Adding Salary Information To Employee In Payroll In Finex

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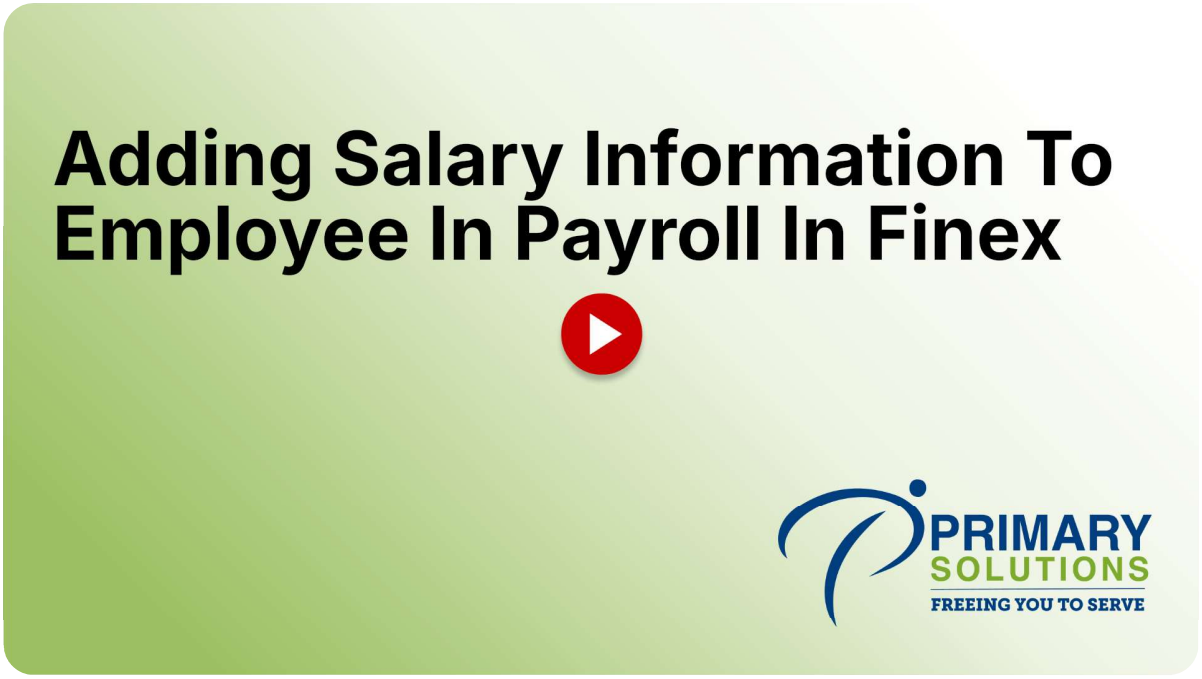
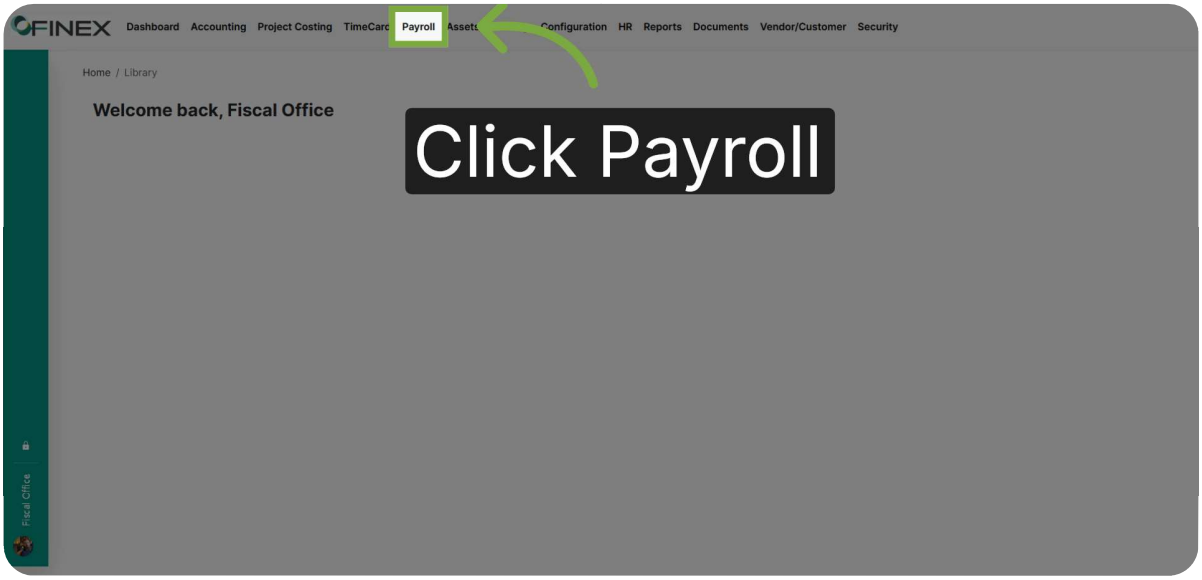


This tutorial guides you through adding Salary information to an Employee in Payroll in Finex.

