Adding A New Employee Job In Payroll In Finex

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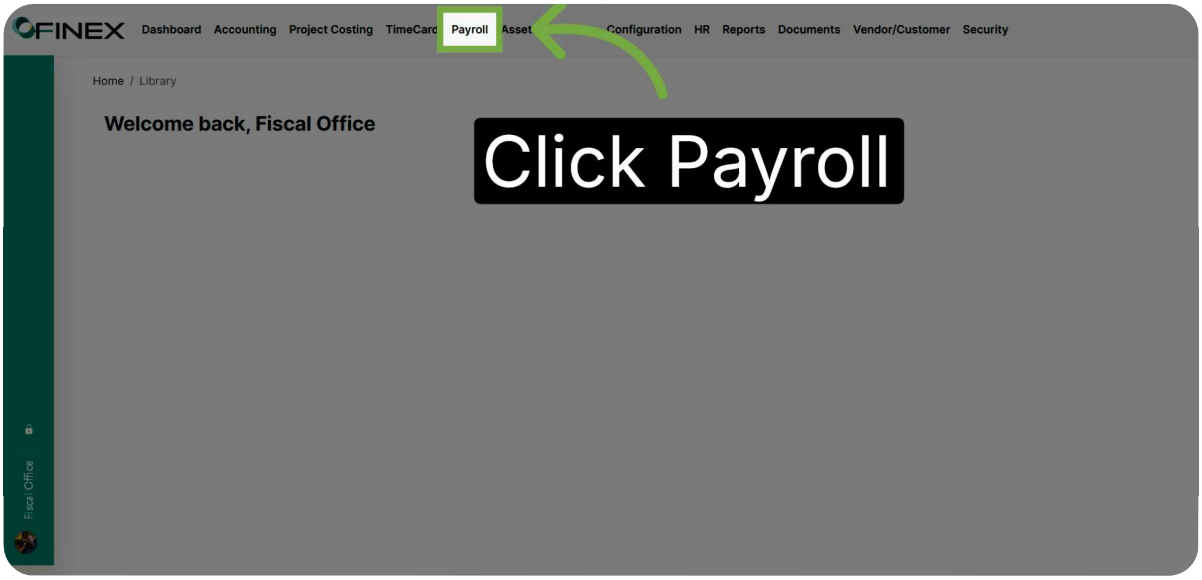
This tutorial guides you through adding a new Job for an Employee in Payroll in Finex.

Go to www.finexweb.com

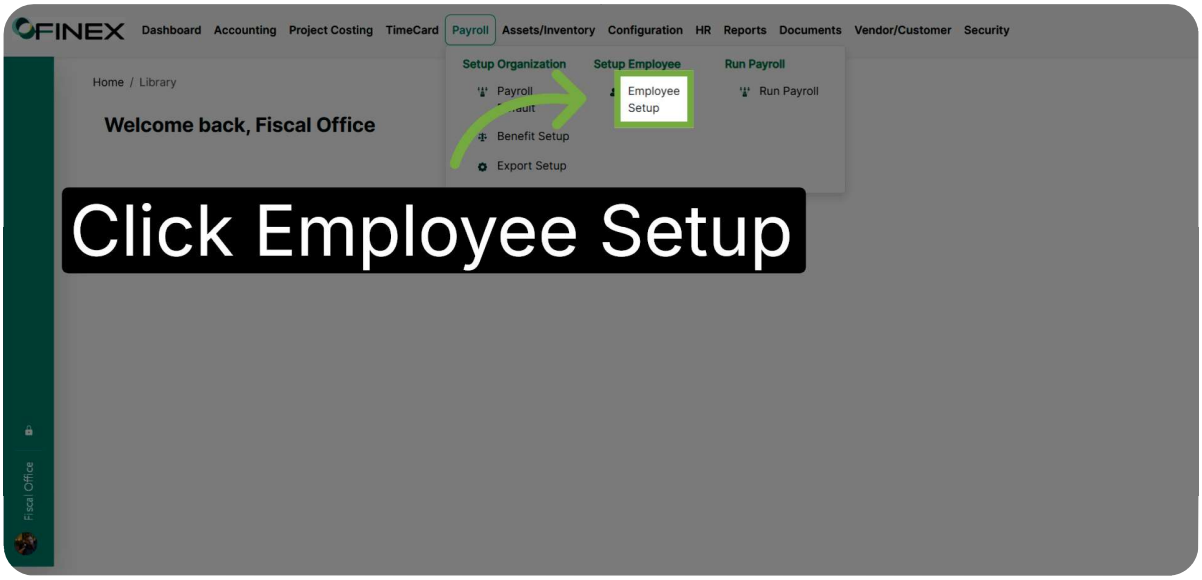
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



