

SECTION 3 OF 5 · MOVING MONEY

Payroll

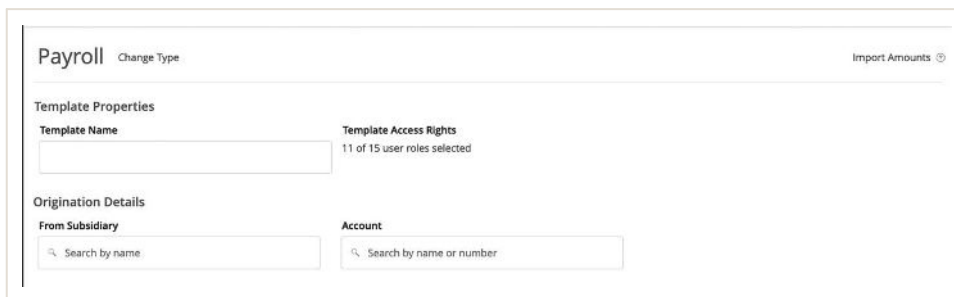
Payroll lets you send payments to multiple employees and accounts. This guide has three parts: creating a payroll template, sending a payroll payment, and splitting an employee's pay across accounts.

Part 1: Create a Payroll Template

A payroll template reduces mistakes and keeps payments consistent. In the Business Banking tab, click **Payments Hub**.

Set up the template

- 1 Click **New Template** and choose **Payroll**.
- 2 To switch payment types, click the **Change Type** link.
- 3 If you're adding more than one recipient, you can upload a CSV file with the **Import Amounts** link. It appears only once more than one recipient is selected.
- 4 Enter the template name.
- 5 Click the link to choose which users can access the template.
- 6 Select the From Subsidiary, if required.
- 7 Select the account the funds will come from.

A screenshot of the 'Payroll' template creation interface. At the top, there's a header bar with 'Payroll' on the left, a 'Change Type' link in the middle, and an 'Import Amounts' link with a plus icon on the right. Below this is a section titled 'Template Properties' containing two fields: 'Template Name' (a text input box) and 'Template Access Rights' (a text box showing '11 of 15 user roles selected'). Underneath is the 'Origination Details' section, which includes 'From Subsidiary' (a search box with 'Search by name' placeholder) and 'Account' (a search box with 'Search by name or number' placeholder).

Template properties and origination details.

Add employees and save

- 8 (Optional) Click **Add multiple recipients** to add several at once.
- 9 Use the search bar to find a recipient.
- 10 Use the expand and collapse icon to show or hide selected recipients.
- 11 Select a recipient, or create a new one from the drop-down.
- 12 Enter an amount.
- 13 Use the three-dot menu to copy or remove a recipient.
- 14 Click **Show Details** to view the recipient's information.
- 15 Enter an addendum.
- 16 To add another recipient, click **+ Add another recipient**.
- 17 Click **Save** when you're finished.

Recipients 1

Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
☒ This payment is valid. 123456789 Checking 87654321	\$ 0.00
☐ Modify Recipient	Show Details
Addenda (optional) Freeform Addenda	
+ Add another recipient	

\$0.00
1 paymets (1 for \$0.00)

Cancel Save

Recipients and amounts, with Cancel and Save.

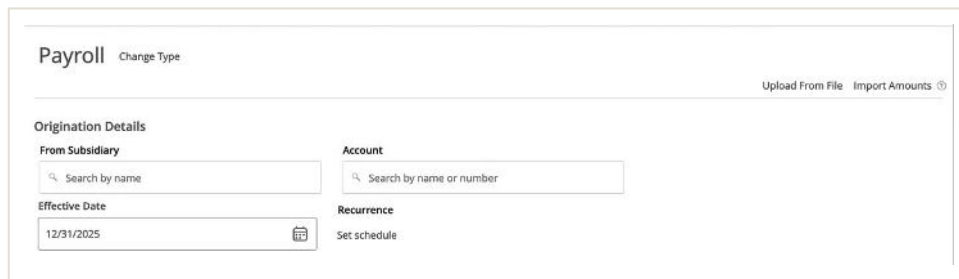
Full guide reference: pp. 66-67.