Go to www.finexweb.com

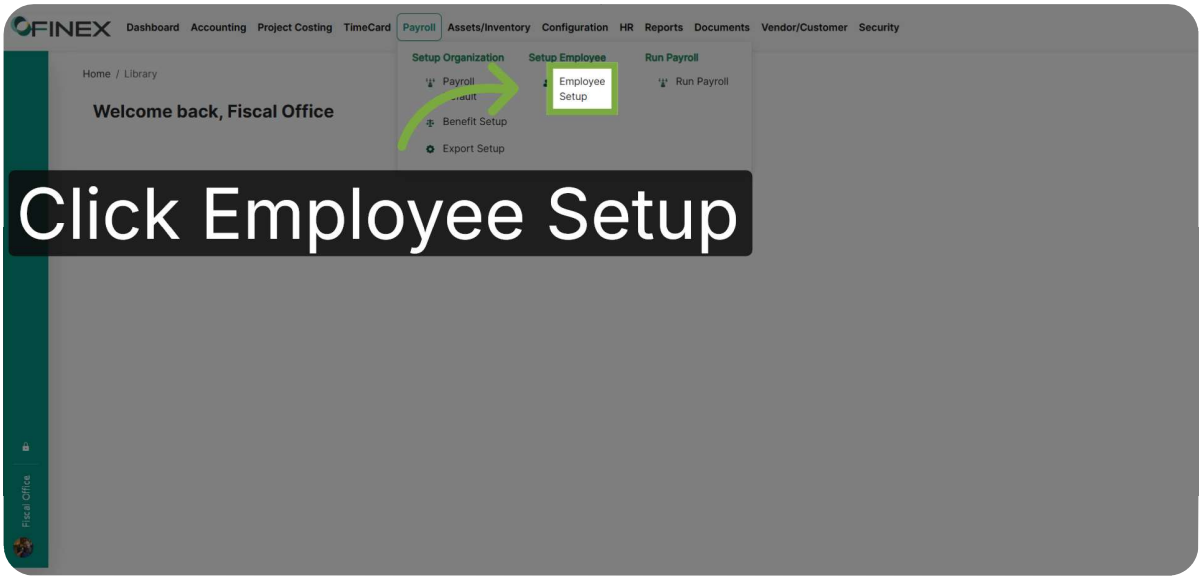
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



