

January 2019



EASTERN BUSINESS BANKING™

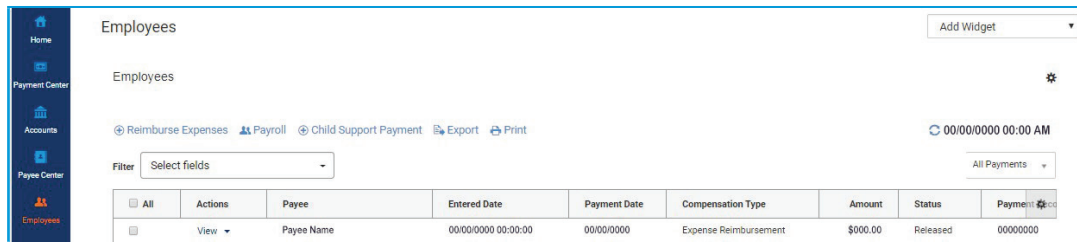
Small Business Payroll Quick Reference Guide

PAYROLL

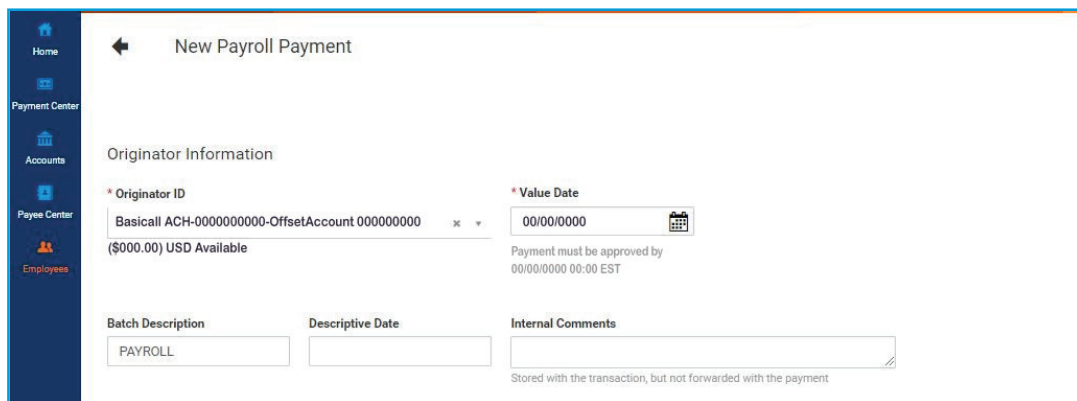
Small Business Payroll can be made from a business checking account to a payee account. Templates are not allowed in SMB.

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**

The screenshot shows the 'Payee Information' form. It includes fields for Name, Bank Code (000000000), Account Number (000000), Account Type (SV), and Amount (000.00 USD). There are also checkboxes for 'Create Prenote' and 'Hold', and a text area for 'Internal Comment'. Below the form is a summary bar showing '000.00 USD to 1 Payee on 00 Mon 0000' and buttons for 'Submit', 'Save for Later', and 'Cancel'.

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

The screenshot shows the 'Payment Center' interface with a table of payments. The table has columns for Actions, Payee, Amount, Payment Date, Status, and Payment Type. Below the table are buttons for 'Approve', 'Unapprove', 'Reject', and 'Delete'.

Actions	Payee	Amount	Payment Date	Status	Payment Type
View	Payee Name	000.00	00/00/0000	Released	Standard Collection (ACH)
View	Payee Name	000.00	00/00/0000	Released	Tax Payments
View	Payee Name	0,000.00	00/00/0000	Released	Standard Payment (ACH)
View	Payee Name	000.00	00/00/0000	Deleted	Standard Payment (ACH)
View	Payee Name	000.00	00/00/0000	Deleted	Standard Collection (ACH)
View	Payee Name	000.00	00/00/0000	Released	Tax Payments
View	Payee Name	00.00	00/00/0000	Released	Standard Payment (ACH)

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.