Business Bill Pay Payroll Setup

For the initial set up of payroll, subscribers are taken through the Payroll Setup Wizard. This process cannot be bypassed. The process includes establishing the payroll frequency, adding employees, and scheduling the first payroll.

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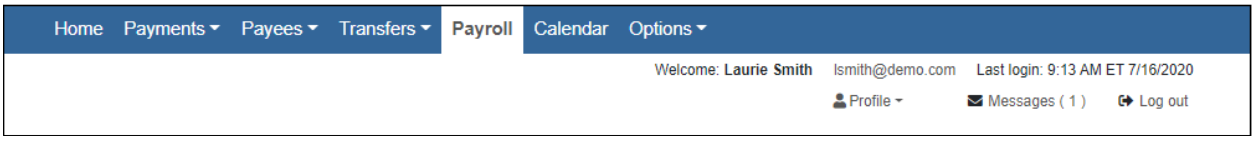
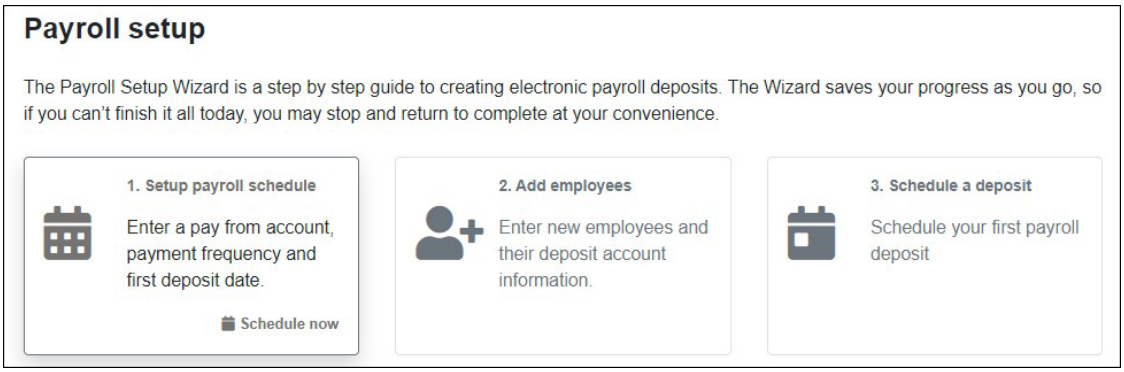
To access this feature, click the Payroll tab.

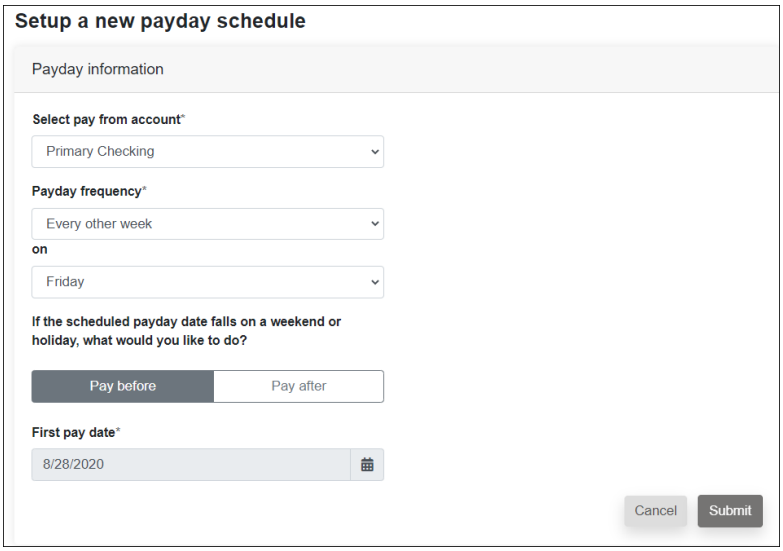


The *Payroll setup* page automatically opens. Click Schedule Now in the *Setup payroll schedule* to get started.