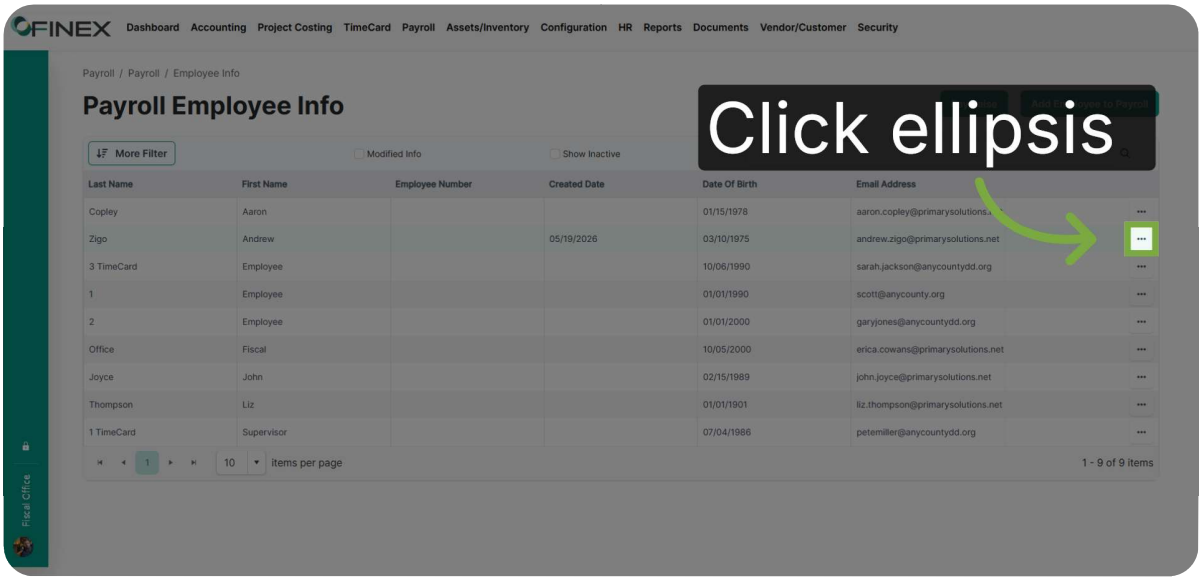
02 Open Employee Setup

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



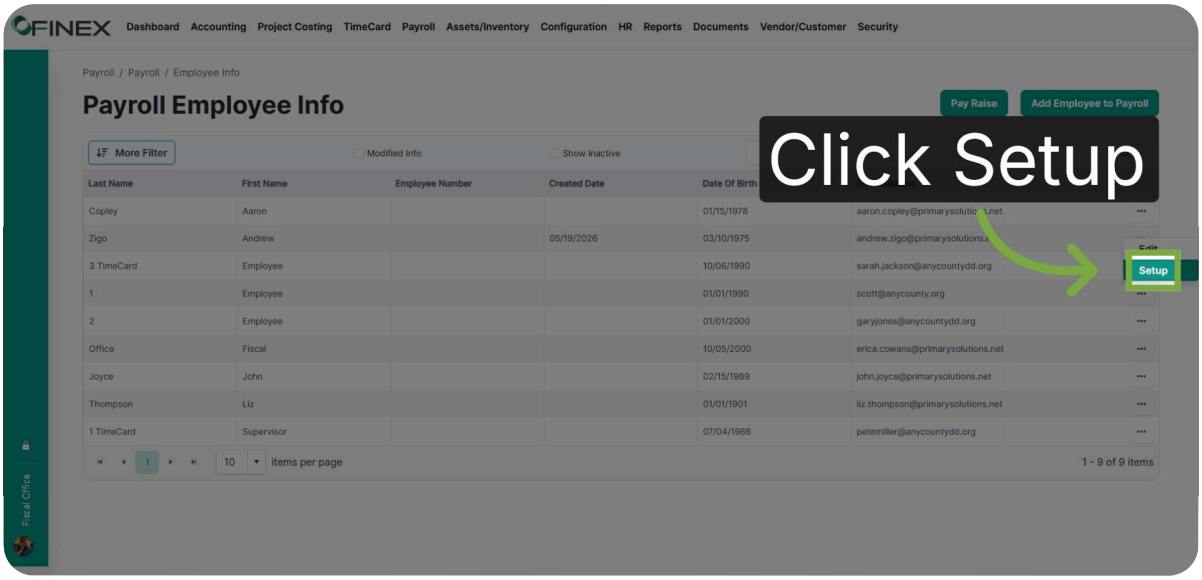
03 Open Payroll Employee Options

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



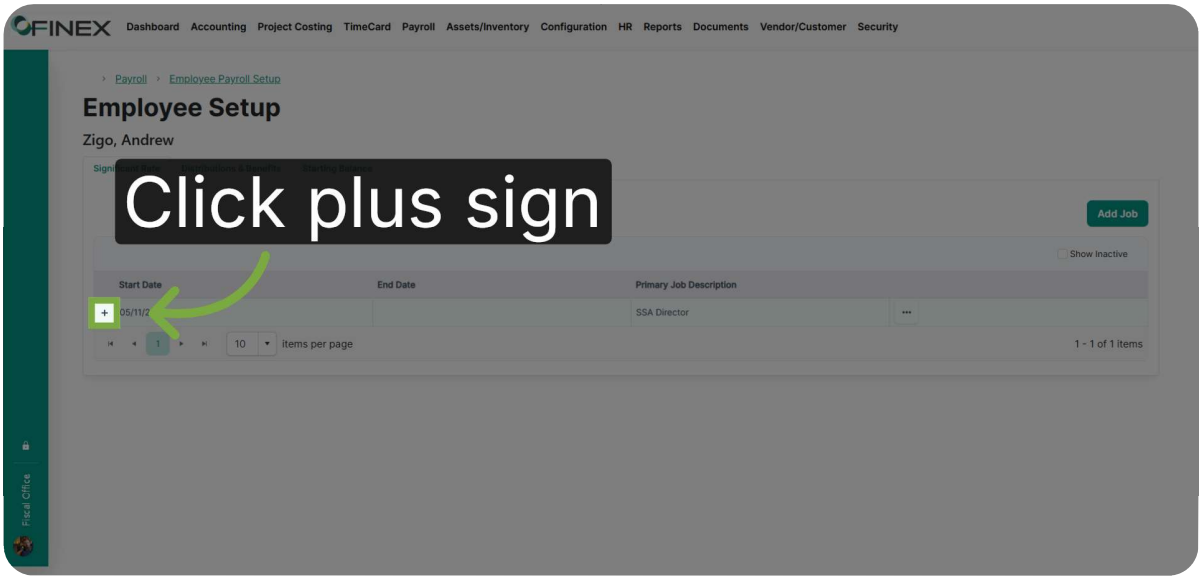
04 Select Setup Option

Click Setup in the option menu.



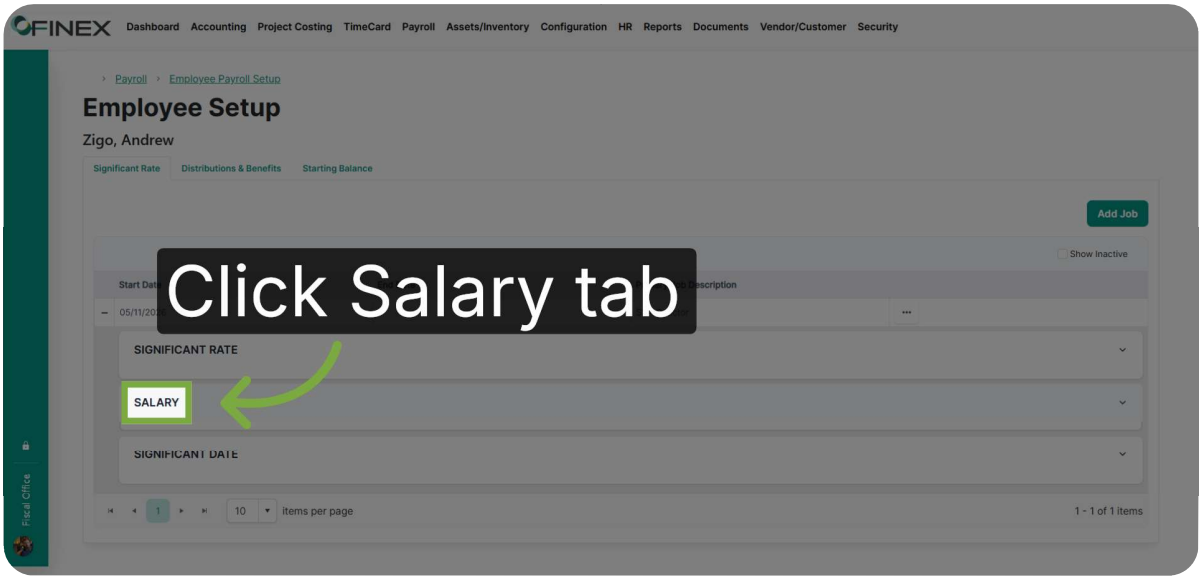
05 Access Salary Settings

Click the Plus Sign (+) to the left of the Employee job to access the Salary section.



