Create A Benefit Package In Payroll In Finex

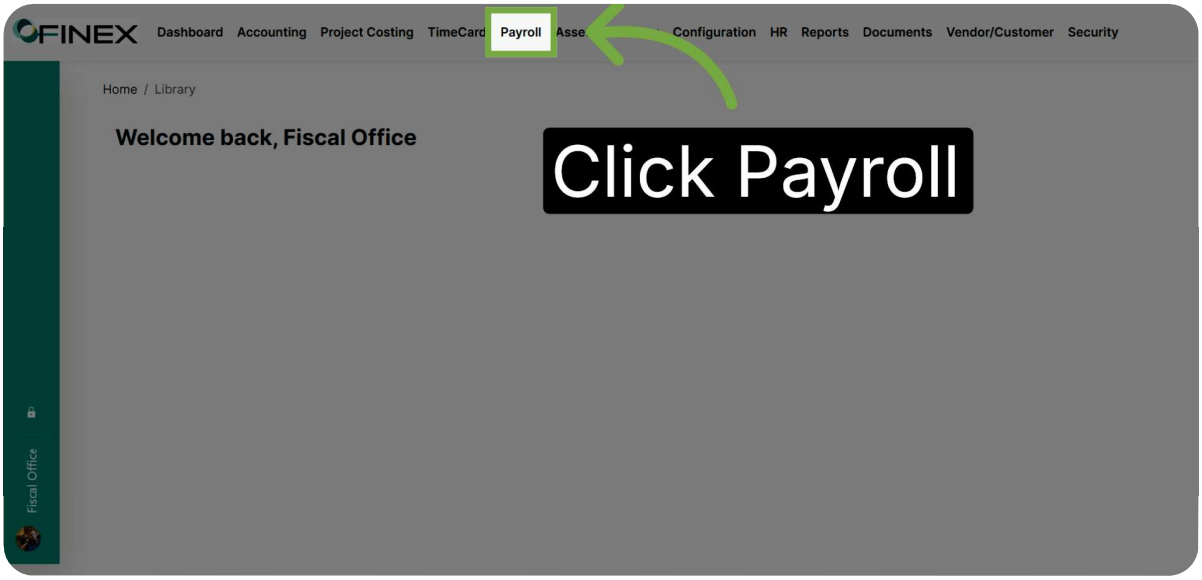
Powered by guidde

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

Go to www.finexweb.com

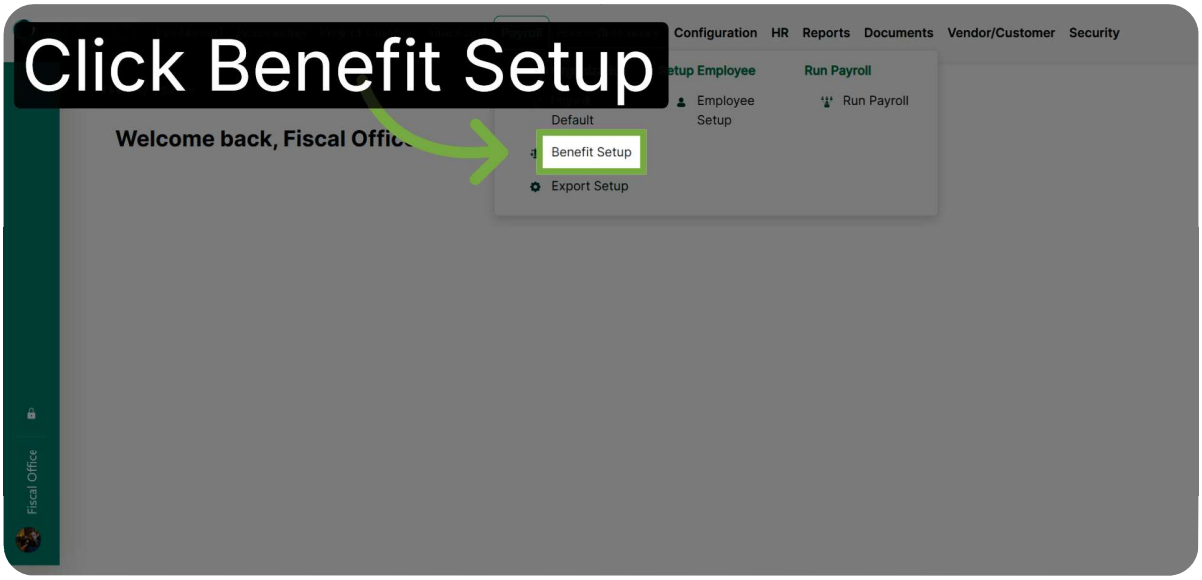
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



