Update Contract Years In Payroll Default In Finex

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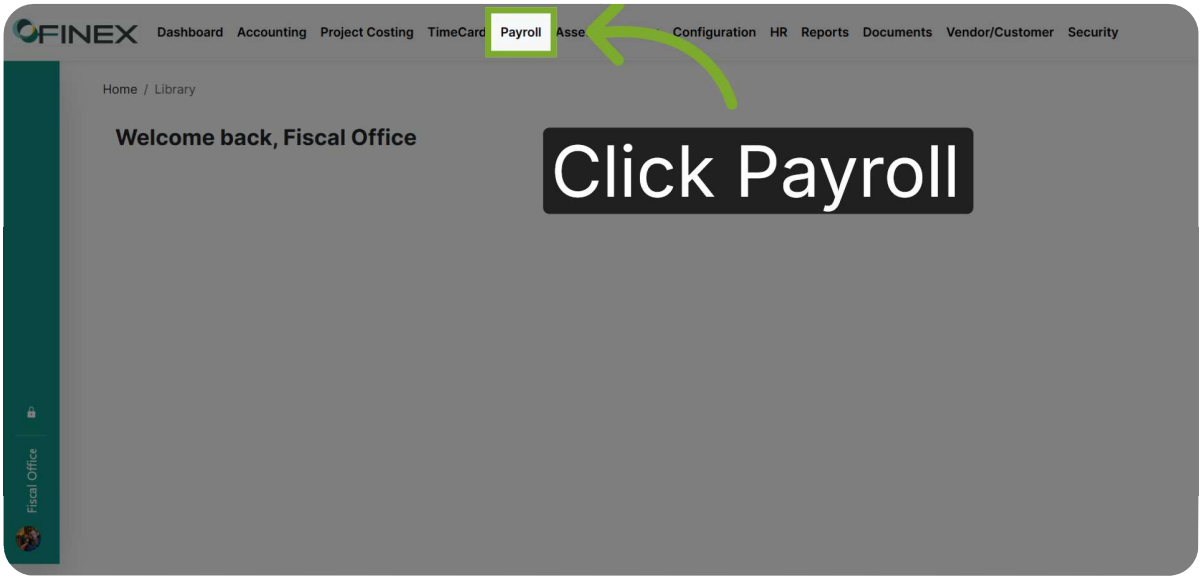
This tutorial guides you through updating Contract Years in Payroll Default in Finex.

Go to www.finexweb.com

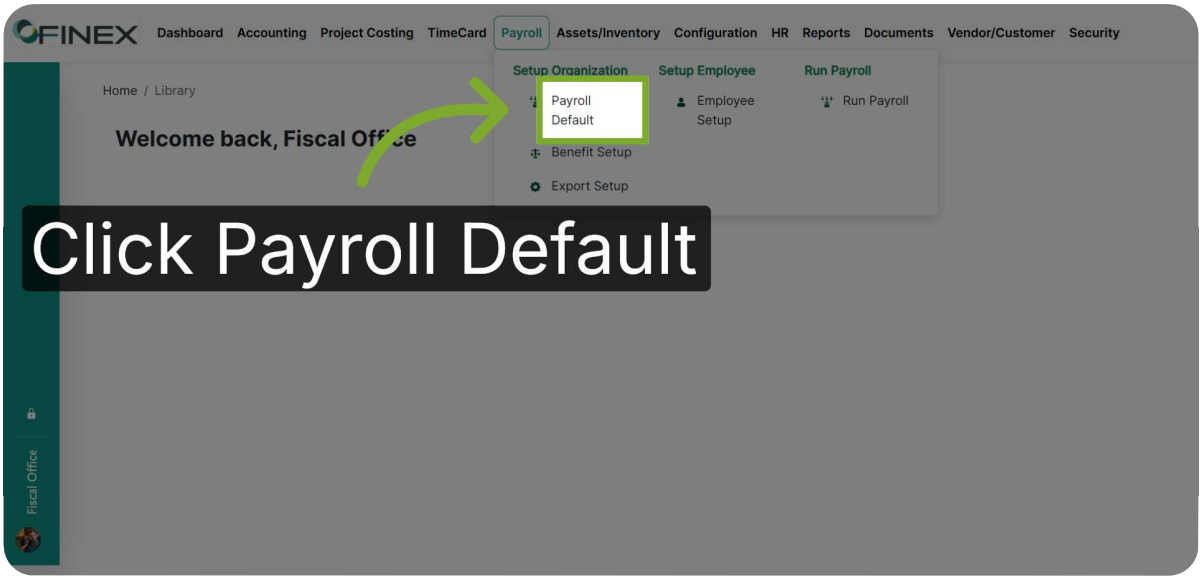
01 Access Payroll Section

Click Payroll to access the Payroll section of Finex.



