January 2019

EASTERN BUSINESS BANKING™

Eastern Bank

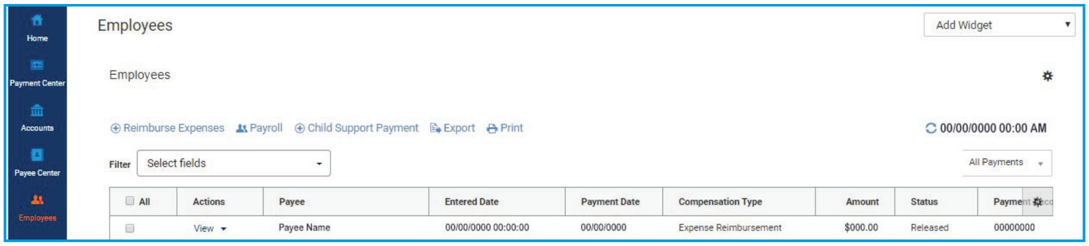
Small Business Payroll Quick Reference Guide

PAYROLL

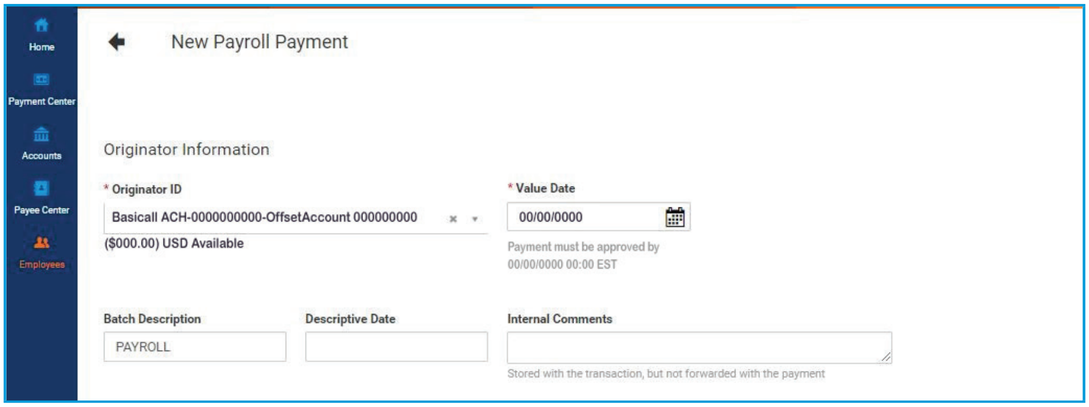
Small Business Payroll can be made from a business checking account to a payee account. Templates are not allowed in SMB.

TO CREATE A PAYROLL PAYMENT:

1. From the menu, select **Employees**. The Employees widget appears.
2. On the Employees widget, click **Payroll**.



3. In the New Payroll Payment window, use the drop-down to select an originator ID, which corresponds to a payment or offset account used for payroll. The **ACH Company, Company ID/Name, Offset Account** number, and **Batch Description** fields will be automatically filled in.

