

How to make a Payroll Deposit

Go to the "Payments" tab.

Select "Payroll Deposits."

If this is your first payroll deposit, the "Payroll Setup Wizard" will walk you through a simple, three-step process.

Step 1: Set up the payroll schedule.

Payroll Setup Wizard

The screenshot displays the 'Payroll Setup Wizard' interface. The main window is titled 'Setup a Payroll Schedule' and contains the following fields and options:

- Payroll Information** (Required Field):
 - Select pay from account: *
Primary Account (dropdown)
 - Payroll frequency: *
Weekly (dropdown)
on
Select day of week (dropdown)
 - First Pay Date: *
[Date input field]
- If the scheduled payroll date falls on a weekend or holiday, what would you like to do?
 - Pay Before
 - Pay After

At the bottom of the main window are 'cancel' and 'submit' buttons. To the right is a smaller card titled 'Setup Payroll Schedule' with the text: 'Enter a pay from account, payment frequency and first deposit date.' and a large number '1' in a circle.

Step 2: Add employees.

1 2 Add

Add New Employee

Employee Information * Required Field

First Name:*

Last Name:*

Employee ID Number: [Tell me more](#)

Email Address:

Employee Status:*

Pay Type:*

Did you know?

We will send a confirmation email to your employees when payroll has been deposited.

Employee Account Information * Required Field

Would you like to split the deposit between two bank accounts? Don't split Split

Single Account

Account Number *

Confirm Account Number *

Routing Number *

Confirm Routing Number *

Account Type *

[back](#) | [submit](#)

Step 3: Schedule a deposit.

Schedule a Regular Payroll

Payroll Information

Regular Deposit Date: 5/20/2013

Payroll dates are based on the frequency selected when the Payroll Schedule was made.

Pay from Account:

Primary Account ▼

Place a check mark next to the employee you wish to pay and fill in amounts.

Hourly Employees

Deselect All Employees (Does not include contractors)

| Name | Regular Pay | Extra Pay | Total | Additional Items |
|--|-------------|-----------|-----------|--|
| <input checked="" type="checkbox"/> John Smith Last Paid: n/a Amount: n/a | \$ 1500 | \$ 0.00 | \$1500.00 | Employee ID: Split Amount: Memo/Comment: No Add |
| <input checked="" type="checkbox"/> Pam Evans Last Paid: n/a Amount: n/a | \$ 0.00 | \$ 0.00 | \$0.00 | Employee ID: Split Amount: Memo/Comment: No Add |
| Hourly Sub Total \$1500.00 | | | | |

Hourly Sub Total \$1500.00

Salary Sub Total \$0.00

Contractor Sub Total \$0.00

Deposit Total \$1500.00

 next

Once you complete the setup, you will be taken to the Payroll Deposits page.

Payroll Deposits

Joe's Landscaping

| | | |
|-------------------------|----------------------------------|---|
| Total Employees | 5 | View / Edit Add |
| Payroll Schedule | Monthly on the last business day | Edit |
| View Scheduled Deposits | | View |
| Next Deposit | 6/28/2013 | Schedule |
| Extra Deposit | none | Schedule |
| Last Deposit | 5/7/2013 | View |

- ▶ [Pay Employees](#)
- ▶ [Employee Information](#)
- ▶ [View Scheduled Deposits](#)
- ▶ [View Payroll History](#)

 [View your message center](#)

 **Attention Required:**

[Payroll Deposits Awaiting Approval](#)

From this page you can:

- Pay employees
- View and edit employee information
- Edit your payroll schedule
- View scheduled deposits
- View payroll history