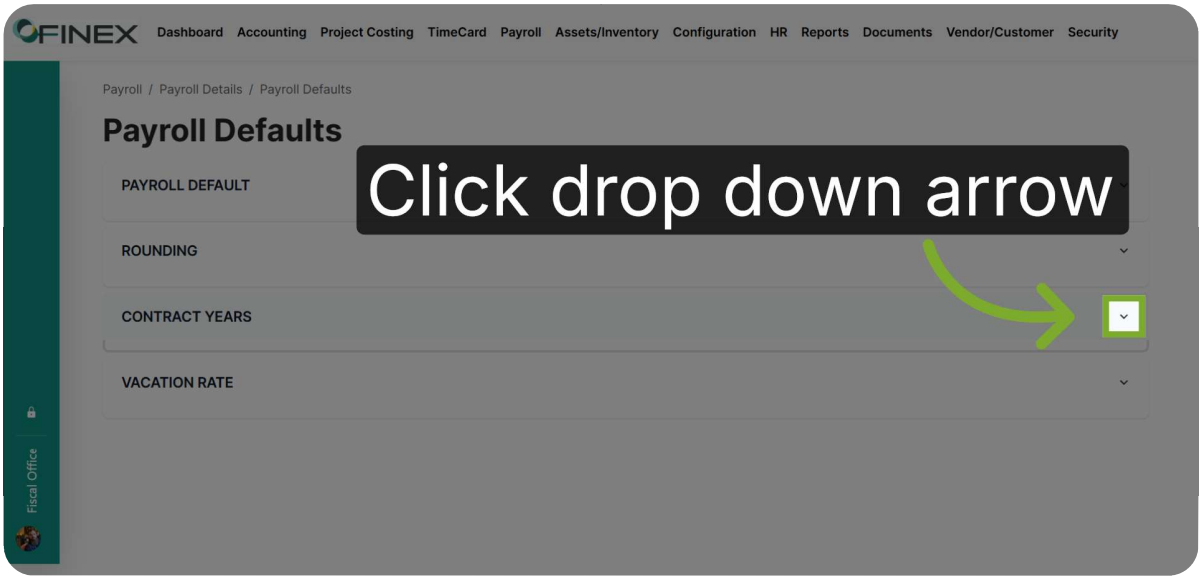
02 Open Payroll Default Settings

Click Payroll Default to open the Payroll Default section of Finex.