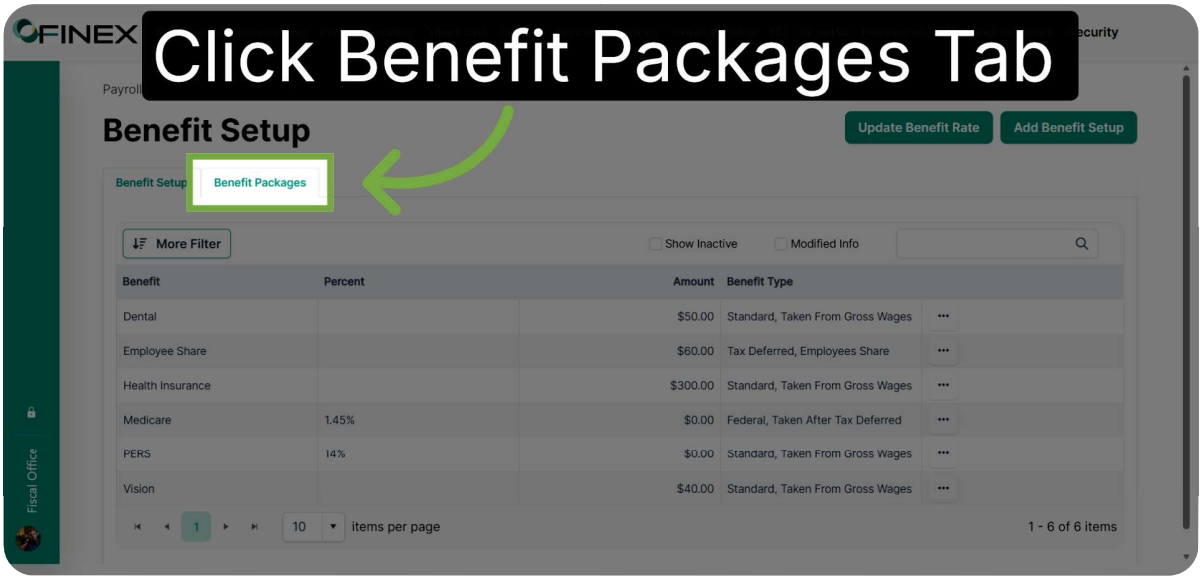
02 Open Benefit Setup

Click Benefit Setup to open the Benefit Setup section of Finex.



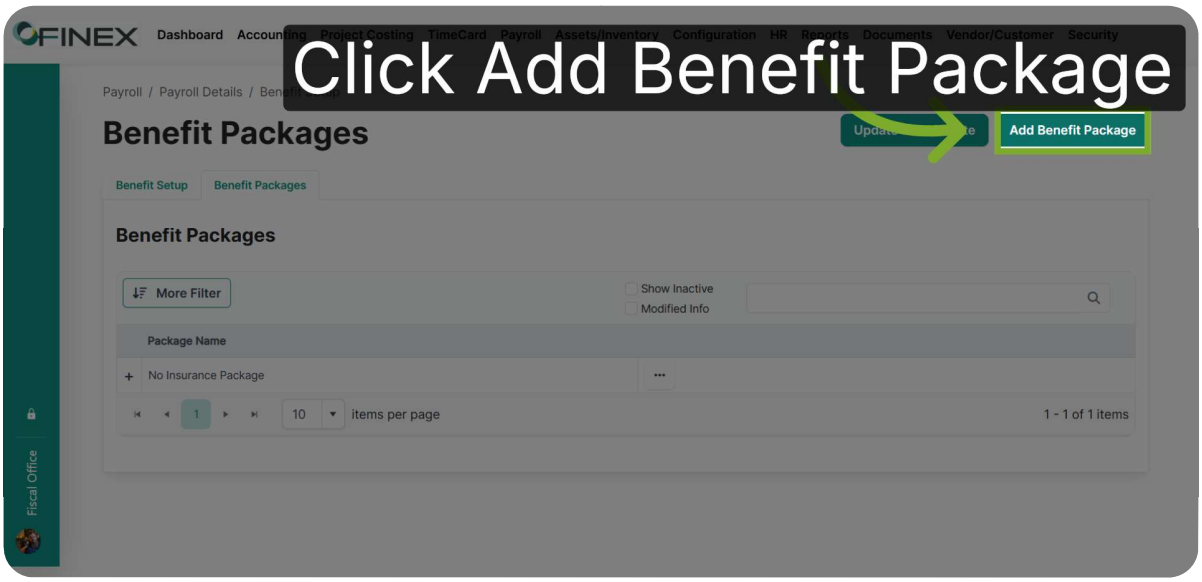
03 Navigate to Benefit Packages

Click the Benefit Packages tab to navigate to the Benefit Packages section.



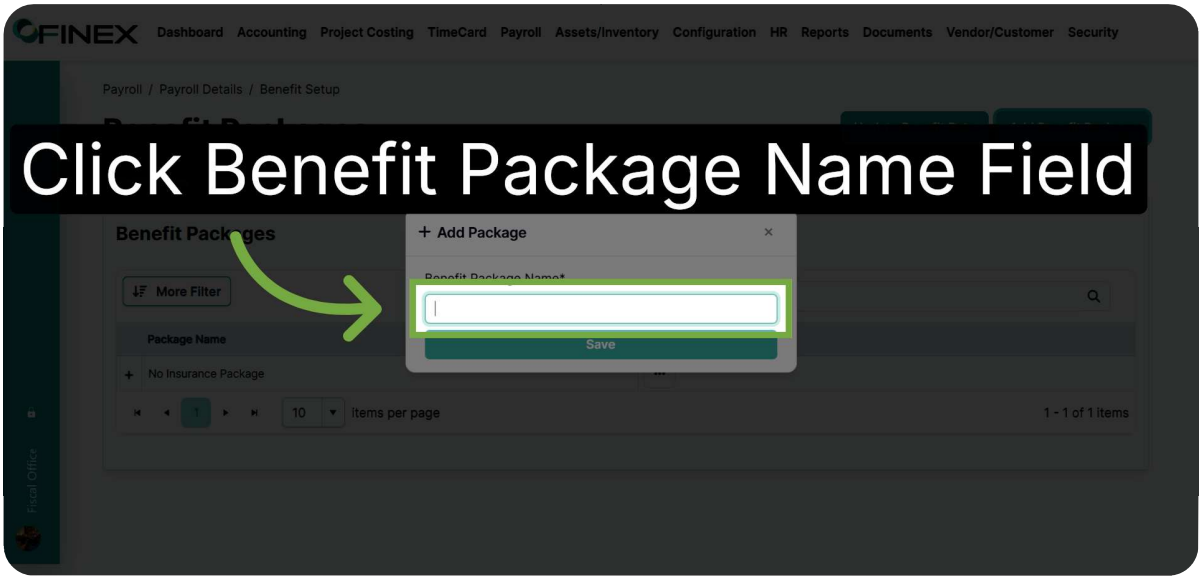
04 Add New Benefit Package

Click add new benefit package to start creating a new benefit package.



