Benefit Programs

Last Modified on 12/04/2019 11:12 am EST

Benefits programs work in a similar way to Cash Compensation programs. With benefits, we do have the option to select if we want to Show or Hide on zero. The data template will also have fields for Plan, Coverage, Employee Contribution and Employer contributions with each benefit program.

To add benefits programs:

Go to **Programs**, then choose **Benefits** from the drop-down to benefits programs.

Then click **New Program** and enter the **Benefits Name** on the **Unnamed** field.

Repeat the same process to **add** more Benefits.

Then hit the **Save** button.

Keep the check on the **Show the Employee Contribution column tick** box if you want to show the Employee Contribution on the statement and if not, uncheck.
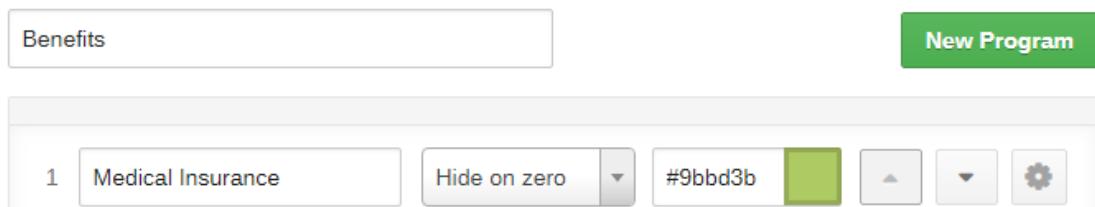
Without Employee Contribution column

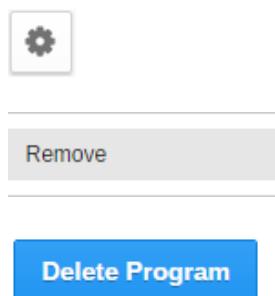| BENEFITS	Company Contribution
Social Security & Medicare	$91.57
Unemployment/Disability Insurance	$7.38
Total:	**$98.95**

By default, benefits suppress on "0" (**Hide on zero**) and you can choose **Show on zero** on the drop-down menu to display the benefits even without Employee and Employer contribution and colorized them. There's no limit to the number of benefits programs for online statements.

Once you added the benefit, you can choose **Show on zero** on the drop-down menu to display the estimated tax savings benefit on all employee statements even if they have a zero value

Benefits							New Program
1	Medical Insurance	Hide on zero	▼	#9bbd3b		▲ ▼	⚙

To delete a benefits program:

Click **Gear** to remove, then choose to **Remove** and on the pop-up window hit **Delete Program** button

⚙

Remove

Delete Program

Click Up and Down **arrows** to reorder

▲ ▼

Click **Save** button to ensure changes will not be lost

Save