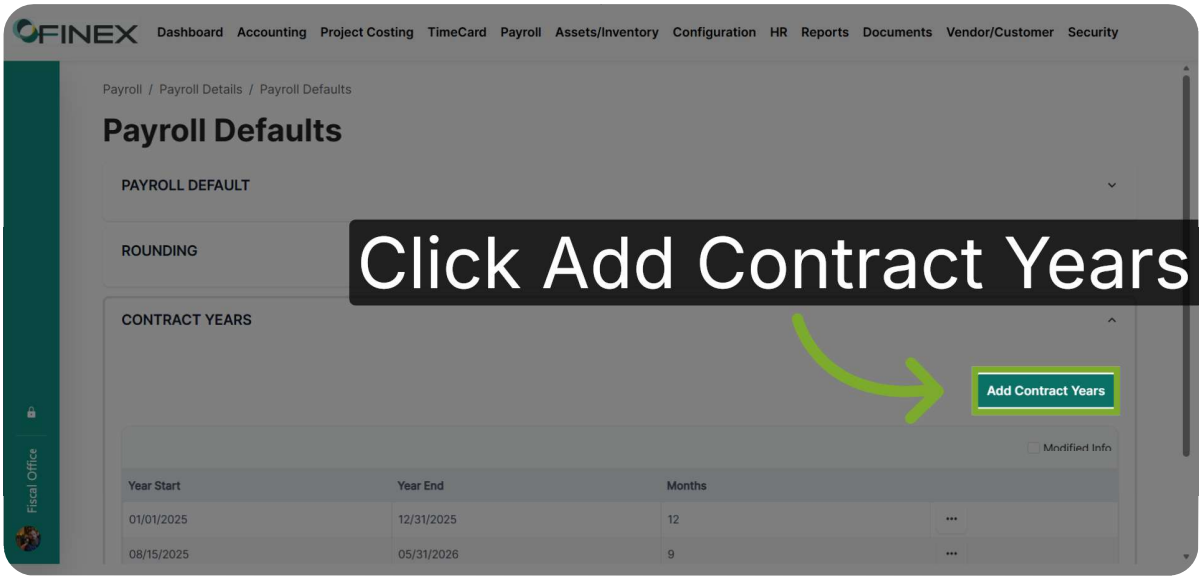
03 Select Contract Years Section

Click the drop-down arrow to open the Contract Years section of Payroll Defaults.



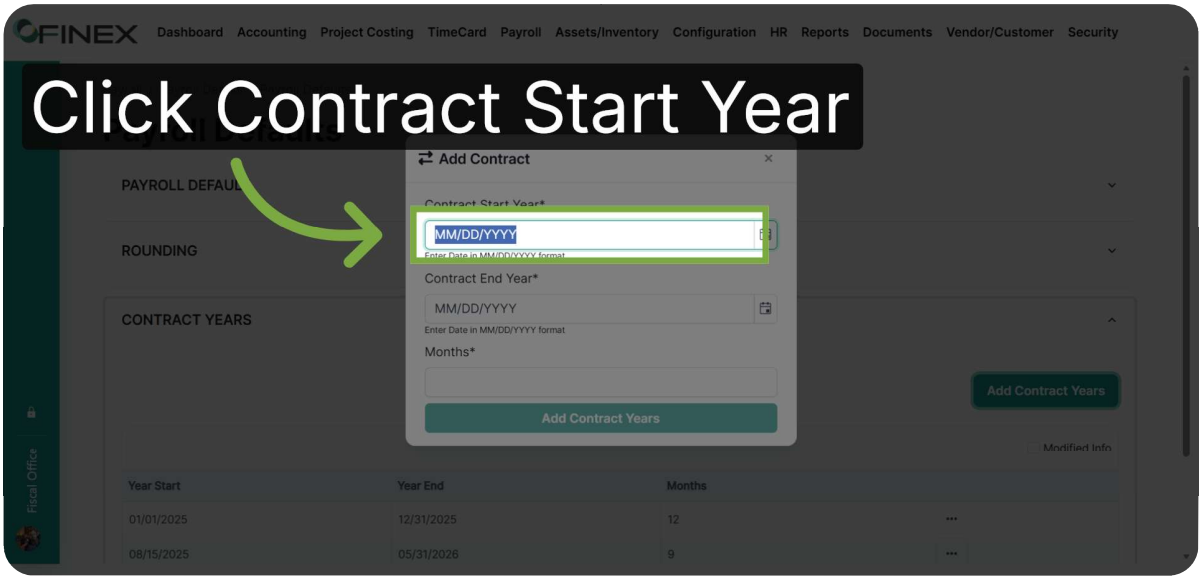
04 Select Add Contract Years

Click Add Contract Years.