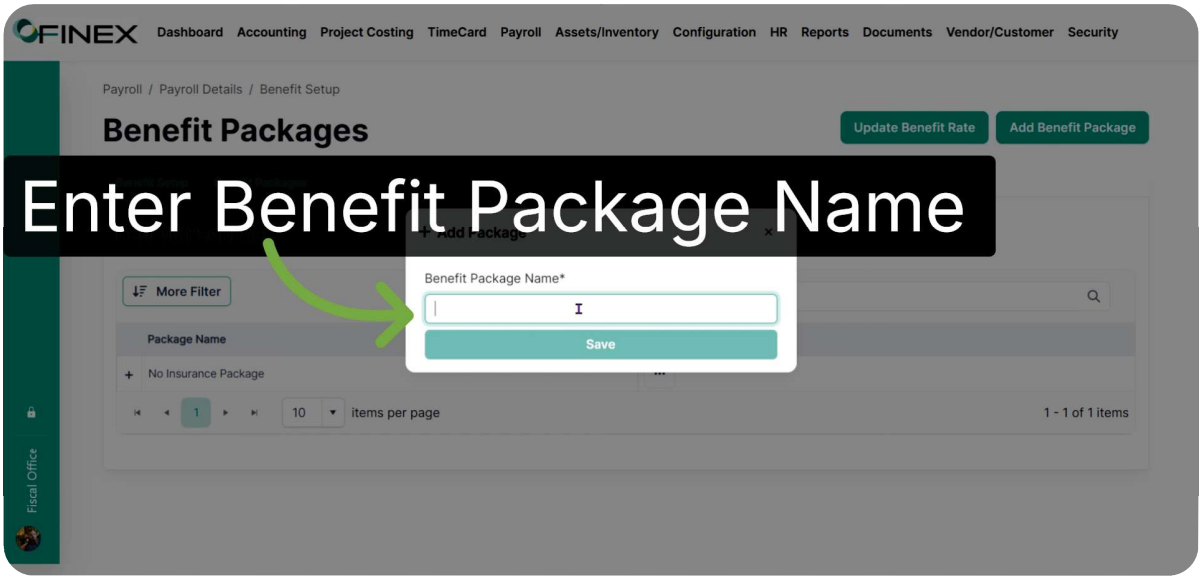
05 Select Benefit Package Name Field

Click the Benefit Package Name field.



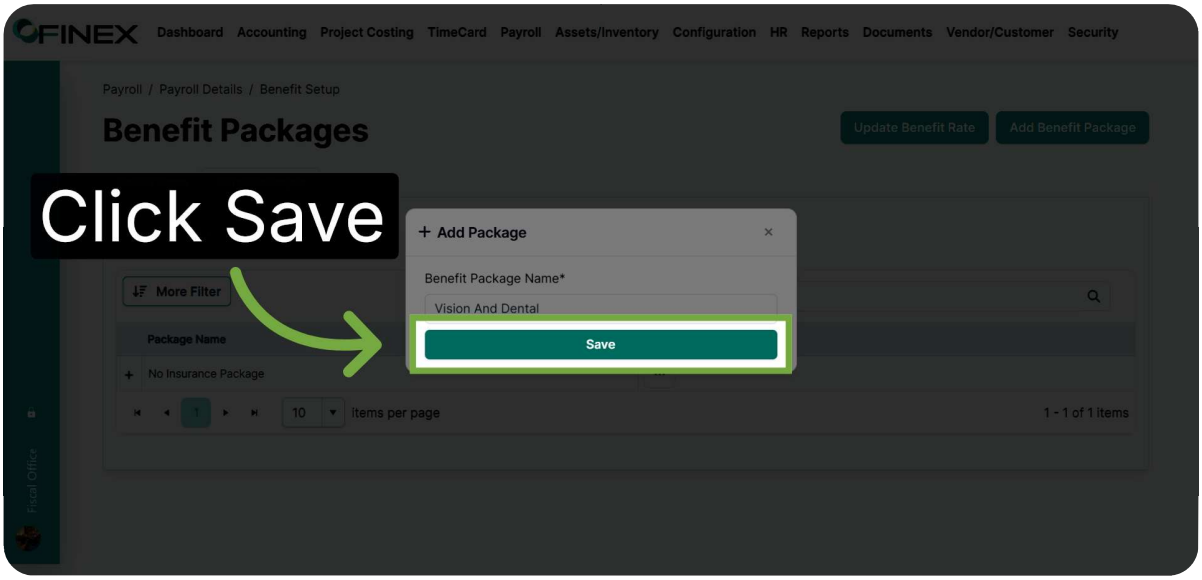
06 Enter Benefit Package Name

Enter the name of your Benefit Package.