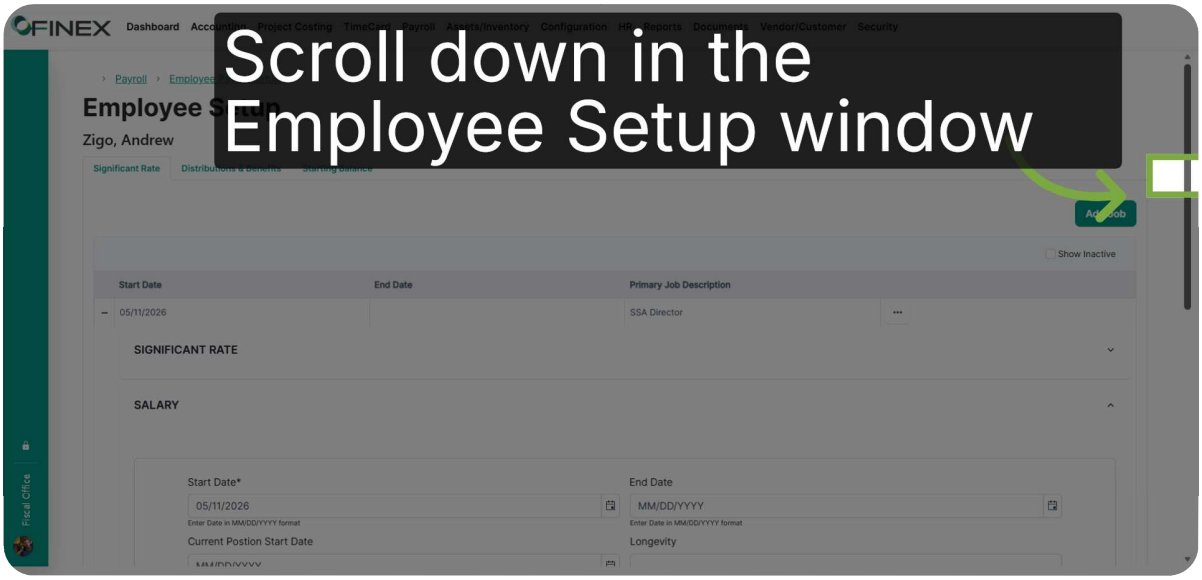
06 Select Salary Tab

Click the Salary tab.



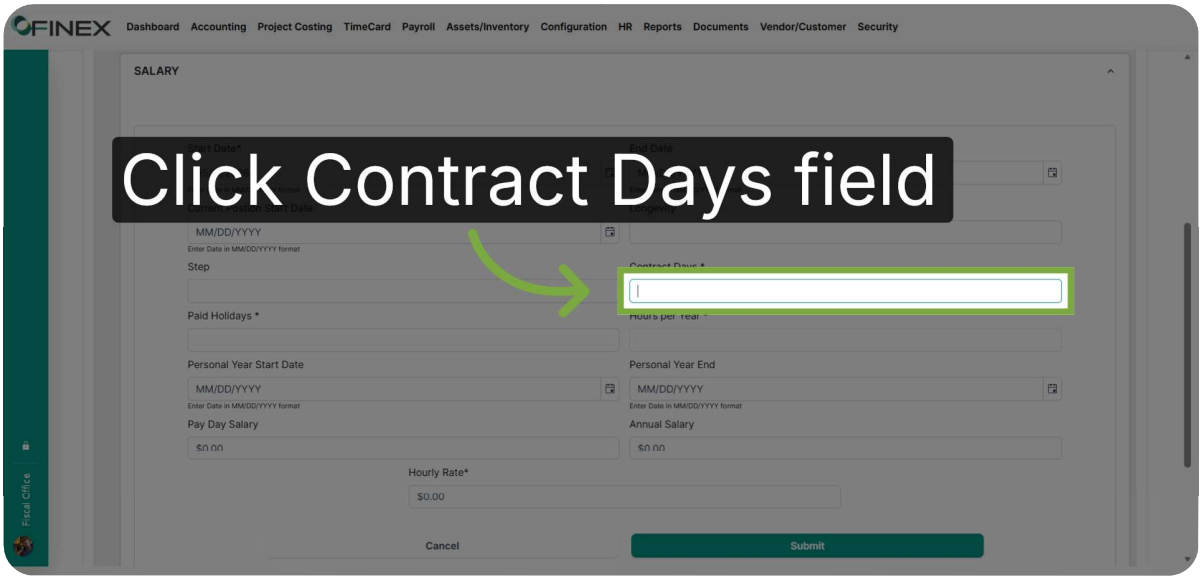
07 Scroll Down In The Employee Setup Window

