

# 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.

The screenshot shows the 'New Program' form. At the top is a 'Benefits' input field and a 'New Program' button. Below is a table with two rows for benefits. Each row has a 'Name' input (e.g., 'Medical Insurance', 'Dental Insurance'), a 'Hide on zero' dropdown, a color hex code input ('#2e8b57', '#daa520'), and a set of control buttons. A checkbox 'Show the Employee Contribution column' is checked. At the bottom are 'Save' and 'Live Sample' buttons. The 'Live Sample' button has a tooltip: 'Click the link above to view Compensation and Benefit statement'.

1	Medical Insurance	Hide on zero	#2e8b57	Color Box	Up/Down	Remove	Settings
2	Dental Insurance	Hide on zero	#daa520	Color Box	Up/Down	Remove	Settings

Show the Employee Contribution column

**Save** **Live Sample**

Click the link above to view Compensation and Benefit statement.

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.

With Employee Contribution column

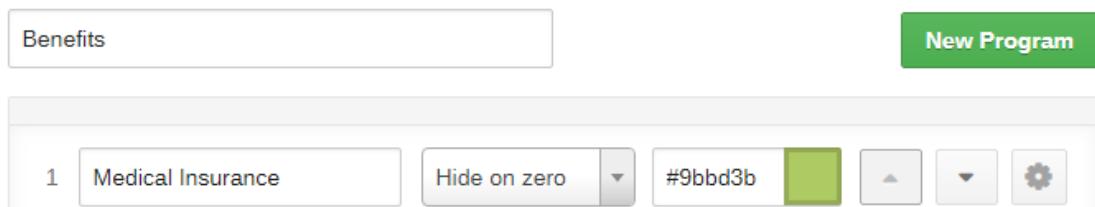
BENEFITS	Employee Contribution	Company Contribution
Social Security & Medicare	\$91.57	\$91.57
Unemployment/Disability Insurance	\$0.00	\$7.38
<b>Total:</b>	<b>\$91.57</b>	<b>\$98.95</b>

Without Employee Contribution column

BENEFITS	Company Contribution
Social Security & Medicare	\$91.57
Unemployment/Disability Insurance	\$7.38
<b>Total:</b>	<b>\$98.95</b>

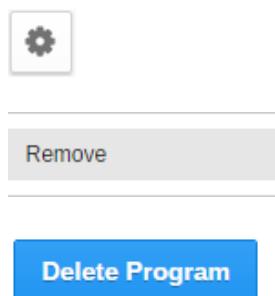
By default, benefits suppress on "0" (**Hide on zero**) and you can choose **Show on zero** on the drop-down menu to display the benefits even without Employee and Employer contribution and colorized them. There's no limit to the number of benefits programs for online statements.

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



#### To delete a benefits program:

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



Click Up and Down **arrows** to reorder



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