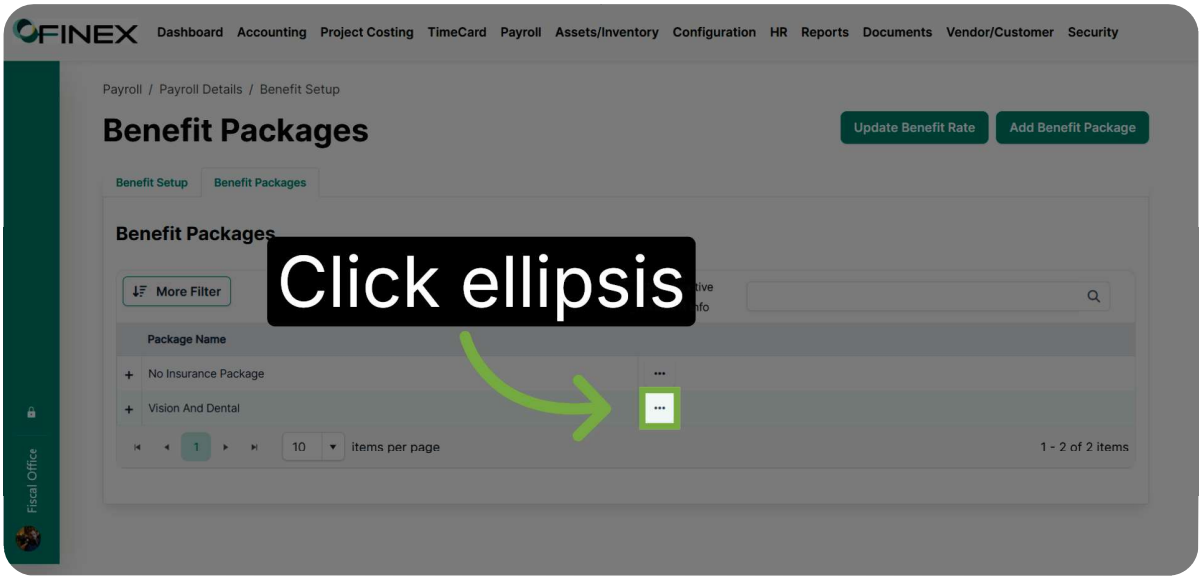
07 Save Benefit Package

Click save to save your Benefit Package.



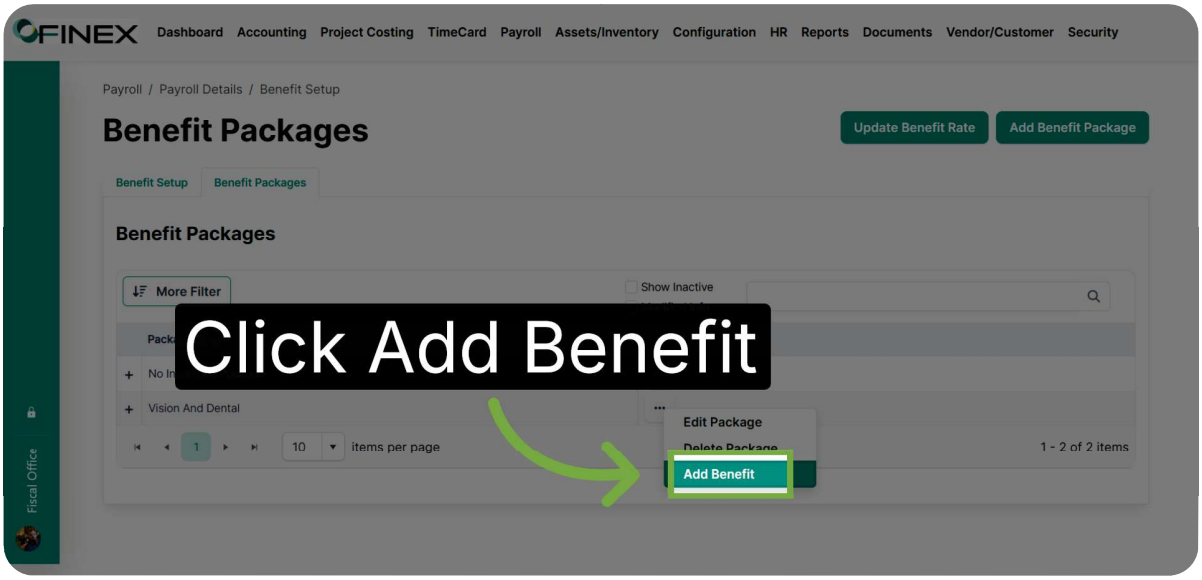
08 Open Benefit Package Menu

Click the ellipsis to access the Benefit Package menu.



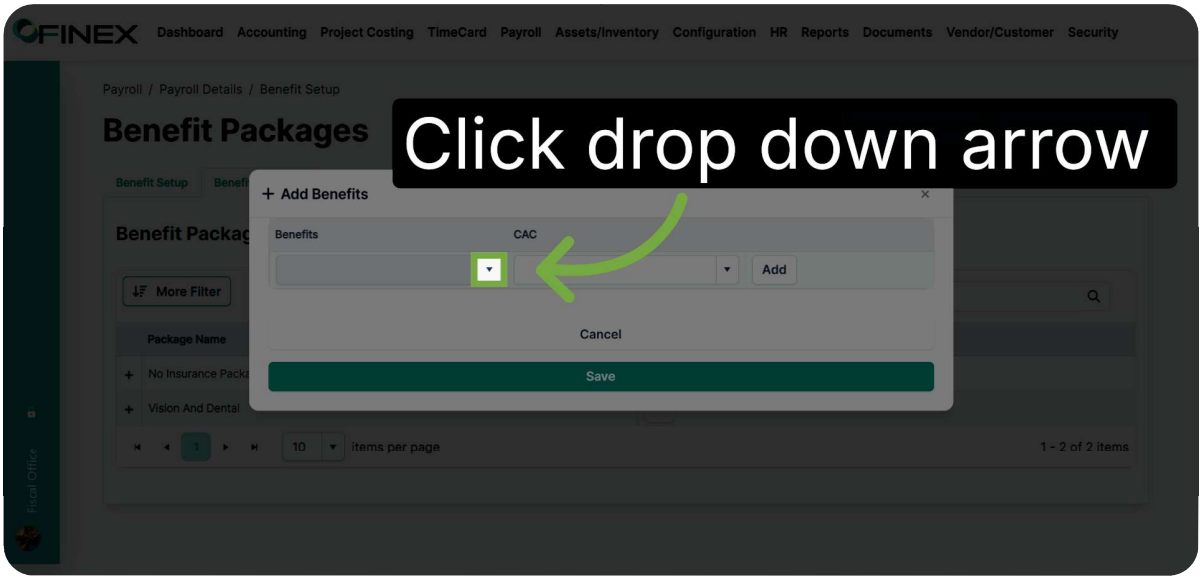
09 Select Add Benefit to Package

Click Add Benefit to start adding Benefits to your package.