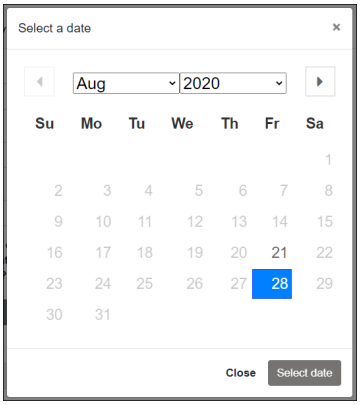
The payroll schedule establishes the dates on which employees are paid. The system does not automatically schedule payroll based on these dates. Once a schedule is set, a reminder is sent two days prior to the pay date to schedule the payroll deposits. Payday frequency options include:

- Weekly
- Every Other Week
- Twice a Month
- Monthly

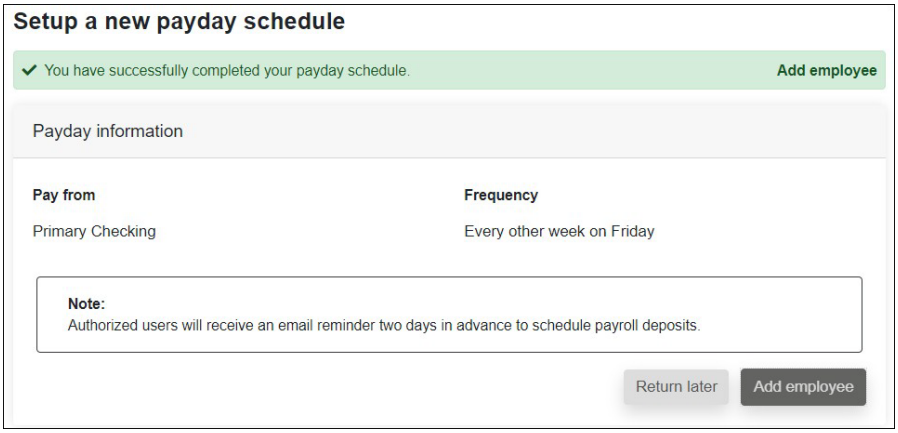


Once the frequency is selected, click the calendar icon to choose the First pay date.

Only applicable dates are available on the calendar. After a date is selected click Select date to close the calendar.

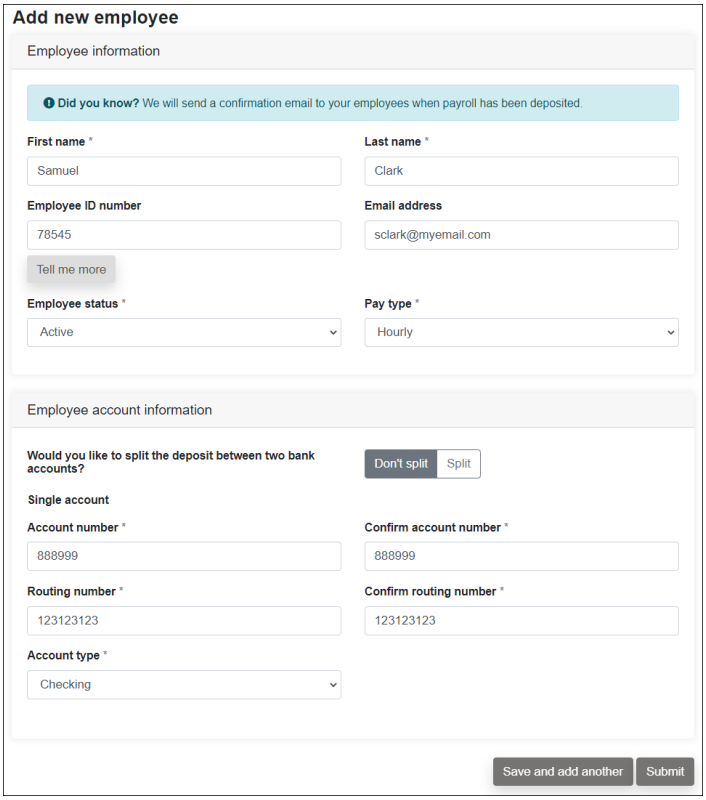


Review your information then click Submit. A confirmation appears. Click Add employee to move to the next step in the process.



Subscribers must enter the required information and can choose an employee type from:

