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.

Home Transfers	Payments Checks & Deposits Information Reporting	Access & Security	Additional Services	CoBrowse Code	Preferences	Messages	Log Off
Transfers	& Payments						
	Q Search page						
	TRANSFERS & PAYMENTS						
	\$2 Internal Transfers Transfer money from one account to another	₿ <mark>8</mark> L	oan Payments lake or schedule a pa	ayment on your loai	n		
	\$7 Commercial Payments	28 R	ecipients				

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

Payments Hub

AKE A PAYMENT		
New Payment		
ACH	Wire	
ACH Batch	Domestic Wire	
ACH Collection	International Wire	
Payroll		

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

PAYMENT TEMPLATES

	New Template	Search templates	
	ACH	Wire	
	ACH Batch	Domestic Wire	ec
	ACH Collection	International Wire	-
	Payroll		
- 1			



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

3 Results	Filters: All ACH Batch	Domestic Wire Payroll				
	Name 🗠	Туре 🗠	Recipients ~	Last Paid Date 🗠	Last Paid Amount 🔺	Actions
슈	Sample Payroll	Payroll (PPD)	1			
슈	Test Template	Domestic Wire	1		Pay Edit	
슈	Test Template 1	ACH Batch (PPD)	1		Copy Delete	

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.

Recipients (1)		Filters:	AT Pre-Notes	 Hind recipients in payment 		
+ Add multiple recipients						
Recipient/Account		Amount				
۹ Search by name or account.		\$		0.01		
+ New Recipient			+ Add another n	winiant		
Test 2			• Add another in	epprent		
Test 2 Savings	12345					
\$0.0 Test Recipient					Can	cel
1 pay Test Recipient (ACH12345) Checking	1234567					
Matched 2 recipient a	count(s).					

Recipient/Account	Amount		
Test Recipient (ACH12345) Checking	1234567 \$	0.01]

	Amount		entraccount
500.00	\$	98	Adam Smith Thecking
another recipient	+ Add an		
			00 ents
			00 ents



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

eciplent/Account	Amount			
⚠ This payment is incomplete				
Adam Smith Checking 98765409		\$500.00		
۹ Search for account	\$	0.00	×	
Adam Smith				
Adam Smith Checking 45453434	\$	500.00		
Notiry Recipient	Show	/ Details		

 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.

		-			_ •
Add multiple recipients					
ecipient/Account	Amou	Int			
O This payment is valid.					
Adam Smith Checking 9876540	9	\$450.	00		
Adam Smith Checking 4545343	4 \$	50.	00 ×		
То	tal: \$	500.	00		
Notify Recipient		Show Details			
Addendum (optional)					
		+ Add another reci	pient		
00.00				_	