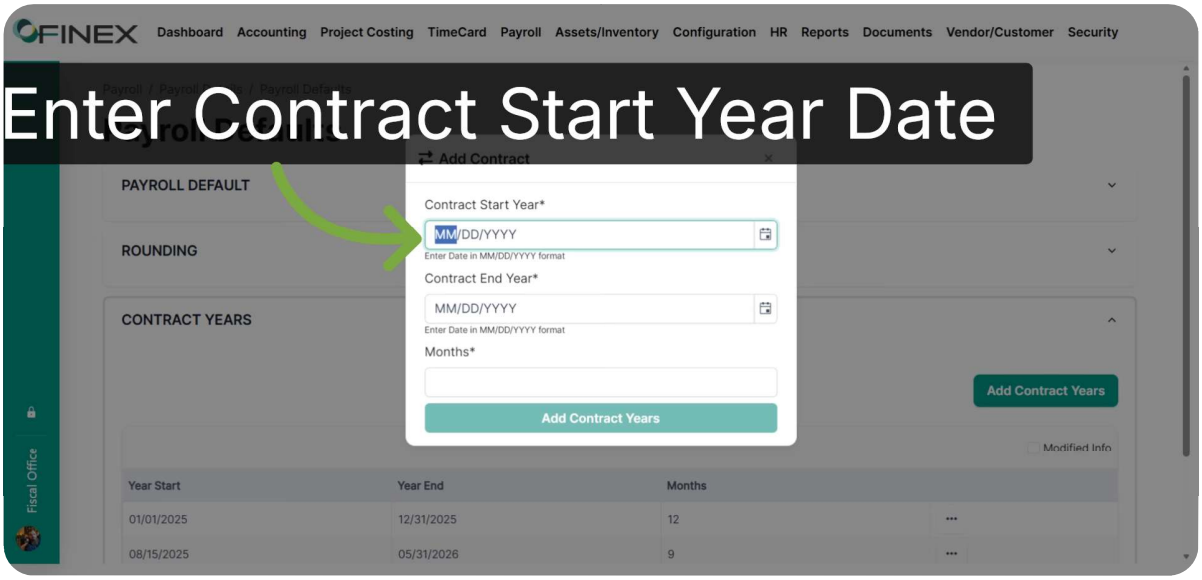
05 Select Contract Start Year Field

Click the Contract Start Year field.



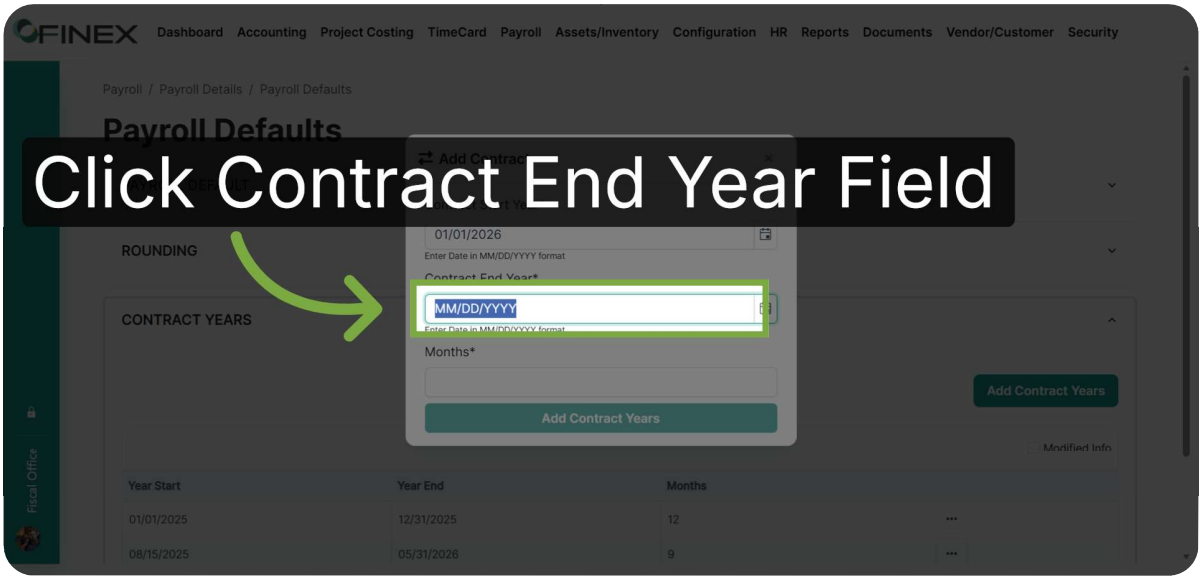
06 Enter Contract Start Year Date

Enter the Contract Start Year date.