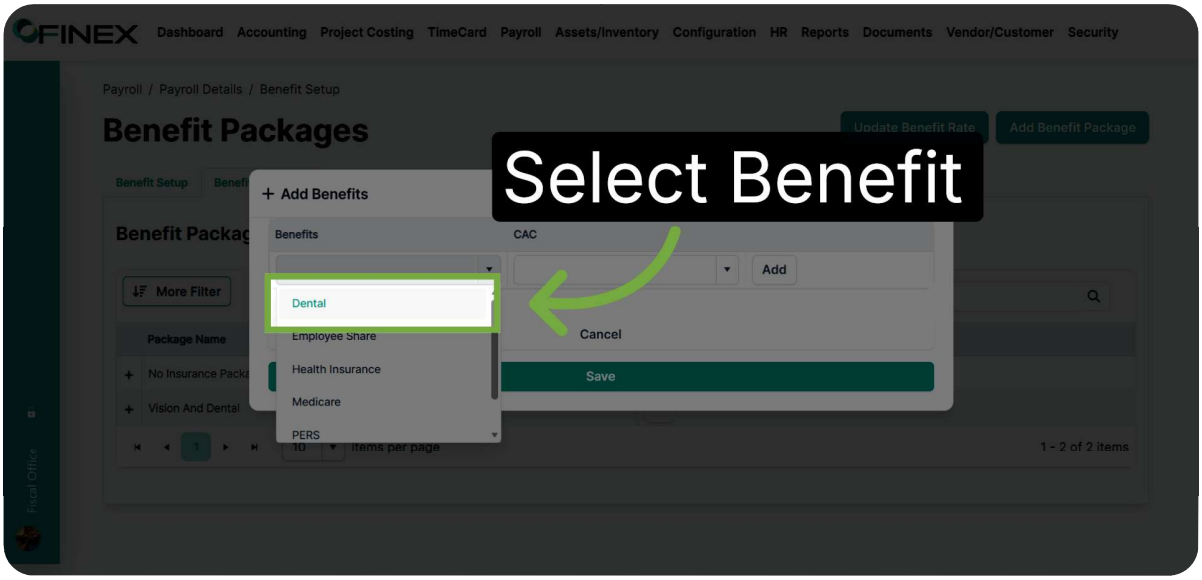
10 Open Benefit List

Click the drop-down arrow to view the list of Benefits.



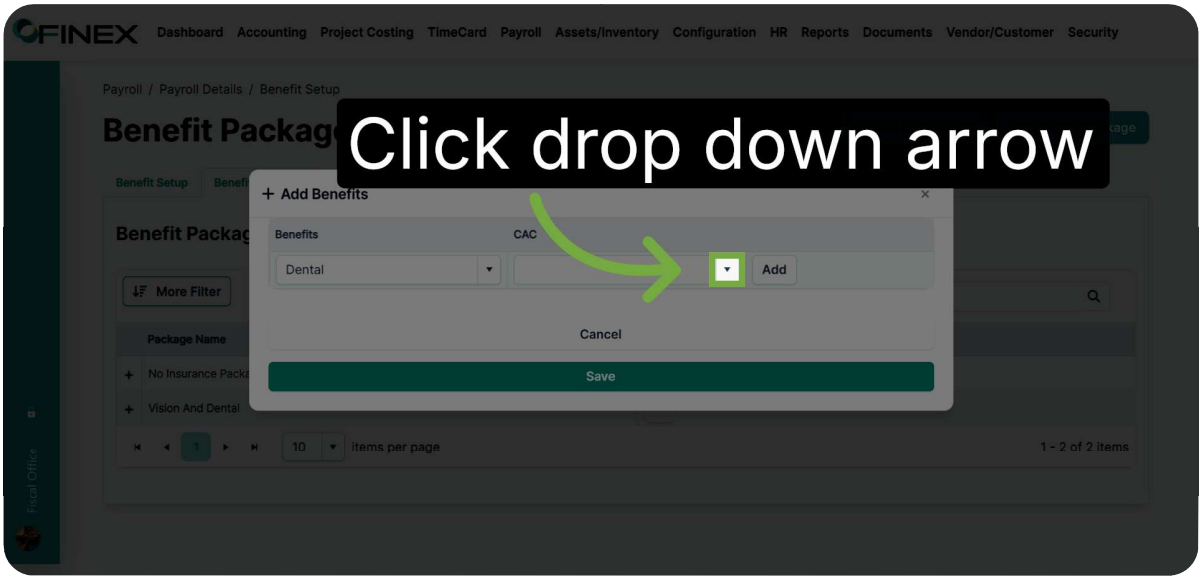
11 Select First Benefit

Select your first Benefit from the list.



