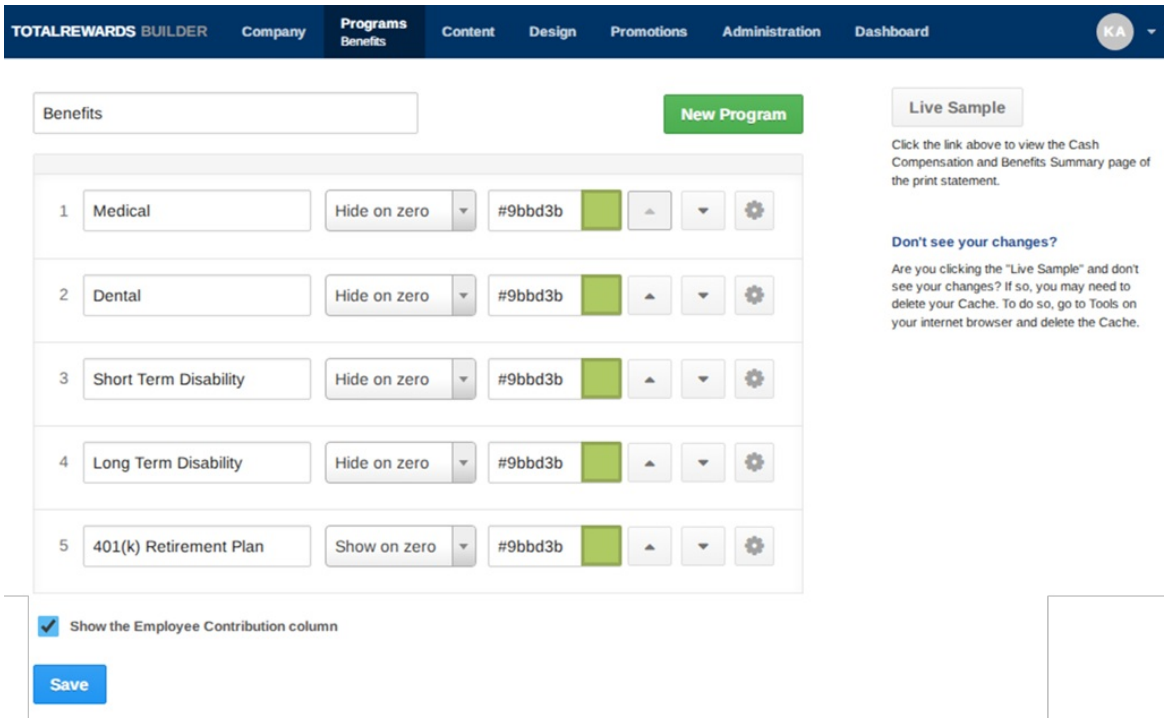
Benefits

Last Modified on 10/08/2025 10:17 am PDT

Benefit programs by default are set to **Hide on Zero**, but you can choose **Show on Zero** from the dropdown menu to display benefits even without Employee or Employer contributions. Each benefit program can include **Plan** and **Coverage** (optional), **Employee Contribution**, and **Employer Contribution**.

Add or Modify Benefits programs:

1. Go to **Programs**.
2. Choose **Benefits**.
3. Select **New Program**, then edit the **Unnamed** field.
4. Edit an **existing program** by clicking its field.



5. Repeat the same process to add more programs.
6. Click the **Up** and **Down arrows** to reorder.
7. Click the **Gear icon** on the program, select **Remove** to delete, and confirm with the **Delete** button in the popup.
8. Click the **Save** button.

> **Note:** To show programs even if the contribution is **"0"**, select **Show on Zero** from the dropdown menu.

Quick Steps: Programs → Benefits → New Program/Edit → Reorder (if needed) → Gear Icon (Remove if needed) → Save

Recommendation

Keep the **Show the Employee Contribution column** checkbox **checked** to display the **Employee Contribution** on the statement and **uncheck** it, if you prefer to **hide** the said column.

With Employee Contribution column

BENEFITS	Employee Contribution	Company Contribution
Social Security & Medicare	$91.57	$91.57
Unemployment/Disability Insurance	$0.00	$7.38
Total:	**$91.57**	**$98.95**

Without Employee Contibution column

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