
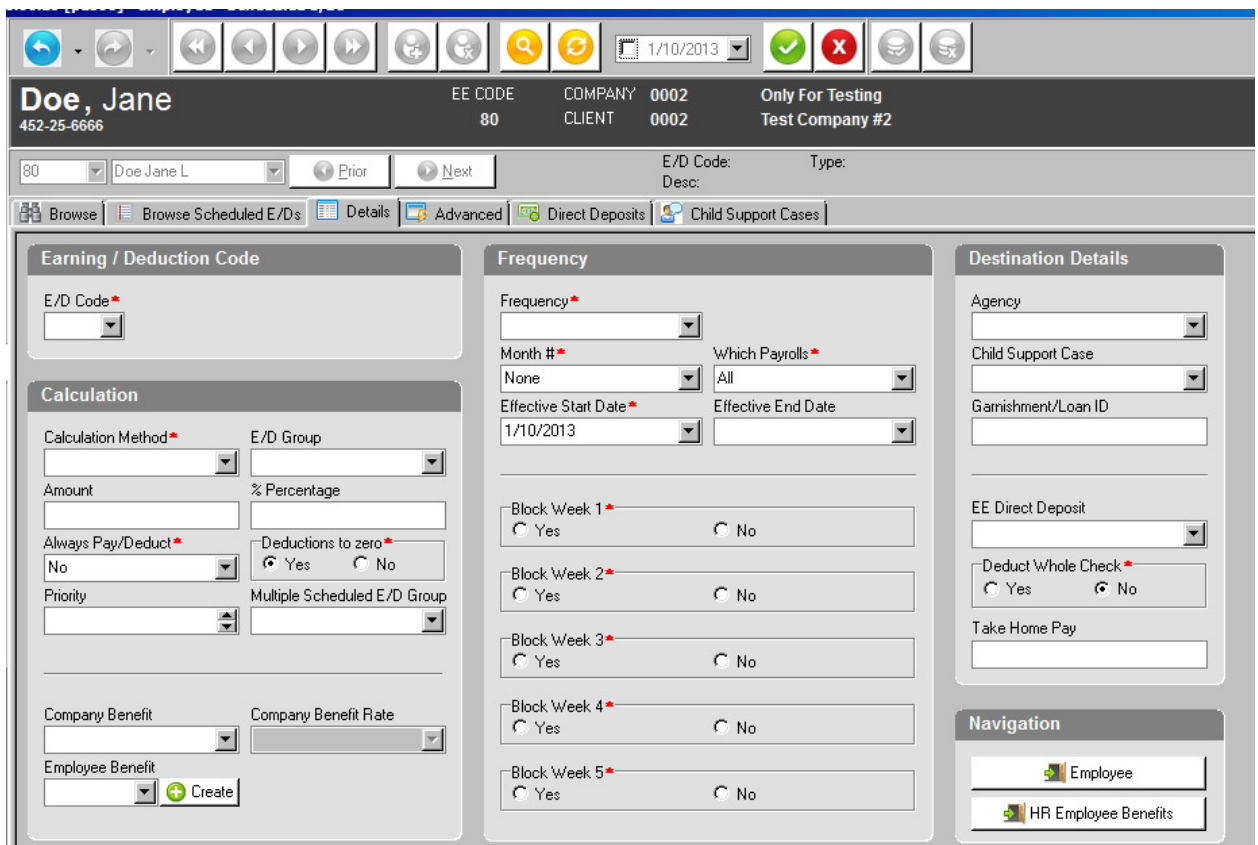


Setting up an Employee with Benefits

HR Benefits is a very useful piece to the HR and Payroll System. Not only do you have the ability to track what benefits your employees have available to them, but you can also apply global premium changes as well.

To add Benefit deductions to your employees you need to go to **Employee – Scheduled E/Ds**.

1. Go to the appropriate employee and click on the green plus key  or hold down the Alt-Insert keys.





The screenshot shows the 'Employee – Scheduled E/Ds' form for Jane Doe. The form is divided into several sections:

- Earning / Deduction Code:** Includes a dropdown for 'E/D Code'.
- Calculation:** Includes fields for 'Calculation Method', 'E/D Group', 'Amount', '% Percentage', 'Always Pay/Deduct', 'Deductions to zero', 'Priority', and 'Multiple Scheduled E/D Group'.
- Frequency:** Includes fields for 'Frequency', 'Month #', 'Which Payrolls', 'Effective Start Date', and 'Effective End Date'. It also has five 'Block Week' options (Block Week 1 through Block Week 5), each with 'Yes' and 'No' radio buttons.
- Destination Details:** Includes fields for 'Agency', 'Child Support Case', 'Garnishment/Loan ID', 'EE Direct Deposit', 'Deduct Whole Check', and 'Take Home Pay'.
- Navigation:** Includes buttons for 'Employee' and 'HR Employee Benefits'.

2. In the E/D code section, pull in the appropriate deduction code.
3. On the left side of the screen you will see a drop down box for Company Benefit. Select the benefit that corresponds with the deduction code you have selected i.e. medical code with the medical benefit, dental code with the dental benefit.

4. Select the applicable Company Benefit Rate for this employee. The Rate is the level that the employee has selected i.e. Single, 2 Person, Family, etc. You will see that the amount field is grayed out and cannot be changed here because it is pulling this data from the Client Benefit information.

5. Once you have entered all the necessary data, click on the Green Check mark  or F10 to save, then the Green stack of coins to Commit.  These are located in the top right hand corner of your screen.