EASTERN **BUSINESS BANKING**®

Employee Payments for Small Businesses

Quick Reference Guide
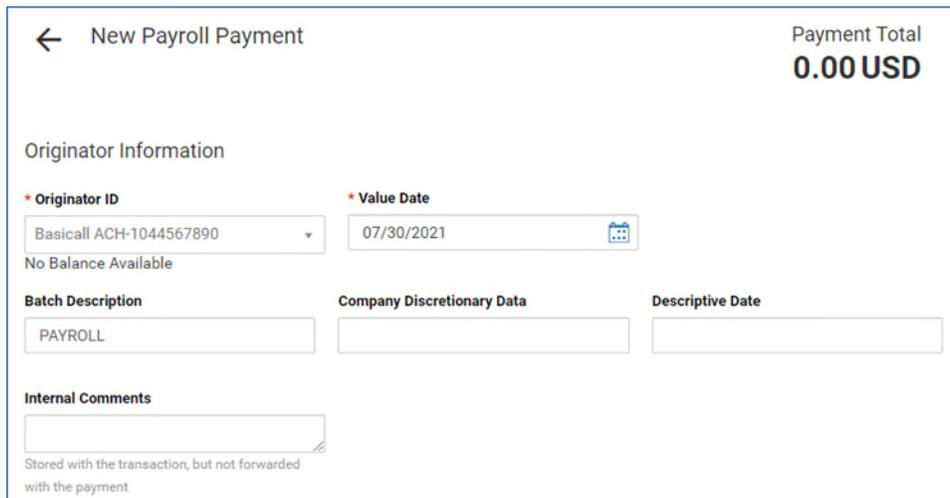
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Eastern Bank

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EMPLOYEE PAYMENTS

Payroll, **Expense Reimbursement** and **Child Support** payments can be made from a business checking account to Employee payees set up in the Payee Center.

⊕ Reimburse Expenses   👥 Payroll   ⊕ Child Support Payment

TO CREATE A PAYROLL OR EXPENSE REIMBURSEMENT PAYMENT:

1. From the Home page, select **Employees** on the left side menu.

2. Under Payments, select **Payroll** or **Expense Reimbursement**.

3. In the new payment window, select an **Originator ID**.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

5. The **Batch Description** will populate but can be edited. The **Company Discretionary Data**, **Descriptive Date** and **Internal Comments** are all optional fields.

6. To enter a payee **Name**, click the magnifier, choose a beneficiary, and click Continue. The employee's name and bank account information will populate the appropriate fields.

7. Enter an **Amount**. If a **Second (2ⁿᵈ) Account Number** was designated when setting up the Employee in Payee Center, the total amount of the payment will be automatically allocated by either Percentage or Fixed allocation type. If you wish to change the allocation, you must first edit the Employee payment information in the Payee Center. Note that 2ⁿᵈ Account Number allocations do not apply to Expense Reimbursement payments.

8. The **Discretionary Data** and **Internal Comments** fields are optional fields.

9. Check the **Create Prenote** box if you want to create and send a prenote.

10. Check the **Hold** box if you want to place a hold on the transaction.

11. To exclude the payee from the batch before or after certain dates, expand the **Payee Exclusion Dates** section.

12. Add more employees to the payment by clicking **Add Another Payee** and repeating the same steps above. A payment grid will appear at the bottom of the screen when there are multiple payees. You may delete one, some or all payees by selecting the checkbox in front of it and clicking Delete.

13. If you want to save the payment grid for future use, click **Save this payment as a template for future use** and enter a Template Code and Template Description. Templates are created when the payment is submitted. Templates will not be created if the payment is Saved for Later.

14. If you want to save the payment without submitting for processing, click **Save for Later**.

15. If you want to process the payment, click **Submit**. If you are authorized to approve the payment, you will be prompted for a passcode. If you are not authorized to approve the payment, the payment will remain in Entered status and must be approved before it can be sent to the bank for processing.

TO CREATE A CHILD SUPPORT PAYMENT:

1. From the Home page, select **Employees** on the left side menu.

2. In the new payment window, select an **Originator ID**.

3. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

4. **Internal Comments** is an optional field.

5. Select the appropriate **Agency** from the drop down list and complete the remaining Payee Information fields. These fields will vary depending on the state agency selected.

6. For the **Medical Support Indicator** field, select Y, N, or W (not applicable) to indicate whether the payer has medical coverage through an employer.

7. Check the **Create Prenote** box if you want to create and send a prenote.

8. Check the **Hold** box if you want to place a hold on the transaction.

9. To exclude the payee from the batch before or after certain dates, expand the **Payee Exclusion Dates** section.

10. Add more employees to the payment by clicking **Add Another Payee** and repeating the same steps above.

11. If you want to save the payment grid for future use, click **Save this payment as a template for future use** and enter a Template Code and Template Description. Templates are created when the payment is submitted. Templates will not be created if the payment is Saved for Later.

12. If you want to save the payment without submitting for processing, click **Save for Later**.

13. If you want to process the payment, click **Submit**. If you are authorized to approve the payment, you will be prompted for a passcode. If you are not authorized to approve the payment, the payment will remain in Entered status and must be approved before it can be sent to the bank for processing.

TO SUBMIT A PAYMENT FROM A TEMPLATE:

1. From the Home page, select **Employees** on the left side menu.

2. Click **Payment Templates** to view a list of Payroll, Expense Reimbursement and/or Child Support templates created using the instructions above.

3. Click the **Actions** menu dropdown for the template and select **Copy as Payment**.

4. From the new payment window, you may update the following:
   - The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.
   - Select **Edit Amounts** if you want to update the payment amount.
   - Select **Edit Hold** if you wish to place or remove a payment hold.

- You can **Modify** or **Delete** a payee by selecting the Actions menu dropdown. Note that any changes made will only apply to the payment and will not be saved to the template.

5. Click **Submit** to process the payment. If you are authorized to approve the payment, you will be prompted for a passcode. If you are not authorized to approve the payment, the payment will remain in Entered status and must be approved before it can be sent to the bank for processing.

TO MODIFY A TEMPLATE:

1. From the Home page, select **Employees** on the left side menu.

2. Click **Payment Templates** to view a list of Payroll, Expense Reimbursement and/or Child Support templates created using the instructions above.

3. Click the **Actions** menu dropdown for the template and select **Modify**.

4. From the template window, you can modify the following:
   - You can add or update **Template Information** and **Originator Information**.
   - Enter a **Maximum Amount** if you want to establish a dollar limit for the total value of all payments within the payment template.
   - Select **Add New Payee** to add a new payee to the template.
   - Select **Edit Amounts** if you want to update the payment amount.
   - Select **Edit Hold** if you wish to place or remove a payment hold.
   - You can **Modify** or **Delete** a payee by selecting the Actions menu dropdown.

5. Select **Save** to permanently save the template changes. If you are not authorized to approve the changes, the template will revert to Entered status and must be approved before the template can be used.

6. If you wish to save your changes to complete at a future time, select **Save for Later**. The template will remain in Incomplete status until the template is saved.