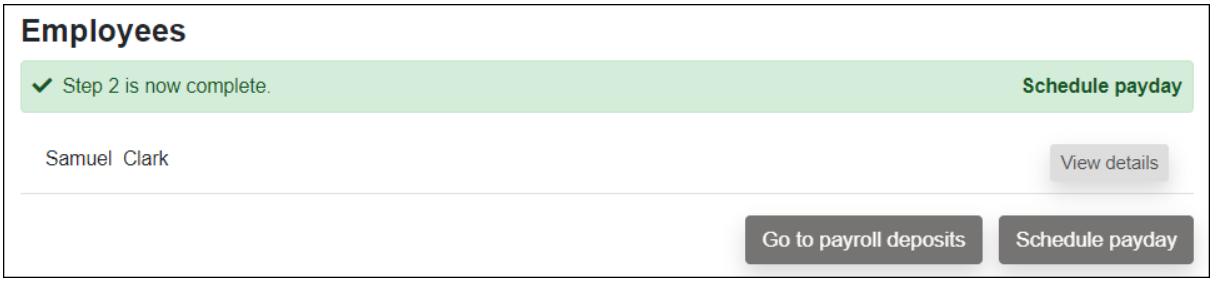
- Hourly
- Salary
- Contractor



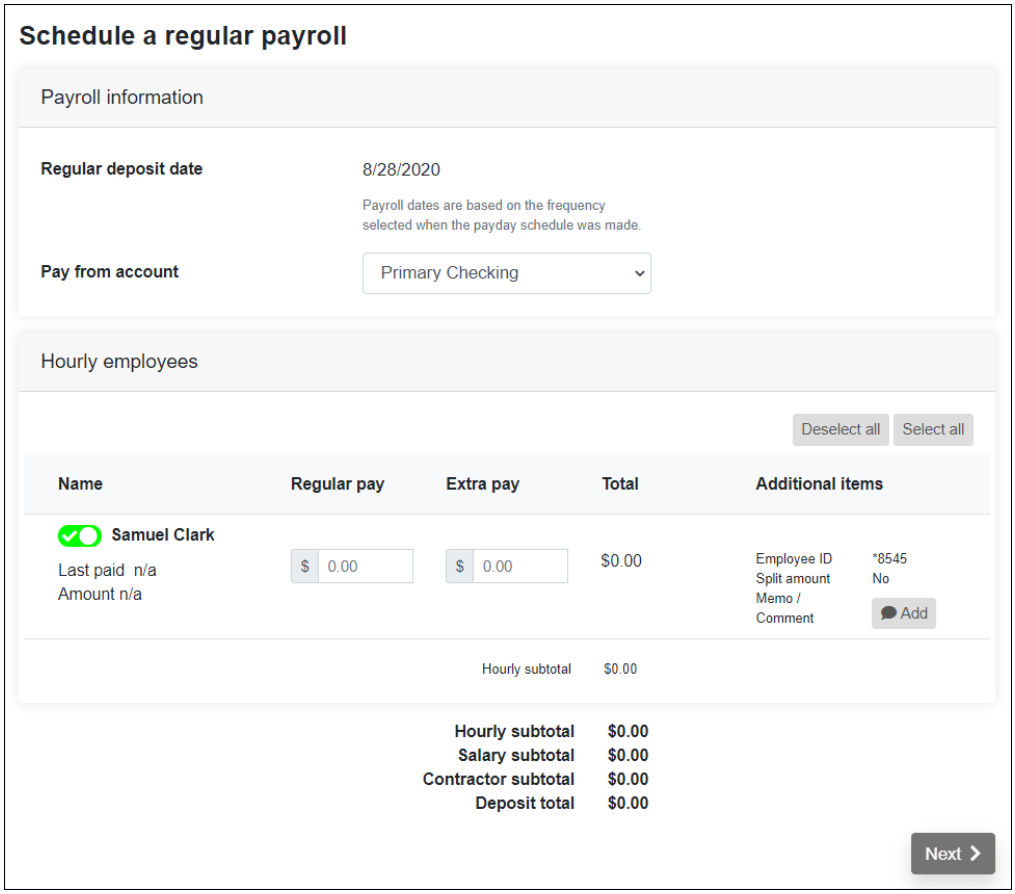
Employee account information – Split

If an employee wants a specified amount of each deposit to go into a savings account, subscribers can set up that additional account by clicking Split.

Once all information is completed and reviewed, click Submit. A confirmation appears. Click Schedule Payday to move to the next step in the process.