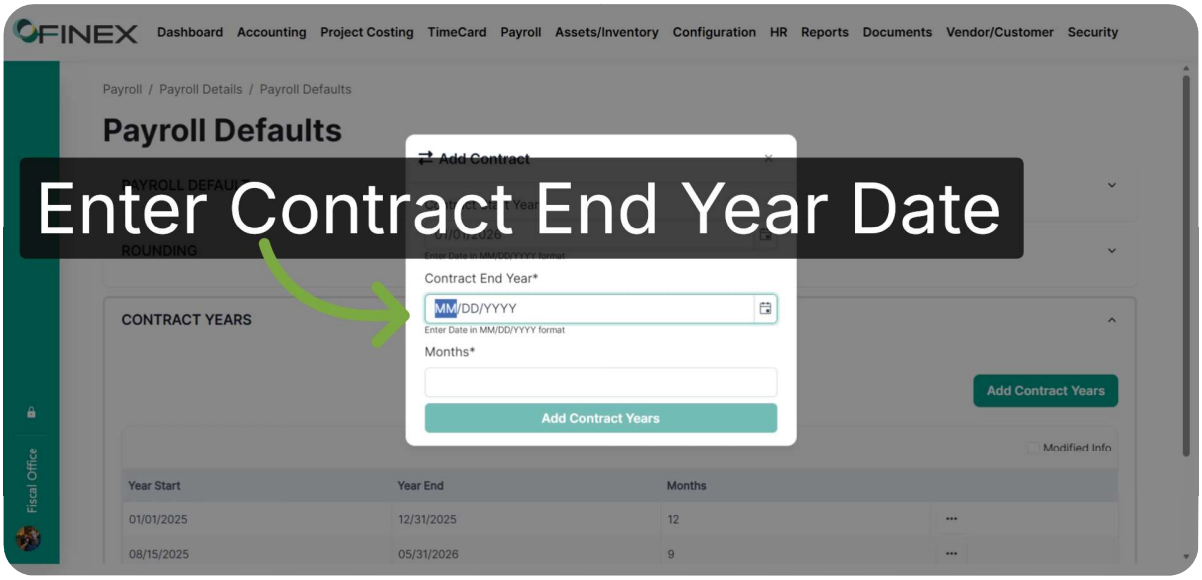
07 Select Contract End Year Field

Click the Contract End Year field.



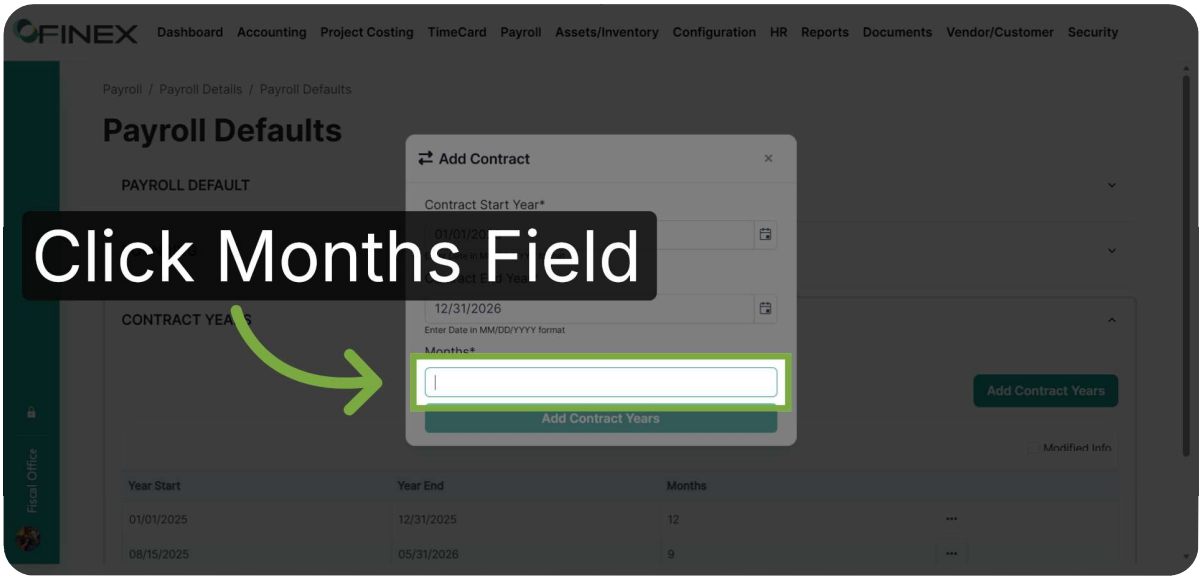
08 Enter Contract End Year Date

Enter the Contract End Year date.



