

# ACH Payroll Transactions Guide

1. Select the 'Transfers & Payments' menu and then select 'Commercial Payments'.

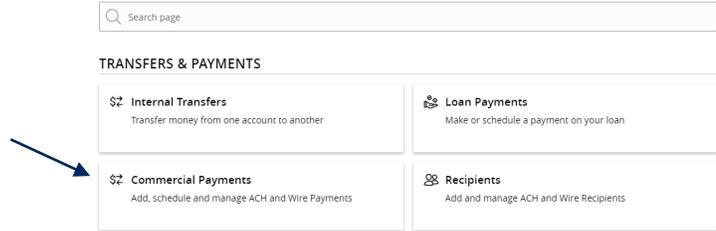
**NOTE:** The 'Split Payments' option is only available for Payroll transactions.

2. Three options are available.
  - a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.

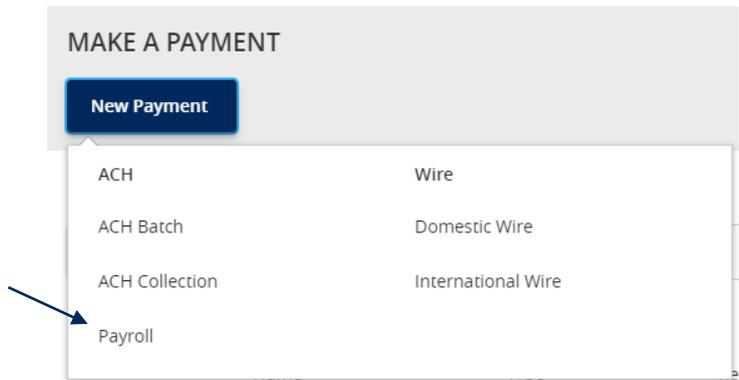
- b. Click 'New Template' and select the 'Payroll' option to create a new payroll template.



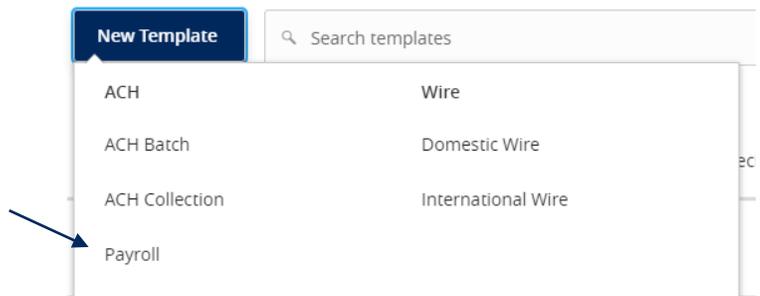
## Transfers & Payments



## Payments Hub



## PAYMENT TEMPLATES

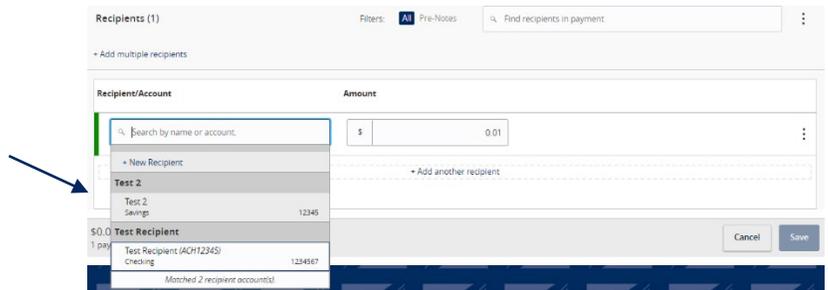


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- c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.



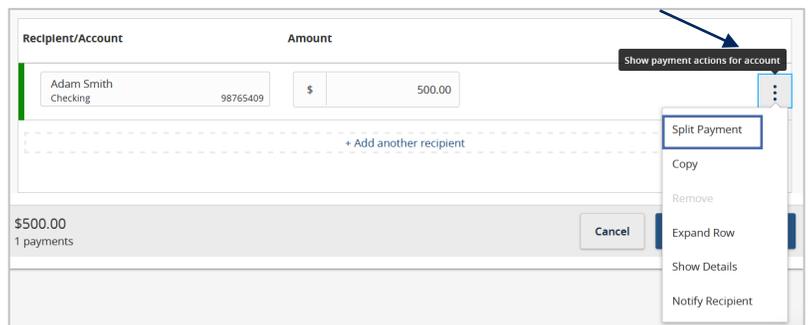
3. Select the desired recipient's primary account from the drop down list of existing recipients.



4. Enter total dollar amount of the payroll transaction.



5. Click the 'Show payment actions' icon and select the 'Split Payment' option.



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6. Select the recipient's secondary account from the drop-down list.

This screenshot shows the ACH payment interface. At the top, there is a warning icon and the text "This payment is incomplete". Below this, there is a table with two columns: "Recipient/Account" and "Amount". The first row shows "Adam Smith Checking 98765409" with an amount of "\$500.00". Below this, there is a search bar with the text "Search for account" and a dropdown menu. The dropdown menu is open, showing "Adam Smith" as the selected item, with "Adam Smith Checking 45453434" listed below it. To the right of the search bar, there are two input fields for amounts: "\$ 0.00" and "\$ 500.00". At the bottom right, there is a "Show Details" link.

7. Enter the desired dollar amount to be allocated to the secondary account. Then select 'Draft or Approve', depending on user entitlement.

**NOTE:** The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.

This screenshot shows the ACH payment interface after the secondary account has been selected. At the top, there is a green checkmark and the text "This payment is valid". Below this, there is a table with two columns: "Recipient/Account" and "Amount". The first row shows "Adam Smith Checking 98765409" with an amount of "\$450.00". The second row shows "Adam Smith Checking 45453434" with an amount of "\$ 50.00". Below the table, there is a "Total:" row with an amount of "\$ 500.00". At the bottom right, there is a "Show Details" link. Below the table, there is a section for "Addendum (optional)" with a text input field. At the bottom of the interface, there is a summary bar showing "\$500.00" and "2 payments", along with "Cancel", "Draft", and "Approve" buttons.