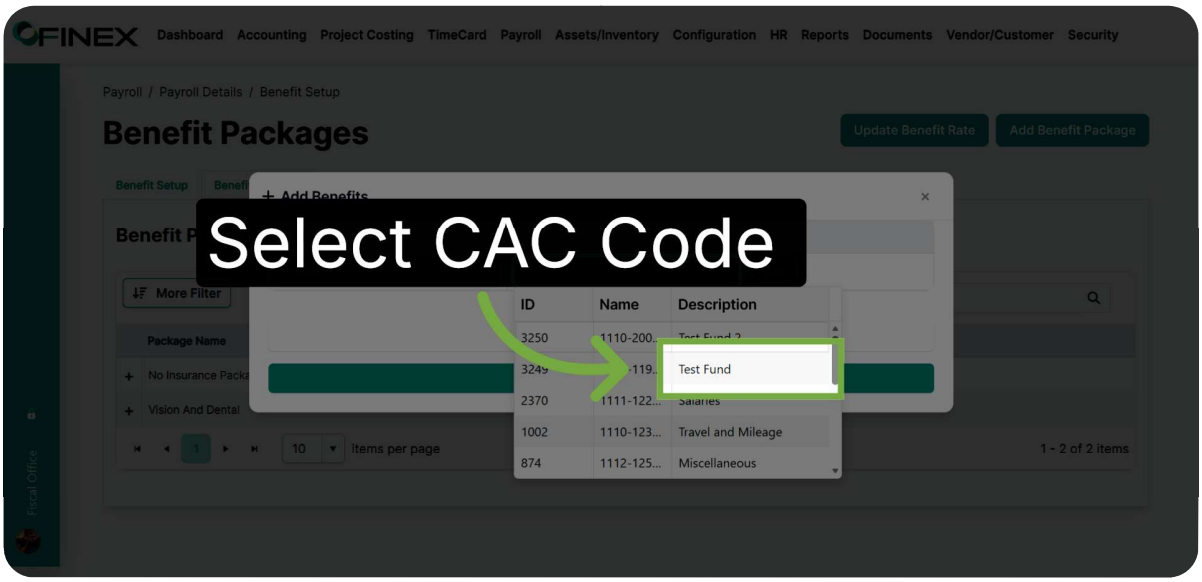
12 Open CAC Code List

Click the drop down arrow to view the list of available CAC Codes for your Benefit.



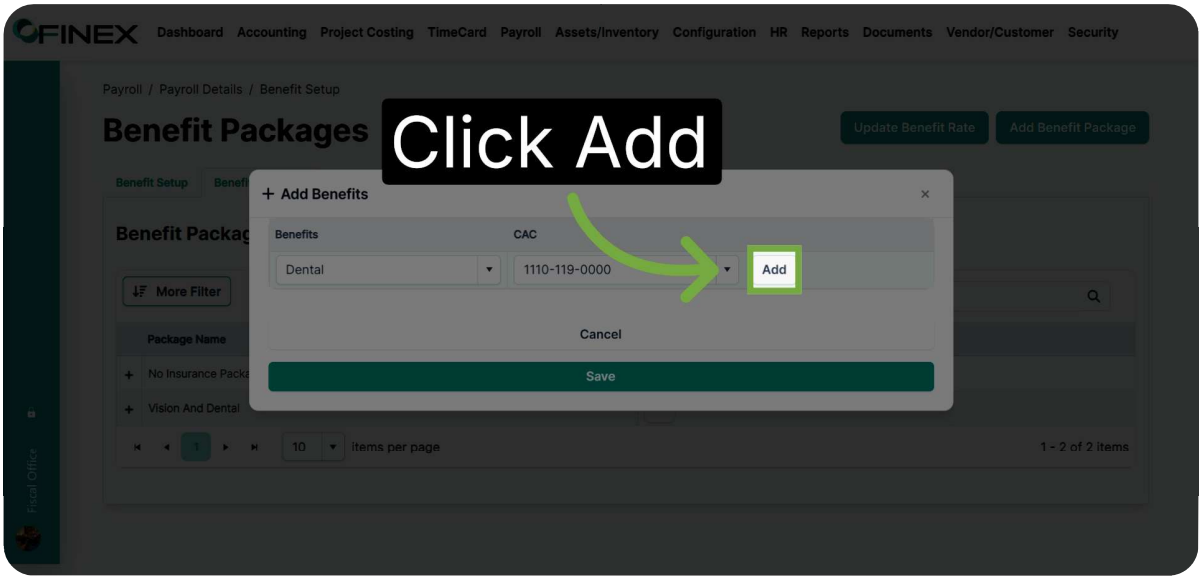
13 Select CAC Code

Select your desired CAC code.



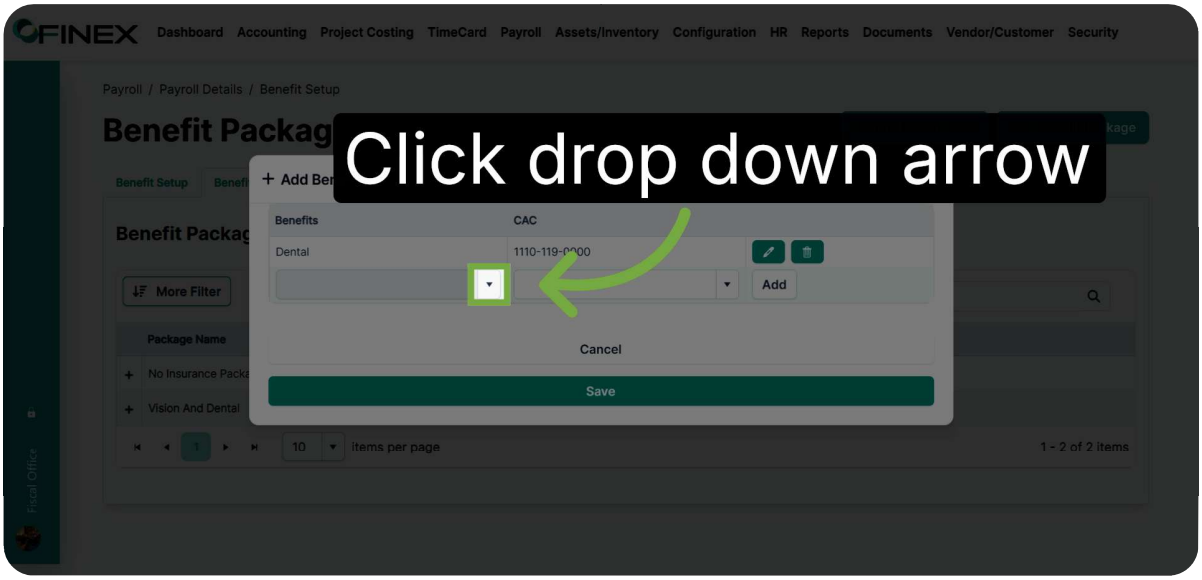
14 Save First Benefit

Click Add to save your first Benefit to the package.