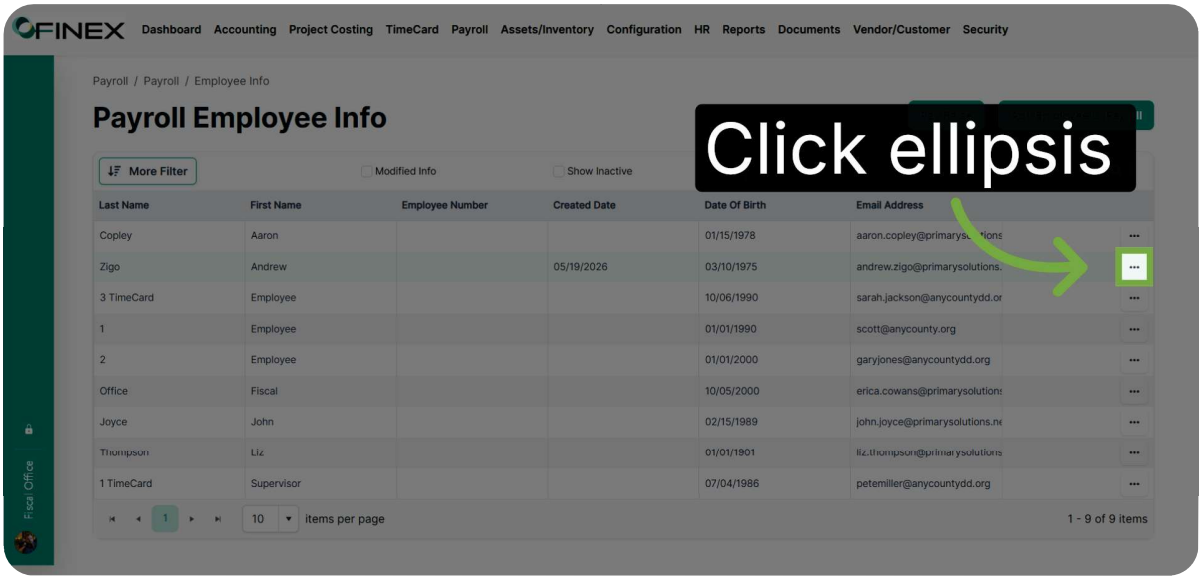
02 Open Employee Setup

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



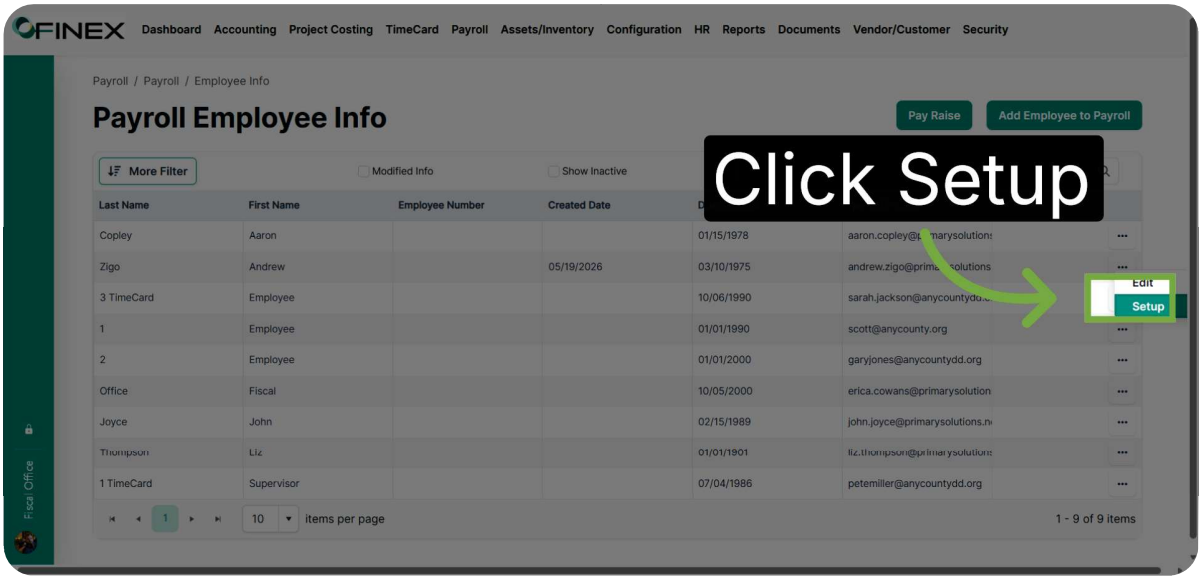
03 Open The Payroll Employee Option Menu

