

Payroll

Payroll is an optional feature that can be offered to subscribers.

- It can be turned on or off at the business level via MASTER Site.
- It is direct deposit only.

The screenshot shows a web interface for payroll management. At the top, there is a navigation bar with links for Home, Payments, Payees, Transfers, Payroll, Calendar, and Options. Below the navigation bar, the user is logged in as Laurie Smith (ismith@demo.com) with a last login time of 9:13 AM ET 7/16/2020. The main content area is titled 'Payroll' and displays information for 'Joe's Landscaping'. It features six summary cards: 1. Total employees: 5, with Edit and Add buttons. 2. Payroll schedule: Monthly on the last business day, with an Edit button. 3. Next payroll: 8/31/2020, with a Schedule new button. 4. Past payroll: 8/6/2020, with a View history button. 5. Extra payroll: None, with a Schedule new button. 6. All scheduled payroll: View button.

Total Employees

Add New Employee

Enter the requested information. The subscriber can choose an employee type from:

- Hourly
- Salary
- Contractor

Employee Account Information – Split Deposits

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

NOTE

The deposit amount must be the net amount as iPay Solutions does not calculate percentages or deductions.

Add new employee

Employee information

Did you know? We will send a confirmation email to your employees when payroll has been deposited.

First name *

Last name *

Employee ID number

Email address

[Tell me more](#)

Employee status *

Pay 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 *

[← Back](#)

[Submit](#)

Edit Employees

This feature allows the subscriber to view **Details**, **Edit**, or **Deactivate** employees.

Employee information

[+ Add employee](#) [Print](#)

[Hourly](#) [Salary](#) [Contractor](#) [All employees](#)

Hourly

Name Show employees [Active](#) [Deactivated](#) [All](#)

Name	Employee ID	Status	Last paid			
Brandy Schultz	*****9898	Active	N/A	Details	Edit	Deactivate
Darren Walker	*****5858	Active	N/A	Details	Edit	Deactivate

[Return to payroll](#)

Edit Payroll Schedule

The payroll schedule establishes the dates on which employees are paid. The system does not automatically schedule payroll based on these dates.

- The current payday schedule appears and can be edited at any time.
- Once a schedule is set or edited, a reminder is sent two days prior to the pay date to schedule the payroll deposits.
- If a payroll schedule currently exists, a message appears: *By editing the current payday schedule, your payroll deposits will be stopped, and you will need to reschedule them based on the changes made here.*

Edit payday schedule

Important information!

By editing the current payday schedule, your payroll deposits will be **stopped**, and you will need to **reschedule** them based on the changes made here.

Current payday schedule

Pay from	Primary Checking
Frequency	Monthly on the last business day
First pay date	July 31, 2020

Stop the current payday schedule and start a new one

Select pay from account *

Primary Checking

Payday frequency *

Twice a month

on

Last Business Day

and

15

Holiday & non-processing options

If the scheduled payroll date falls on a weekend or holiday, what would you like to do?

Pay before

Pay after

Pay date*



Cancel

Save

Pay Employees

Payroll must be scheduled and approved two business days prior to the pay date, by a user with the Approval Authority permission.

- 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.

There are two options when scheduling payroll.

Next payroll

Click **Schedule New**.

- System pre-fills the pay day based on the payroll schedule.
- The pay day cannot be edited.

Schedule a regular payroll

Payroll information

Regular deposit date 8/31/2020
Payroll dates are based on the frequency selected when the payday schedule was made.

Pay from account Primary Checking ▾

Hourly employees

Deselect all
Select all

Name	Regular pay	Extra pay	Total	Additional items
<input checked="" type="checkbox"/> Laurie Smith <small>Last paid n/a Amount n/a</small>	\$ 0.00	\$ 0.00	\$0.00	<small>Employee ID Split amount No Memo / Comment</small> Add
<small>Hourly subtotal</small>			<small>\$0.00</small>	
Hourly subtotal			\$0.00	
Salary subtotal			\$0.00	
Contractor subtotal			\$0.00	
Deposit total			\$0.00	

Next >

Extra Payroll
Click **Schedule New**.

- Used for any payroll outside the established schedule, such as extra days worked or bonuses.
- Split accounts are not recognized with this option.

Schedule an extra payroll

Payday information

Payday description:

If a name is not given the extra payday Name will be identified by the date you select below.

Select an extra payday *

Pay from account

Hourly employees

[Select all](#)

Name	Employee ID	Amount	Additional items
<input checked="" type="checkbox"/> Laurie Smith		<input type="text" value="\$ 0.00"/>	Split amount <input type="text" value="No"/> Memo / Comment <input type="button" value="Add"/>
		Hourly subtotal	\$0.00
		Hourly subtotal	\$0.00
		Salary subtotal	\$0.00
		Contractor subtotal	\$0.00
		Deposit total	\$0.00

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