**Email Subject Line: How to** **Customize Questions in FLIGHT**

***Your Very Smart payroll tip for February 16:***

**You can add specific questions for employees in FLIGHT.**

**FLIGHT gives you the flexibility you need to add customized questions to your FLIGHT library. Here’s how.**

1. ***Go to “New Hire(s)” then to “+Add New.”***

*** ***

1. ***As you go through the new hire setup, the option to add custom questions will be in the “Questionnaire” section.***





1. ***Enter your question; select the type; click “Add Question.”***



**Question Types:**

**Text Entry**

**Text Entry (multi-line)**

**Yes/No**

**Single Select**

**Acknowledgement**

1. ***Click “Save & Continue.”***

**Your Next Very Smart Tip:**

Your February 23 Very Smart Tip will show you how to add a company document in HUB.