Click the ellipsis to open the Payroll Employee option menu.



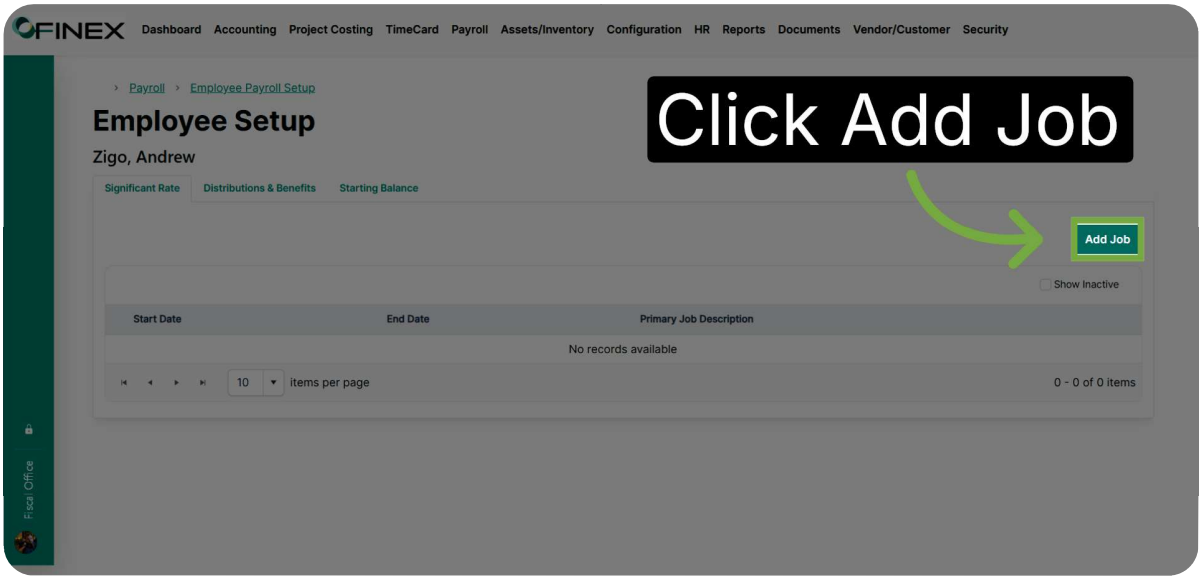
04 Select Setup Option

Click Setup in the option menu.