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



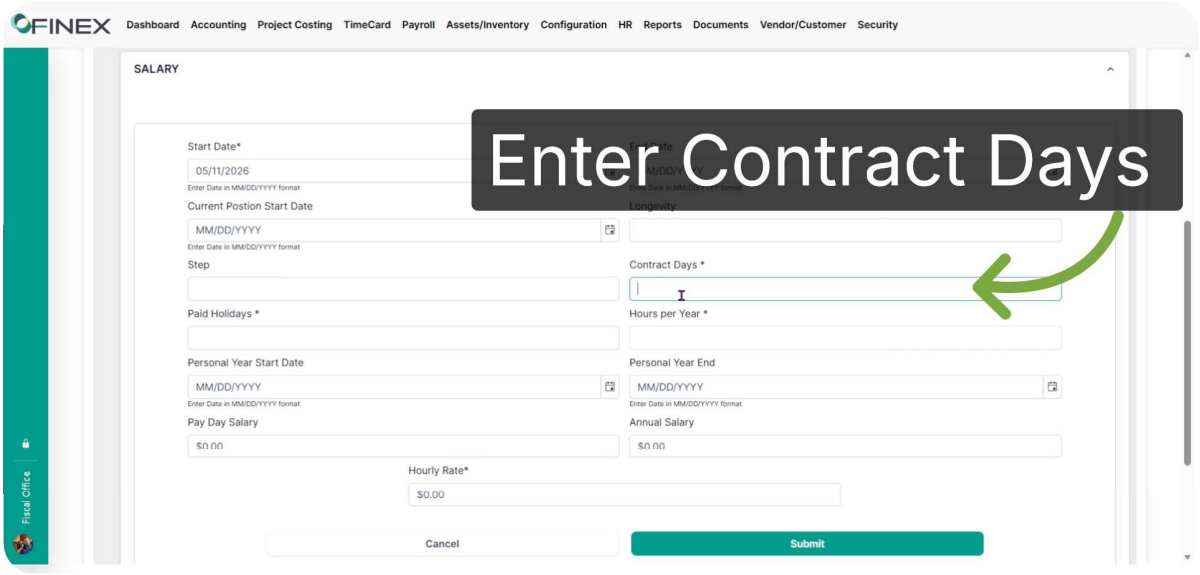
08 Select Contract Days Field

Click the Contract Days field.



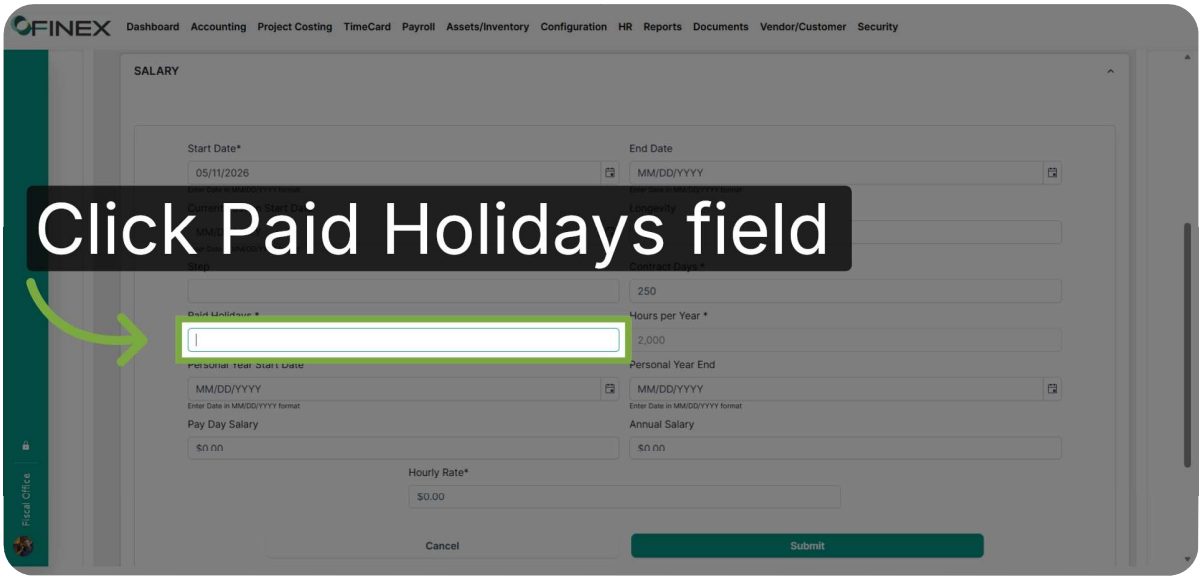
09 Enter Contract Days

Enter the number of Contract Days for the Employee.



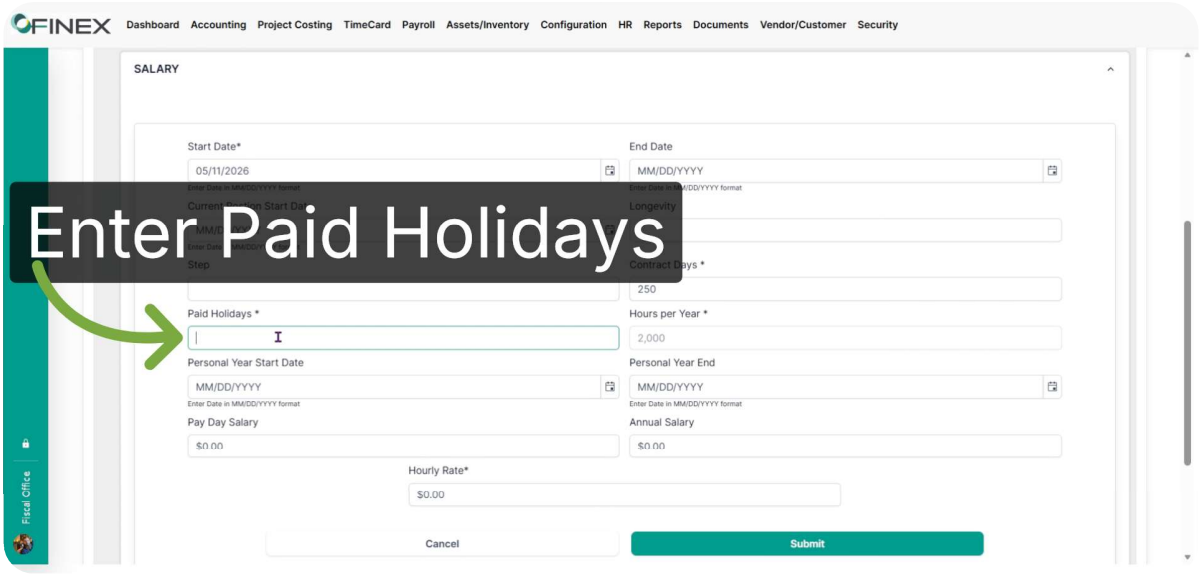
10 Select Paid Holidays Field

Click the Paid Holidays field.