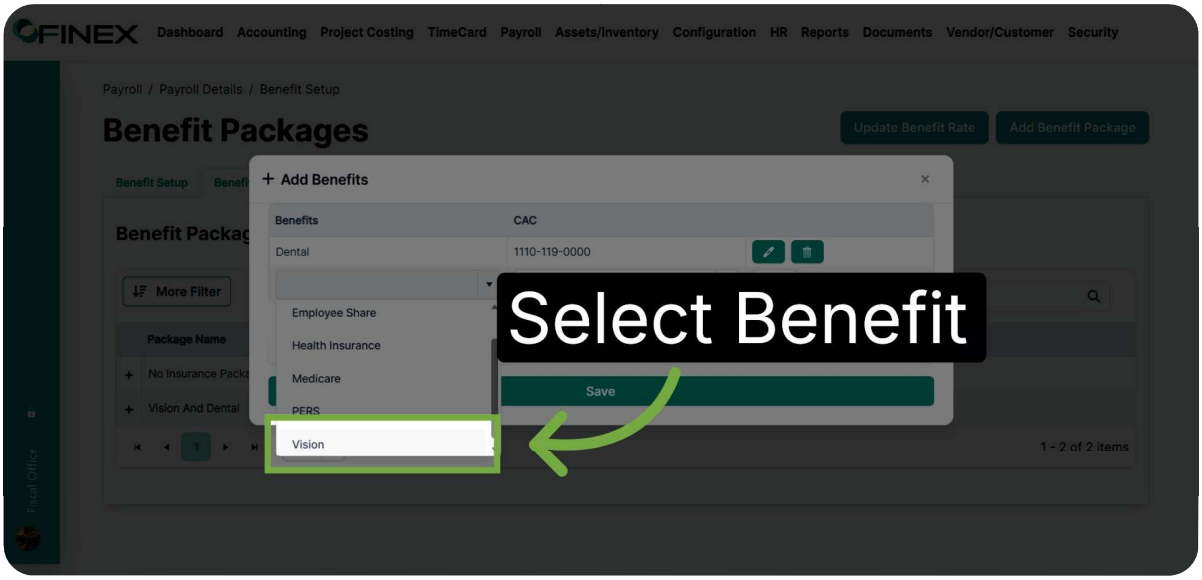
15 Open Benefit List

Click the drop-down arrow to view the list of Benefits.



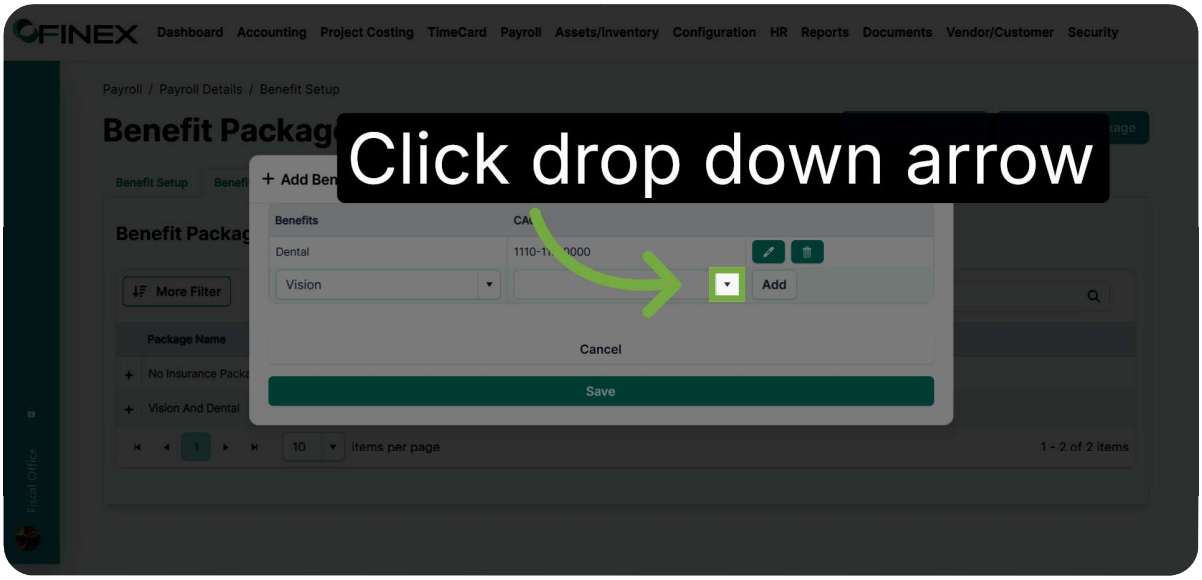
16 Select Additional Benefit

Select your Additional Benefit from the list.