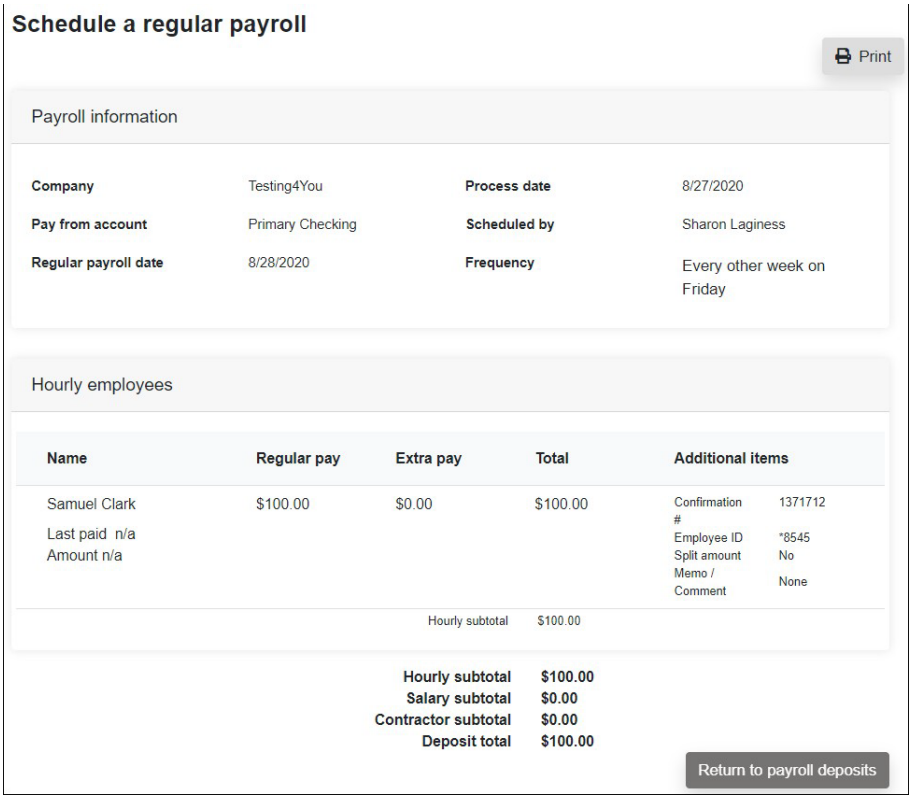
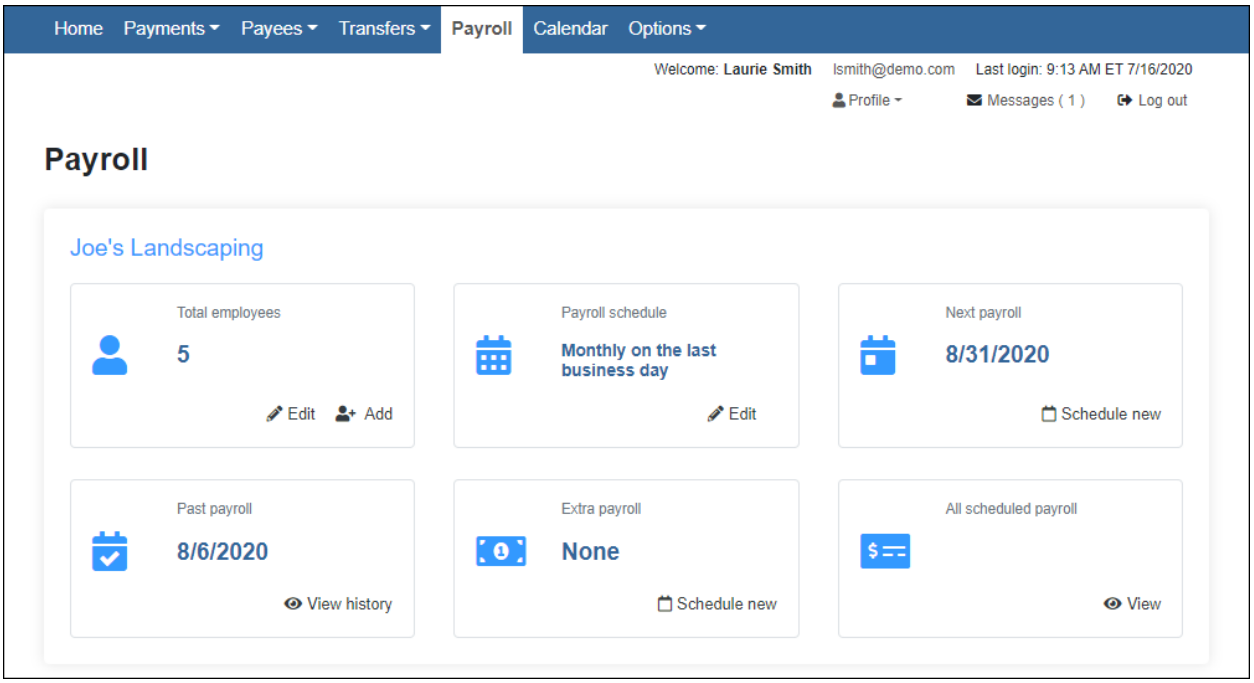


Subscribers can now schedule their first payroll. Complete the required information, then click Next.



NOTE Payroll must be scheduled and approved two business days prior to the pay date.

- Email reminders stating that payroll is awaiting approval are generated to the primary user and sub users with approval authority.
- If payroll is not approved, it remains in a pending status and must be stopped under View Scheduled Payroll.



Once one user for a business account has walked through the *Payroll Setup Wizard* it is longer accessible. All users now see the Payroll dashboard.