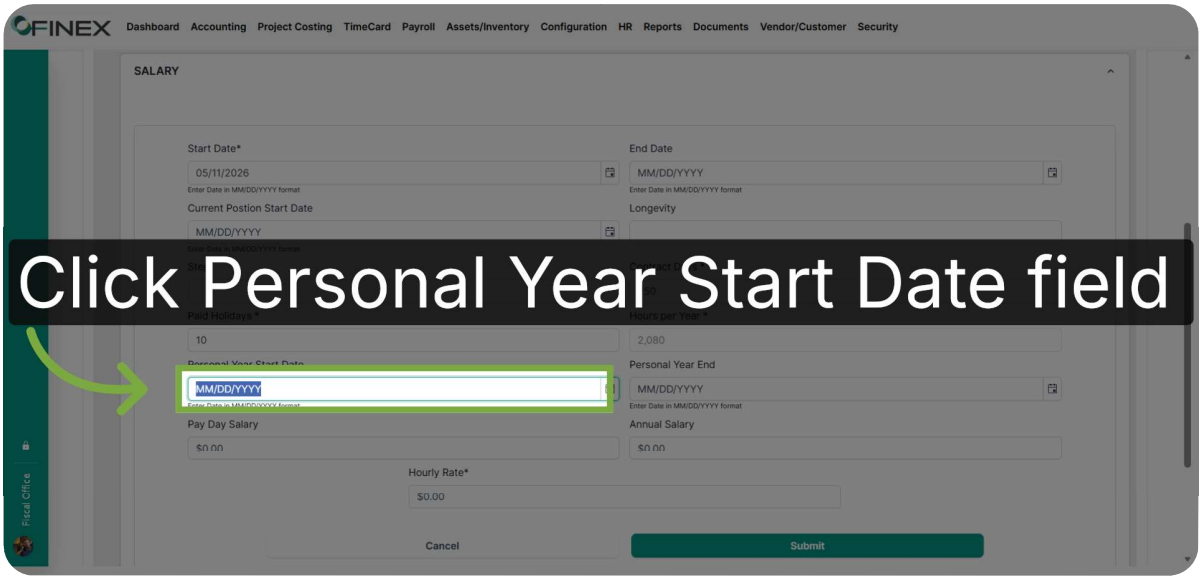
11 Enter Paid Holidays

Enter the number of Paid Holidays the Employee gets each year.



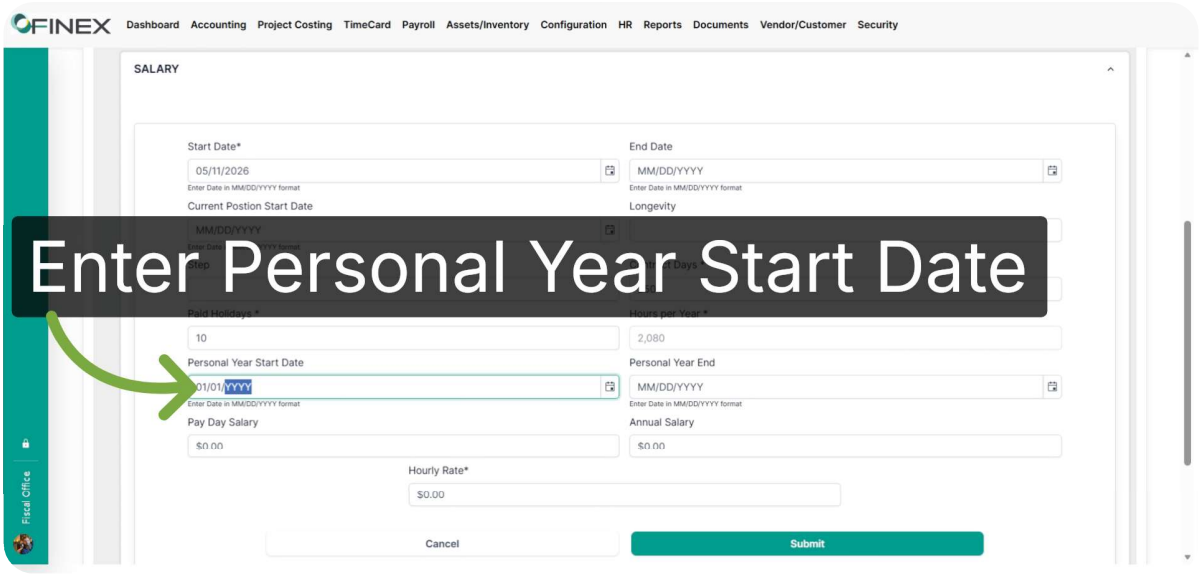
12 Select Personal Year Start Date Field

Click the Personal Year Start Date field.