Part 2: Send a Payroll Payment

You can draft or create a one-time payroll payment to multiple employees and accounts. Have each employee's account and contact information ready. In the Business Banking tab, click **Payments Hub**.

Start the payment

- 1 Click **New Payment** and choose **Payroll**.
- 2 To switch payment types, click the **Change Type** link.
- 3 To load recipients and amounts from a file, click **Upload From File**.
- 4 If you're adding more than one recipient, you can also use **Import Amounts** to upload a CSV file.
- 5 Select the From Subsidiary.
- 6 Select an account.
- 7 Select the effective date from the calendar.
- 8 Set up a recurrence, if needed.



The screenshot shows the 'Payroll' payment screen. At the top, there's a 'Payroll' title and a 'Change Type' link. On the right, there are links for 'Upload From File' and 'Import Amounts'. Below this, the 'Origination Details' section is visible. It includes a 'From Subsidiary' field with a search bar labeled 'Search by name', an 'Account' field with a search bar labeled 'Search by name or number', an 'Effective Date' field showing '12/31/2025' with a calendar icon, and a 'Recurrence' section with a 'Set schedule' link.

Payroll payment screen with origination details.

Note: Splitting an employee's pay? Complete steps 1 through 8, then go to Part 3. Upload From File is covered in the Uploading a Payment File quick guide.

Add employees and send

- 9 (Optional) Click **Add multiple recipients** to add several at once.
- 10 Use the search bar to find a recipient, then select them.
- 11 Enter an amount.
- 12 Use the three-dot menu to copy, remove, or expand a row for that recipient.
- 13 Check the box to notify the employee of an incoming payment.
- 14 Click **Show Details** to view the recipient's information.
- 15 Add an addendum.
- 16 To add another recipient, click **+ Add another recipient**.
- 17 Click **Draft** or **Approve**, depending on your user role.

Recipients 1

⊕ Add multiple recipients

Find recipients in payment

Expand All

Filters: Pre-Notes

Recipient/Account	Amount
☒ This payment is valid. 123456789 (MARY CUMBERBATQ) Checking 87654321	\$ 0.00
☐ Notify Recipient	Show Details
Addenda (optional)	
+ Add another recipient	

\$0.00
1 payments (1 for \$0.00)

Cancel Draft Approve

Recipients and amounts, with Cancel, Draft, and Approve.

Full guide reference: pp. 83-84.

Part 3: Split an Employee's Payment

If an employee has more than one account, you can split their pay between them at their request. Follow Part 2 through step 8, then continue here.

- 1 (Optional) Click **Add multiple recipients** to add several at once.
- 2 (Optional) Use the expand icon to view details or notify a specific recipient.
- 3 Open the three-dot menu and select **Split Payment**.
- 4 Select a secondary account.
- 5 Enter the amount for the secondary account.
- 6 Enter the total deposit in the **Total** field. The difference between the total and the secondary amount goes to the primary account.
- 7 (Optional) Enter an addendum.
- 8 (Optional) Click **+ Add another recipient** to add a single recipient.
- 9 Click **Draft** or **Approve** when you're finished.

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Recipients (1)

Find recipients in payment

+ Add multiple recipients

Recipient/Account	Amount
⚠ This payment is incomplete	
ACH ONLY (2acnts) Checking 123456789	\$0.00
Search for account	\$0.00 X
Total:	\$0.00
☐ Notify Recipient	Show Details
Addendum	
+ Add another recipient	

\$0.00
2 payments (2 for \$0.00)

CancelDraftApprove

A split payment: primary account, secondary account, and total.

Full guide reference: p. 85.