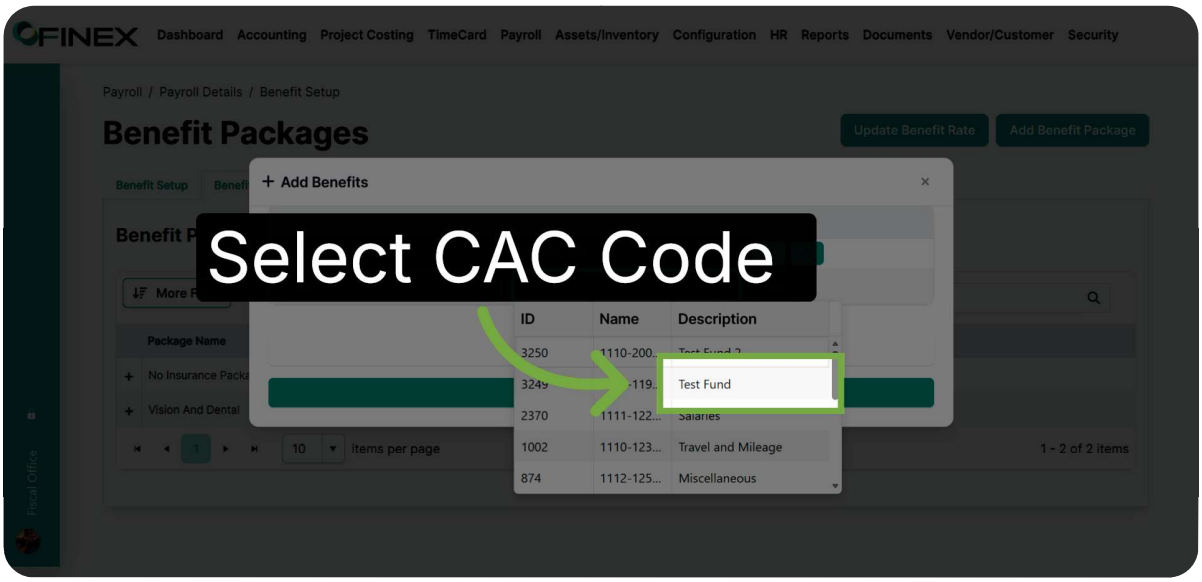
17 Open CAC Code List

Click the drop-down arrow to view the list of available CAC codes for your Benefit.



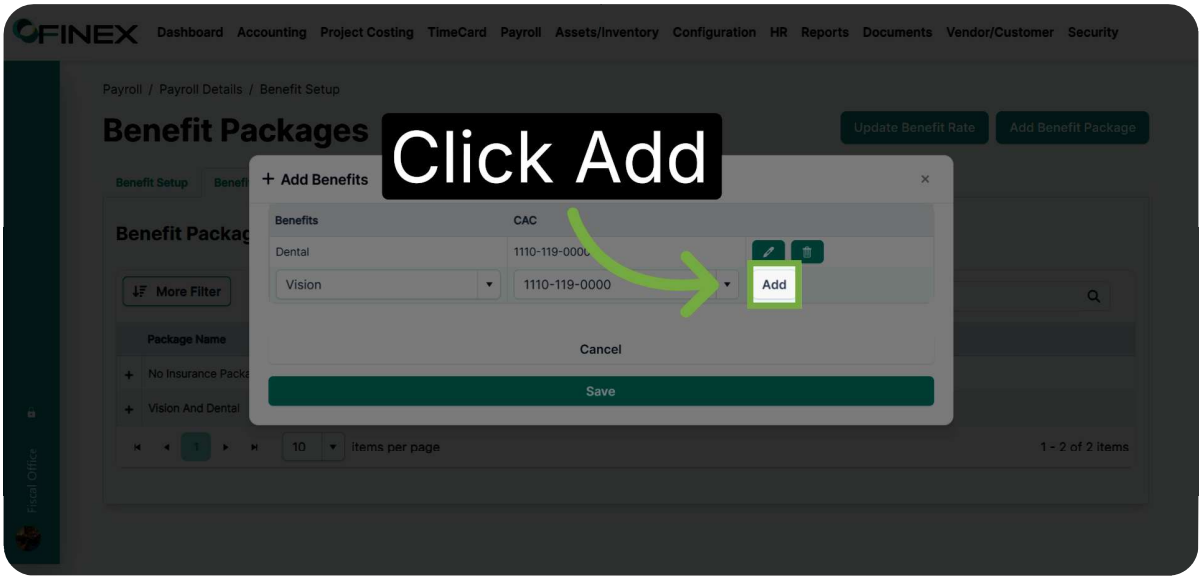
18 Select CAC Code

Select your desired CAC code.



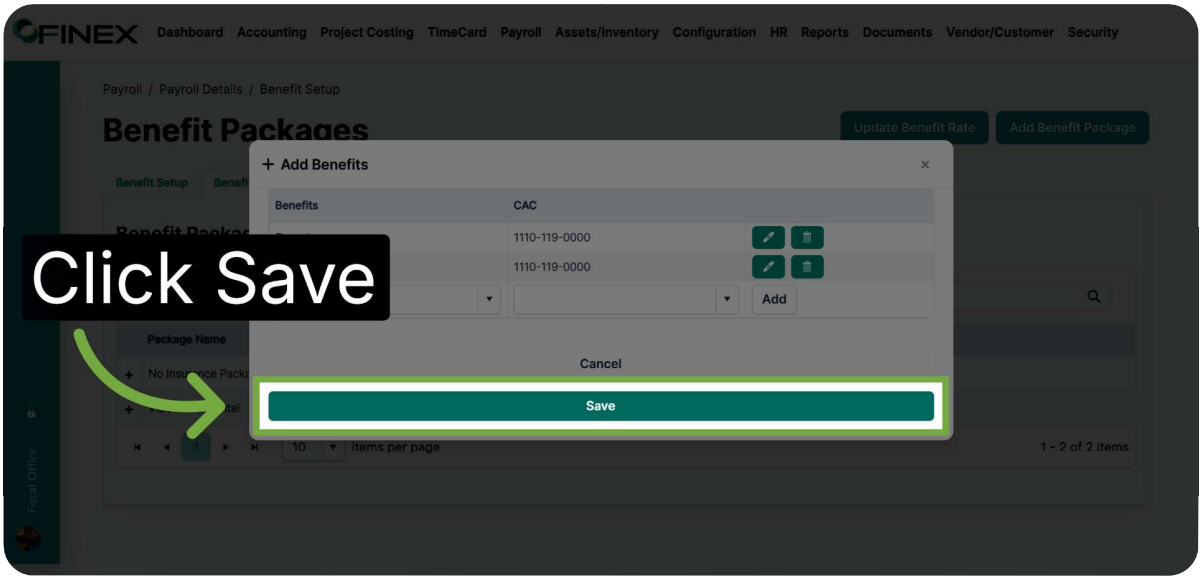
19 Add Additional Benefit

Click Add to save the additional Benefit to the package.



20 Save Benefit Package

Click Save to complete the Benefit package when you have added all your Benefits.



You have now successfully created a Benefit Package in Payroll in Finex.

Powered by guidde