

Setting up Benefits

For each benefit type within each benefit class, you must enter the information defining when and how the benefit is to be calculated.

To define a payroll benefit:

1. Open **Benefit Maintenance in the Payroll module**.
2. Enter an ID and description for the benefit.
3. Establish the benefit's class by entering the appropriate benefit class ID in the **Benefit** tab along with detailed information describing the benefit.
4. Enter the accounts to be used to post expense and liability transactions for the benefit.
5. Click on the **Earnings Types** tab. The **Earnings Types** tab of *Benefit Maintenance* (02.340.00) displays.
6. Specify the earnings type ID associated with the benefit. The Earnings Types that you specify here only relate to the benefits with the Available To Use Method of Hourly. All other methods ignore this entry.
7. Click on the **Rate Table** tab. The **Rate Table** tab of *Benefit Maintenance* (02.340.00) displays.
8. Establish the number of benefit hours that become available each time additional benefit hours are calculated for employees (the rate at which additional hours accumulate).
9. Click on the **Transition Options** tab. The **Transition Options** tab of *Benefit Maintenance* (02.340.00) displays.
10. Define the transition method to be used to transfer employees from one benefit type to another benefit type. (For example, transferring employees from an initial vacation benefit type to a standard vacation benefit type.)
11. Click **Save** on the toolbar.