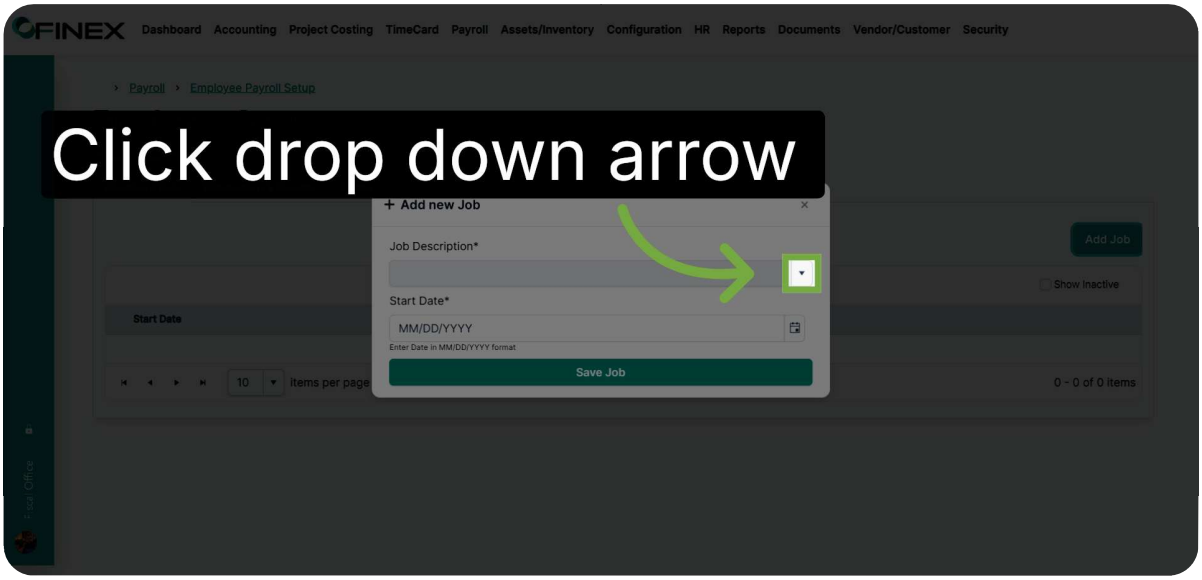
05 Select Add Job

Click Add Job to start the process of creating a new job for your Employee.



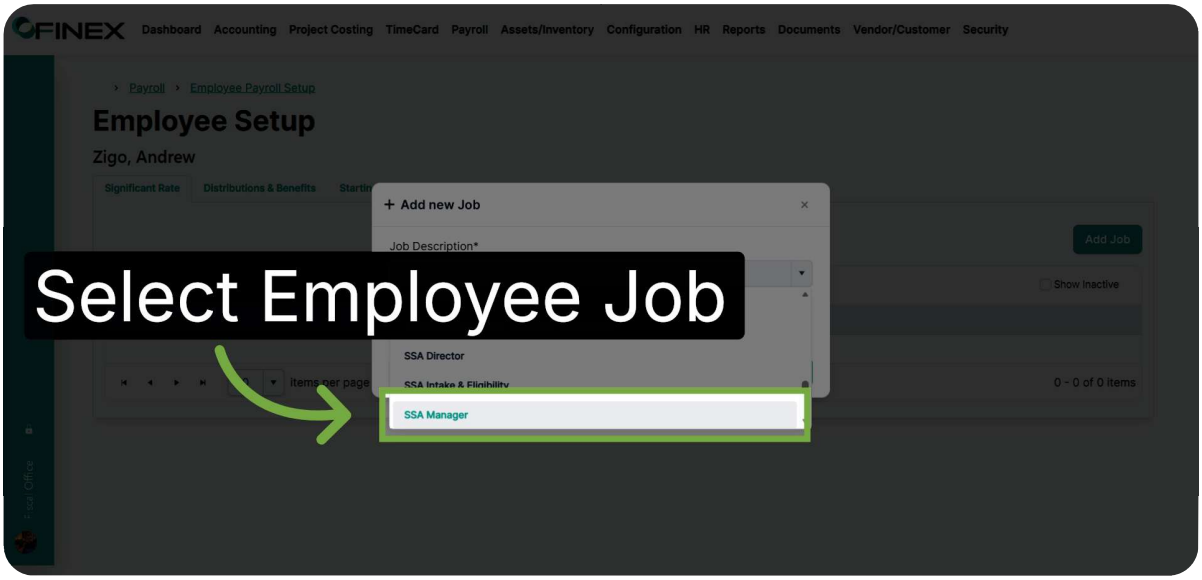
06 Open Job Selection Menu

Click the drop-down arrow to view the list of available Employee jobs.



