

Question: How do I set up direct deposit for an employee?

You can add the direct deposit information before entering the pay grid or while the pay grid is open. See below for both ways to access the employee's direct deposit information.

Outside pay grid

If you wish to make the change before starting the payroll, simply go to "Employees" and select the employee. Now select "Rates & Salaries" in the left menu.

Navigation: PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS

HOME | RUN PAYROLL | **EMPLOYEES** | COMPANY | REPORTS

Select an Employee

Last Name: Employee Number: Status:

| Emp # | First Name | Middle Name | Last Name | Status |
|-------|------------|-------------|-----------|--------|
| 9 | IMA | | CONTACT | Active |
| 1 | MATTHEW | | GOSPEL | Active |
| 2 | MARK | | GOSPEL | Active |
| 3 | LUKE | | GOSPEL | Active |
| 4 | JOHN | | GOSPEL | Active |
| 6 | GEORGE | | HARRISON | Active |
| 8 | JOHN | | LENNON | Active |

Navigation: PAYROLL | EMPLOYEE SERVICES | FRONT ROW REPORTS | PAY VIEW | SETTINGS

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Last Name: Search: Employee: 4 : JOHN GOSPEL

Employee Demographics

First Name: Birthdate:

Middle Name: Ethnicity:

Last Name: EEOC:

Social Security #: Actual Marital Status:

Gender: Veteran Status:

Address: Phone: Email:

| Type | Address1 | Address2 | City | State | Zip | +4 |
|--------------|-------------------|----------|-----------|-------|-------|----|
| Home Address | 888 ARCHANGEL WAY | | HOLY CITY | MD | 21111 | |

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In pay grid

If you wish to make the change while in the pay grid, select the employee's name. Now select "Rates & Salaries." It will be on the top menu.

PayChoice
PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

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Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009

Save Calculate Add Emp to Grid Add Add'l Check Add Column Search Print

| Override | Emp # | Name | SALARY | REGULAR HOURS | OVERTIME HOURS | Base Rates | VACATION HOURS | SICK HOURS | OTHER \$\$\$ |
|------------------------------|-------|------------------|-----------|---------------|----------------|------------|----------------|------------|--------------|
| <input type="checkbox"/> no | 1 9 | CONTACT, IMA | 10,000.00 | | | | | | |
| <input type="checkbox"/> no | 1 4 | GOSPEL, JOHN | | | | | | | |
| <input type="checkbox"/> no | 1 3 | GOSPEL, LUKE | | | | | | | |
| <input type="checkbox"/> no | 1 2 | GOSPEL, MARK | 1,000.00 | | | | | | |
| <input type="checkbox"/> no | 1 1 | GOSPEL, MATTHEW | 1,500.00 | | | | | | |
| <input type="checkbox"/> no | 1 6 | HARRISON, GEORGE | | | | | | | |
| <input type="checkbox"/> no | 1 8 | LENNON, JOHN | 1,500.00 | | | | | | |
| <input type="checkbox"/> no | 1 5 | MCCARTNEY, PAUL | | | | | | | |
| <input type="checkbox"/> no | 1 10 | Nardo, Leo | | | | | | | |
| <input type="checkbox"/> yes | 1 7 | STARR, RINGO | 1,000.00 | | | | | | |

WELCOME: KATHY | MY PROFILE |

PAYROLL EMPLOYEE SERVICES FRONT ROW REPORTS PAY VIEW SETTINGS

HOME | RUN PAYROLL | EMPLOYEES | COMPANY | REPORTS

DATA ENTRY HAS BEEN SAVED.

Check Date: 5/22/2009 for Pay Period: 5/3/2009 to 5/16/2009

Paygrid Check Date: 5/22/2009 4 : GOSPEL, JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

HELP

Pay Options

Pay Frequency: BiWeekly (26 cycles) Standard Hours: []

Payroll Status: [] Display Hours on Grid:

Work Shift: [] Calculate " Salary " Rate:

Annual Salary: \$520.00 Last Review Date: []

Report Employee As: Hourly Next Review Date: []

Overtime Exempt: Last Raise Date: []

Highly Compensated:

SAVE CANCEL

Amounts

| Rate Name | Amount | Effective Date | End Date | Primary |
|-----------|----------|----------------|----------|---------|
| SALES | \$ 20.00 | 5/7/2008 | | Yes |

+ ADD NEW

Regardless of how you accessed the employee's information, you can make the following rate change using the following instructions. Select "Add New."

DATA ENTRY HAS BEEN SAVED.

Check Date: 7/3/2009 for Pay Period: 6/14/2009 to 6/27/2009

Paygrid Check Date: 7/3/2009 4: GOSPEL JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

Employee Direct Deposit

Show: Active

| Name | Amount | Remainder | Account Number | Account Type | Bank Name | ABA/TR # |
|-----------|--------|-----------|----------------|--------------|-----------|----------|
| + ADD NEW | | | | | | |

No net pay is paid via paper check

Select flat dollar amount or percentage of net pay. If the employee's entire check is going to one account, select "Percentage of Net Pay" (as in the case of this example) and hit "Save."

Distribution Type

Select the type of distribution to add:

Flat Dollar Amount

Percentage of Net Pay

SAVE CANCEL

Input the distribution name (for example, Gospel Checking). Input the percentage to be deposited into this account. In this example, the employee's entire net pay is going into this account, so we will skip the amount field and check the "Remaining Balance" box. That will automatically change the amount to 100% and will act as the default net pay. Input the account number and select the account type from the drop down (checking or savings). Next, click on "Select a bank."

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The Bank Search box will pop up. You have the option of searching by bank name or by ABA / Transit # (also known as routing number). We suggest searching by routing number, as bank names may change. Type in the information (bank name or routing number) and select the magnifying glass to search. Select the bank.

Lastly, you need to decide if you wish the system to send a prenote to the make. If you want to do that, the employee will not receive direct deposit this pay. The system will send a message to the receiving make to verify all account information. If you prefer that the employee receive direct deposit this pay, **you must end the prenote**. Put in the last day of the pay period to end the prenote, in order for the employee to receive direct deposit.

PAYROLL

EMPLOYEE SERVICES

FRONT ROW REPORTS

PAY VIEW

SETTINGS

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DATA ENTRY HAS BEEN SAVED.

REPORTS ▾ | ADD NOTE

Check Date: 7/3/2009 for Pay Period: 6/14/2009 to 6/27/2009

- Set Pay Run Options
 - Deduction/Tax Options
- Data Entry
 - Paygrid
 - Import File
 - Adjustments
 - Check Calculator
 - Clear Pay Input
 - Notes
 - Submit Pay Run

Paygrid Check Date: 7/3/2009

4 : GOSPEL, JOHN

Demographics Employment Rates & Salaries Taxes Deductions Direct Deposit Allocations

HELP

Employee Direct Deposit Detail

Distribution Name: Gospel Checking
Amount: 100.00 % *
Remaining Balance:
Account Number: 1111111
Account Type: Checking Account
Bank: PNC BANK Select a bank
ABA / TR #: 054000030
Prenote End Date: 6/27/2009
Prenote Status:

SAVE

CANCEL