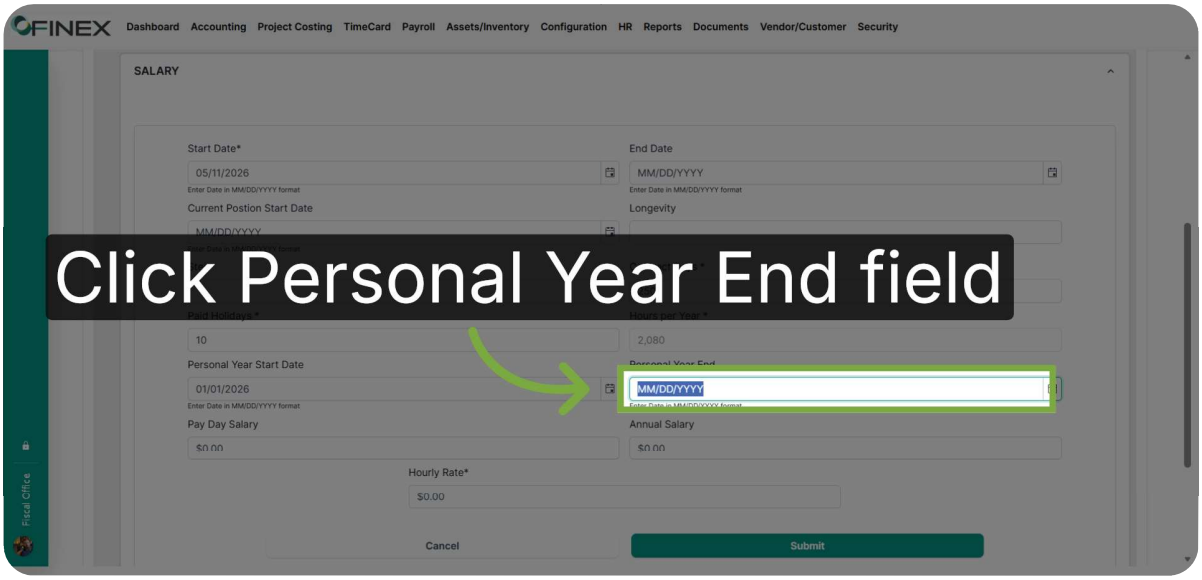
13 Enter Personal Year Start

Enter the Personal Year Start Date for the Employee.



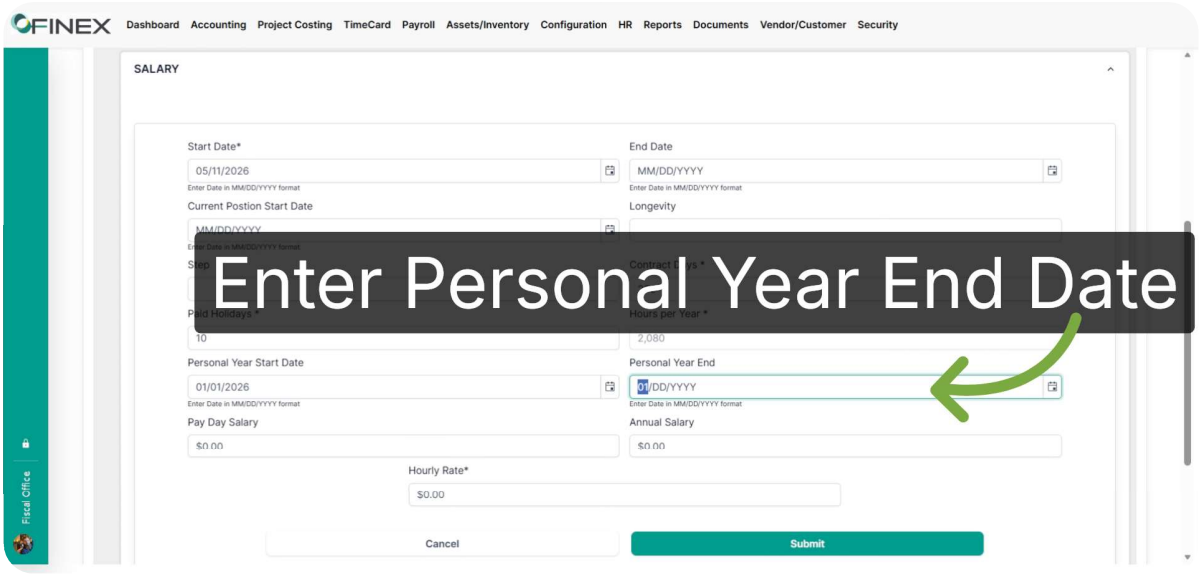
14 Select Personal Year End Date Field

Click the Personal Year End Date field.



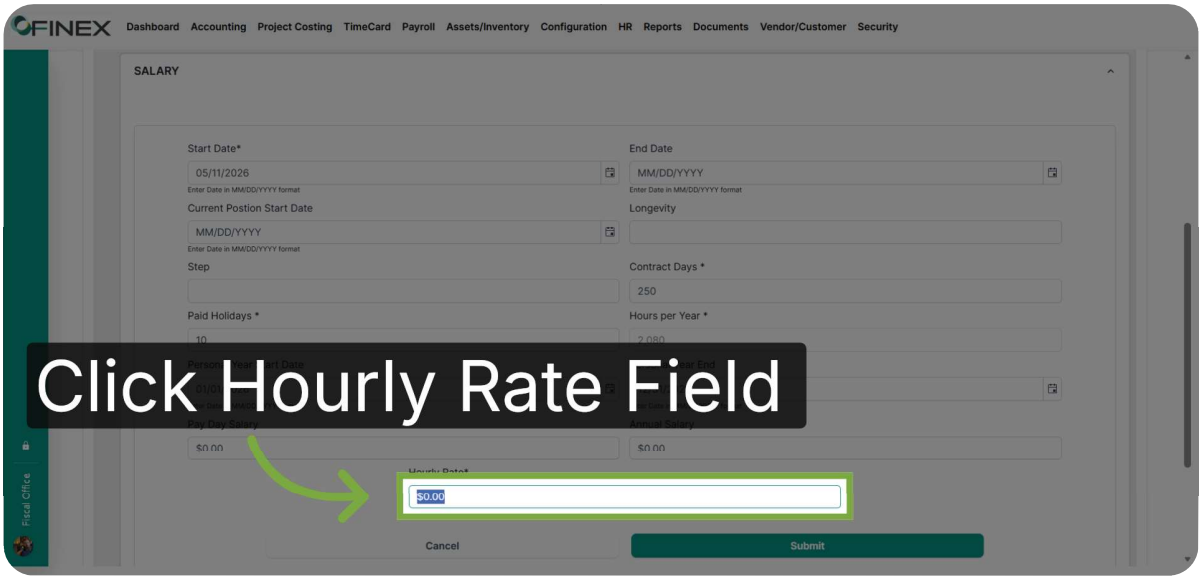
15 Enter Personal Year End Date

Enter the Personal Year End Date for the Employee.



