

Business Bill Pay Payroll Manual

Use Business Bill Pay Payroll to send funds for Direct Deposit payroll and bonuses into your employee's accounts.

Payroll Setup Wizard

The Payroll Setup Wizard is a step by step guide to creating electronic payroll deposits. The Wizard saves your progress as you go. If you can't finish the full setup process at once, you may stop and return to complete at your convenience.

Setup payroll schedule

Enter a pay from account, payment frequency and first deposit date.

- Select **Schedule now**
- Setup a new payday schedule
 - Payday information
 - Select pay from account
 - Payday frequency
 - Select the series option/preferences
 - Pay before
 - Pay after
 - First pay date

Add Employees

Enter new employees and their deposit account information.

- Select Go there now
- Add new employee
 - Employee information
 - First name
 - Last name
 - Employee ID number
 - Email address
 - Employee status
 - Pay type
 - Hour
 - Salary
 - Contractor

NOTE: Bill Pay will send a confirmation email to your employees when payroll has been deposited if an email address is provided.

NOTE: The Employee ID number is created by the employer for record keeping purposes. If you do not have an established Employee ID number, please include any identifying information within the Employee ID number field.

- Employee account information
 - Split the Deposit?
 - Don't split
 - Split
 - Account number & confirm
 - Routing number & confirm
 - Account type

Employee account information

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 *

Checking
 ▼

NOTE: Only regular payroll deposits are split between accounts. The second account will have a specified amount.

NOTE: Once your payroll schedule and employees are setup through the Wizard, you will see the payroll dashboard.

Payroll

This screen will show your total employees, payroll schedule, next payroll, past payroll, extra payroll and all scheduled payrolls.

- Total employees: Edit current employee's or add new.
- Payroll schedule: Displays payday frequency and can be edited.
- Next payroll: Next Deposit Date. This does not mean payroll is scheduled.

NOTE: The system does not automatically schedule payroll based on these dates.

- Past payroll: View payroll History
- Extra payroll: Used for any payroll outside the established schedule, such as extra days worked or bonuses.

Payroll

SMB&T Training Account

Total employees



6

 Edit
  Add

Payroll schedule



Every other week on Thursday

 Edit

Next payroll



8/15/2024

 Schedule new

Past payroll



None

 View history

Extra payroll



None

 Schedule new

All scheduled payroll



 View

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Schedule a deposit

Schedule your employee payroll deposit.

- Next payroll
- Select **Schedule new**
- Schedule a regular payroll
 - Payroll information
 - Regular deposit date: Confirm date
 - Pay from account: Confirm account
 - Employees
 - Name
 - Regular pay: Enter the Net Pay amount
 - Extra pay: Bonus amount
 - Total
 - Additional items
 - Employee ID
 - Split amount
 - Memo/ Comment
 - Add
 - Memo: Will be included in the email sent to the employee.
 - Comment: For personal use and will not be communicated to the employee.

Payroll information

Regular deposit date

8/15/2024

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

Pay from account

CHK 3444

Name	Regular pay	Extra pay	Total	Additional items	
☒ Bill Brown				Employee ID	
Last paid n/a	\$ 123.00	\$ 0.00	\$123.00	Split amount	No
Amount n/a				Memo / Comment	Add

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 users with approval authority.