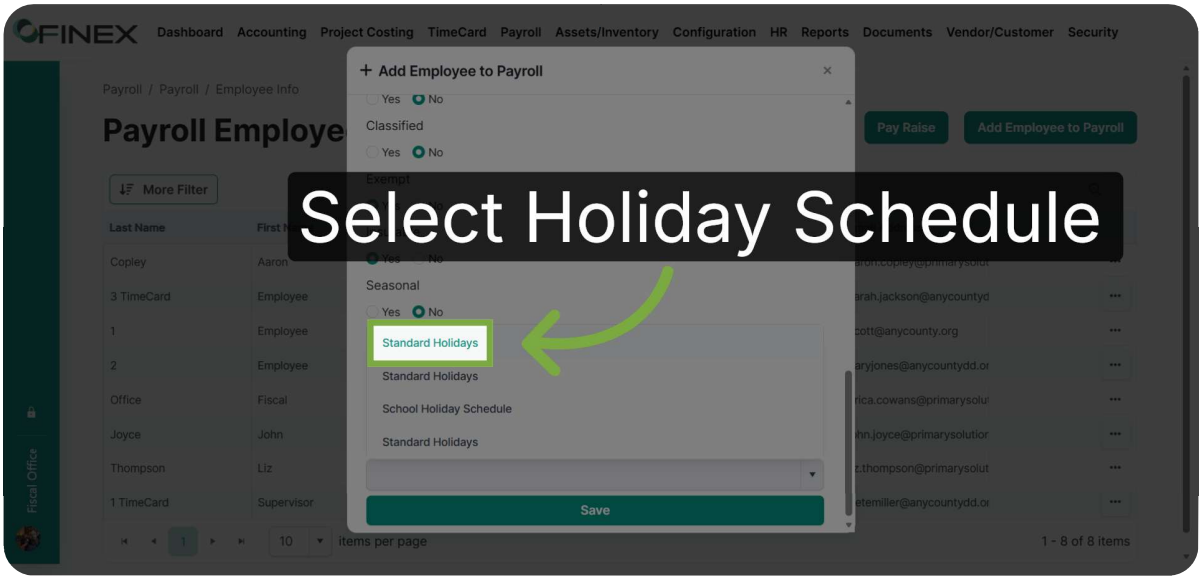
27 Select Holiday Schedule field

Click the Holiday Schedule field.



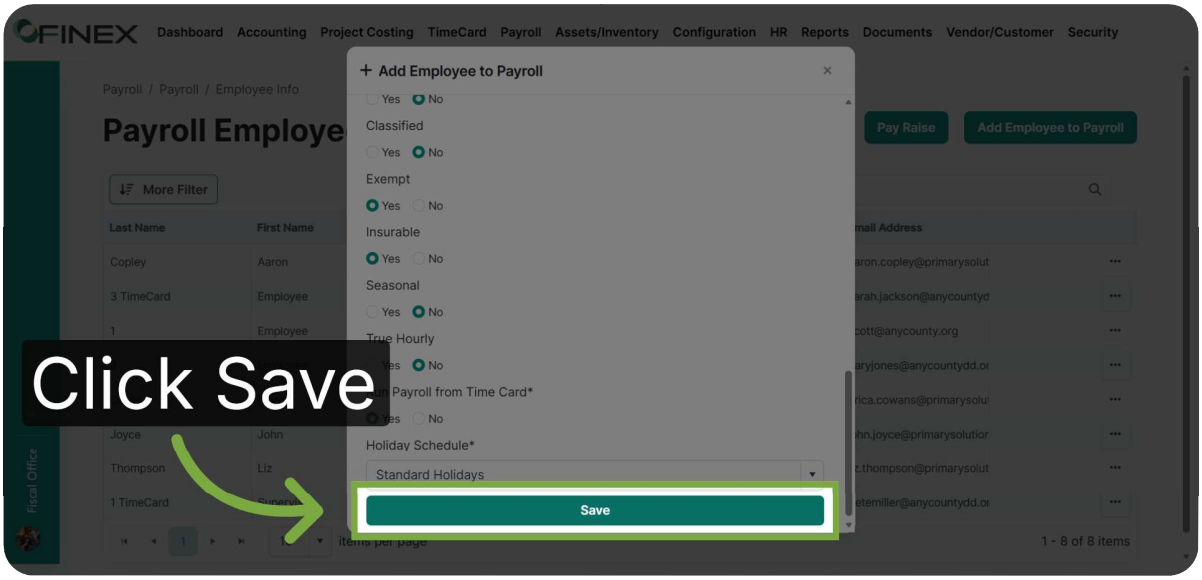
28 Select Holiday Schedule

Select the Holiday Schedule applicable to the Employee.



29 Save Employee Payroll Setup

Click Save to complete the Adding Employee to Payroll Window.



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

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