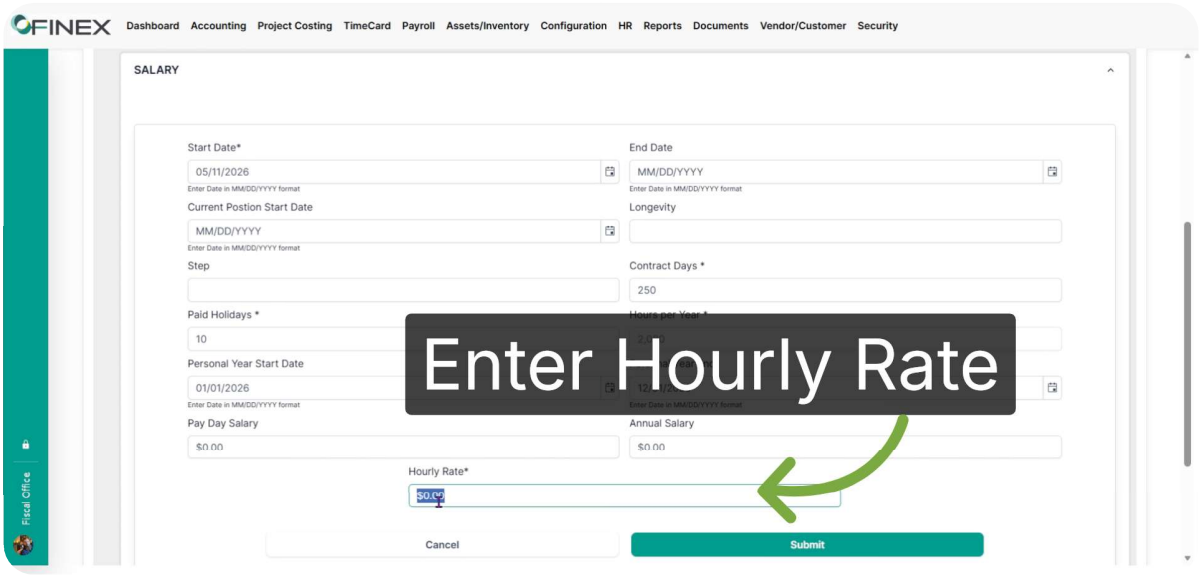
16 Select Hourly Rate Field

Click the Hourly Rate field.



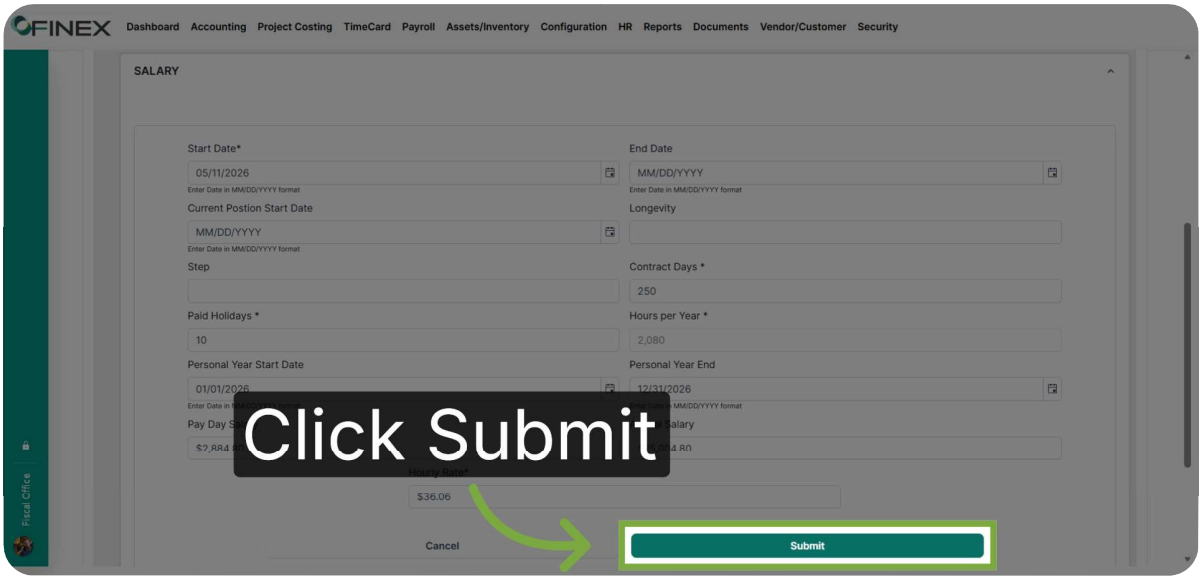
17 Enter Hourly Rate

Enter the Hourly Rate for your Employee. This will automatically enter the Payday Salary and the Annual Salary for your Salaried Employee. Please note that currently Hourly Employees will only show the Hourly Rate box and not the Payday Salary and Annual Salary.



18 Submit Salary Information

Click Submit to save the Salary information for this Employee.



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

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