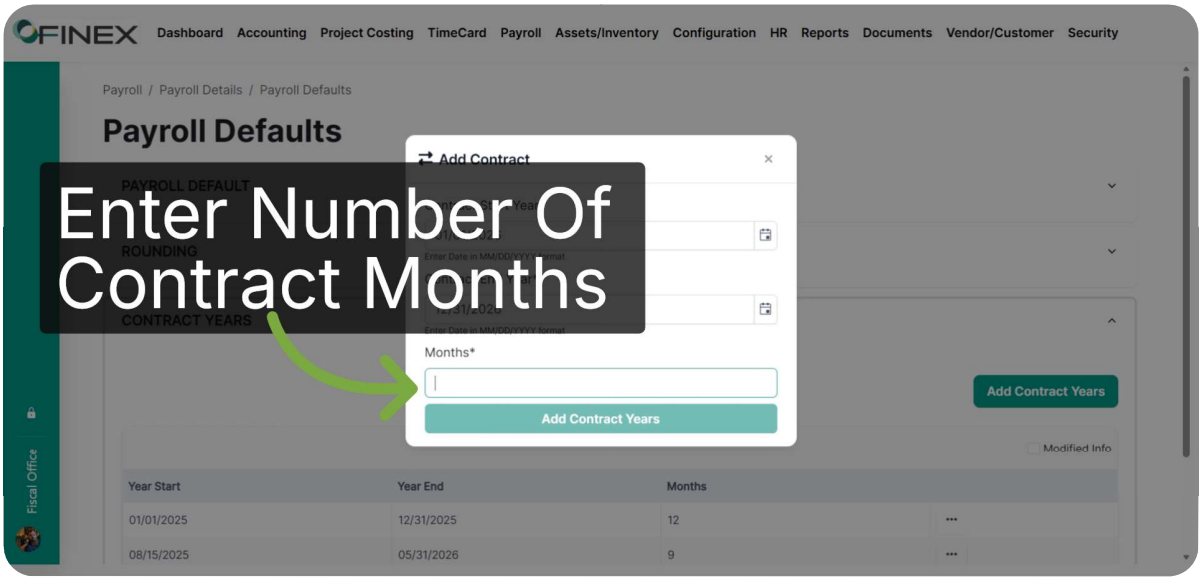
09 Select Months Field

Click the Months field.



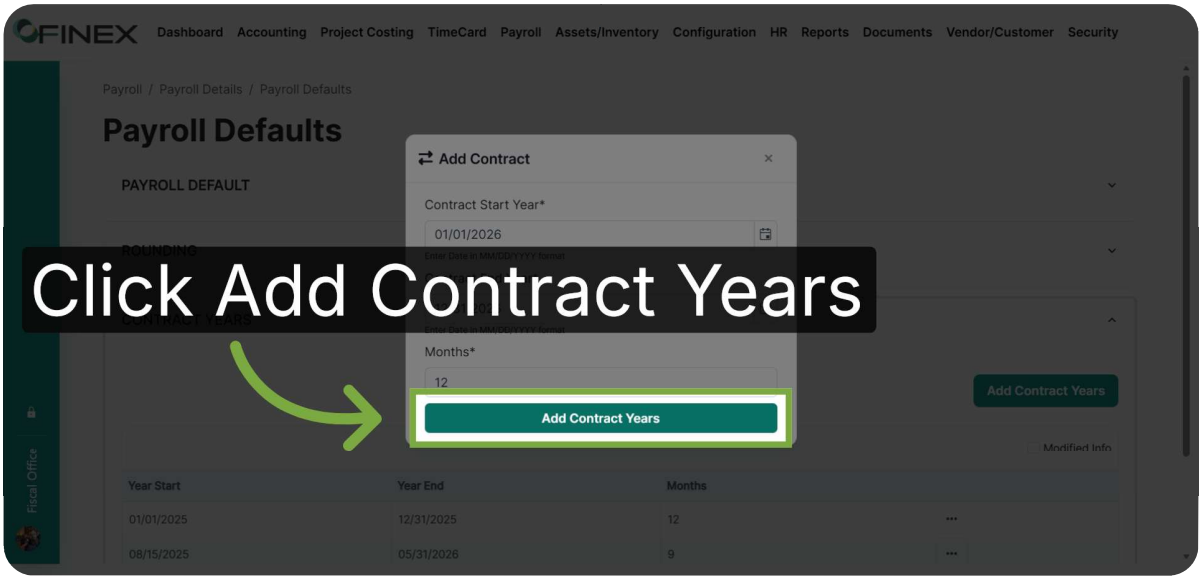
10 Enter Number Of Contract Months

Enter the number of Contract Months. This number is typically 12 unless you are making a Contract Year for 9, 10, or 11 month employees.



11 Select Add Contract Years

Click add Contract Years to complete your Update Contract Years entry.



You have now successfully completed Updating Contract Years in Finex.

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