



## Entering Fringe Benefits

### *Help Video Companion Guide*

This guide demonstrates how to enter fringe benefits and set up a recurring fringe benefit in PayFocus

#### Entering Fringe Benefits in PayFocus

1. Determine the value of the fringe benefit.
2. On the PayFocus Dashboard click [Start Payroll](#) or [Continue Processing](#) to access the current payroll check date.
3. In the payroll grid, click the green arrow next to the employee info link.
4. If updating a fringe benefit on an existing check record, click the gross pay link to edit the check. Click [Fringe Benefits](#) to expand the Fringe Benefits section. Click in the desired fringe benefit amount field and input the value from Step 1.
5. Enter all applicable fringe benefits and click [Save & Close](#).

#### Setting Up Recurring Fringe Benefits in PayFocus

1. Select [View Employees](#) from the Employee dropdown. Locate the desired employee. Click the pencil icon to edit the employee record.
2. Select the [Earnings and Fringe Benefits](#) tab, scroll down to the [Fringe Benefits](#) section and click Fringe Benefits to view the current (if applicable) fringe benefits for the selected employee.
3. Click the [Add New](#) button to add the recurring fringe benefit.
4. Select the applicable options from the dropdown menus for the Fringe Benefit and Frequency fields.
5. In the [Amount](#) section, enter the value of the benefit and click the blue [Save Changes](#) link.
6. Click on the appropriate Save button and look for a green [Successful Save](#) confirmation on the screen.



Need assistance?

Your support contact information is located on the Home Screen.