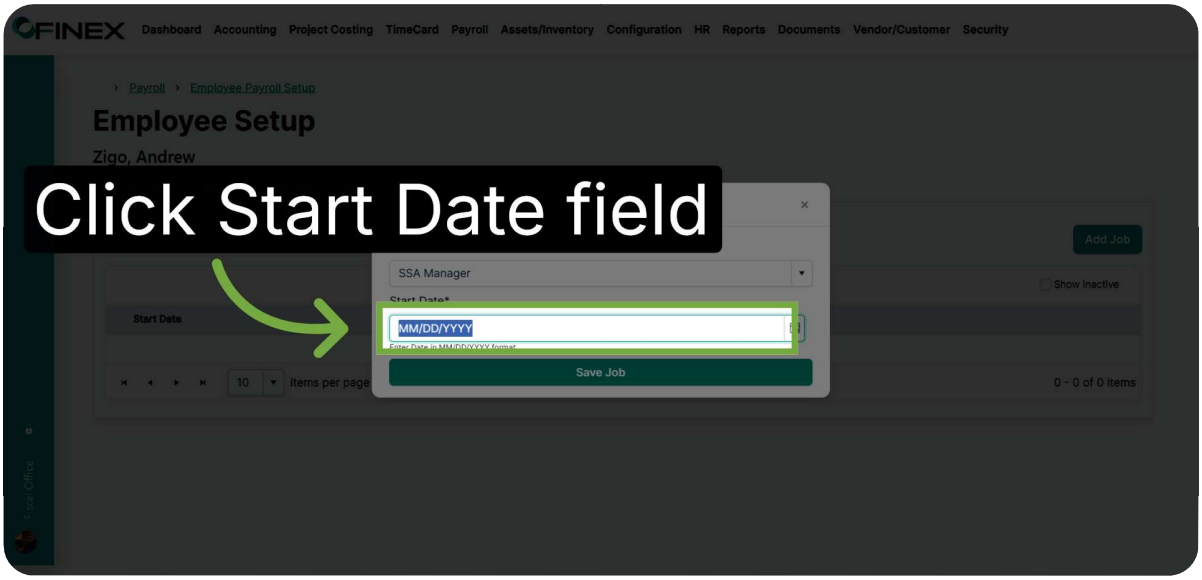
07 Select Employee Job

Select the job for the Employee from the drop-down list.



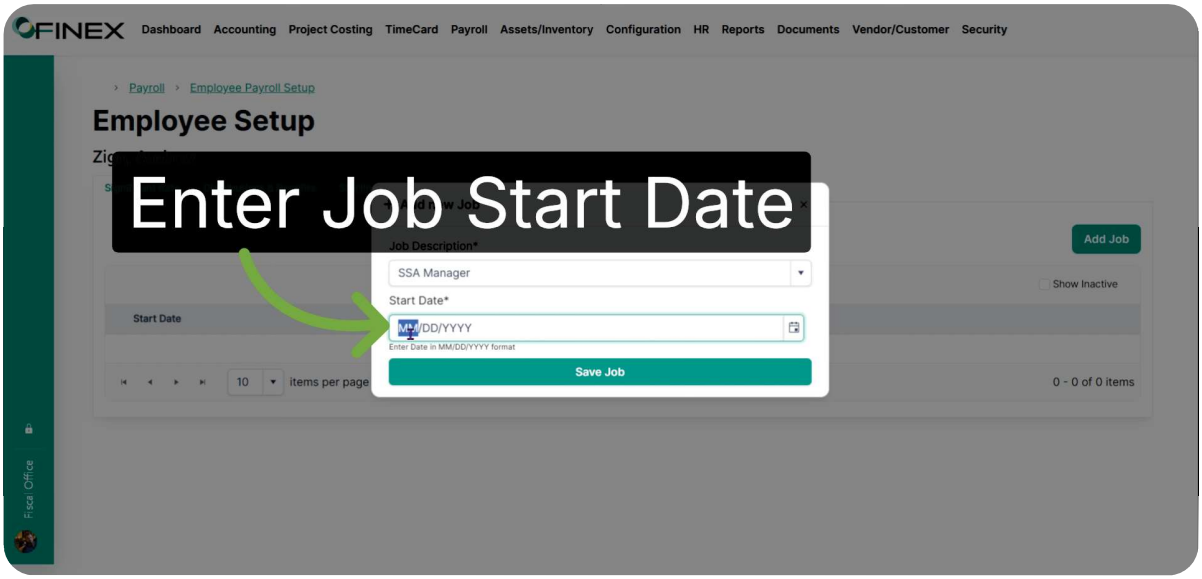
08 Select Job Start Date Field

Click the Job Start Date field.



09 Enter Job Start Date

Enter the Job Start Date for the Employee.



10 Select Save Job

Click Save Job to finish adding a job for this Employee.

You have now successfully added a new Job for an Employee in Payroll in Finex.

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