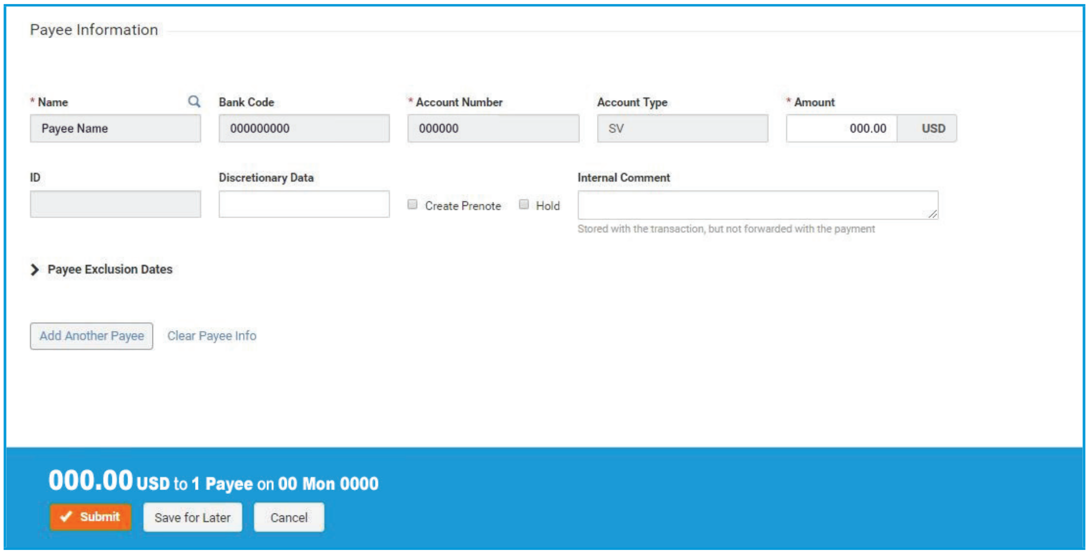


4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the **calendar icon** to select a new one.
5. *(optional)* Enter a descriptive date if different from the payment date.
6. *(optional)* Add any comments you want. The comments are internal; they will not appear on the payment to the employee.
7. In the **Payee Information** section, use the magnifier to choose saved employees.
8. Employee's bank and account information will populate the appropriate fields.
9. Enter the transaction amount.
10. *(optional)* Enter the **Employee ID**.
11. *(optional)* Check the **Create Prenote** box if you want to create and send a prenote.

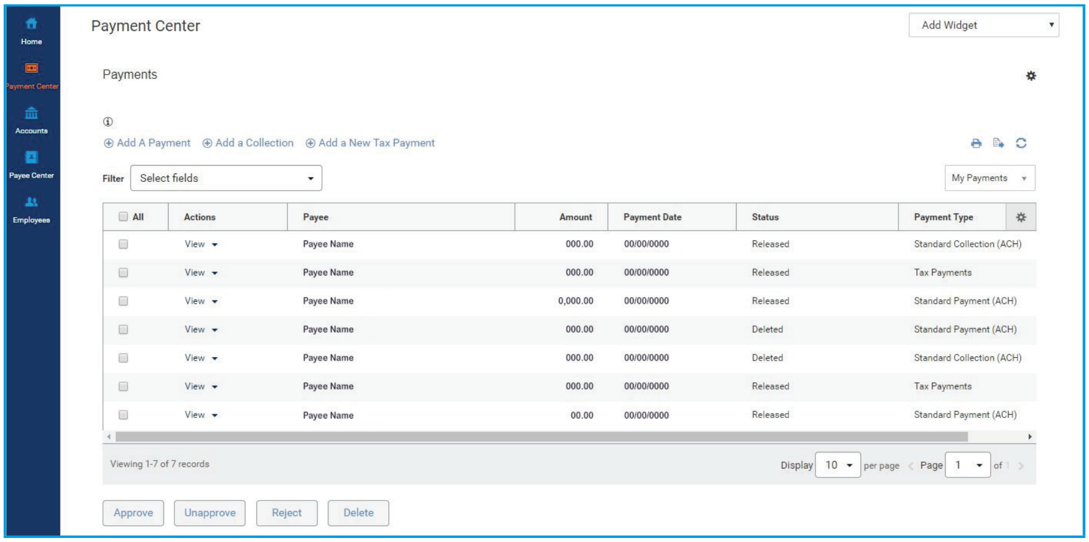
12. *(optional)* Check the **Hold** box if you want to place a hold on the transaction.

13. *(optional)* In the **Transactional Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.

14. *(optional)* To exclude this payee from the batch before or after certain dates, Use **Payee Exclusion Dates**



15. Click **Save for Later** to save the payment before submitting it, or click **Submit**.



A payment will remain in Entered status in the Small Business Employees list until it is approved; it will need to be approved before it can be sent to the bank for processing.