

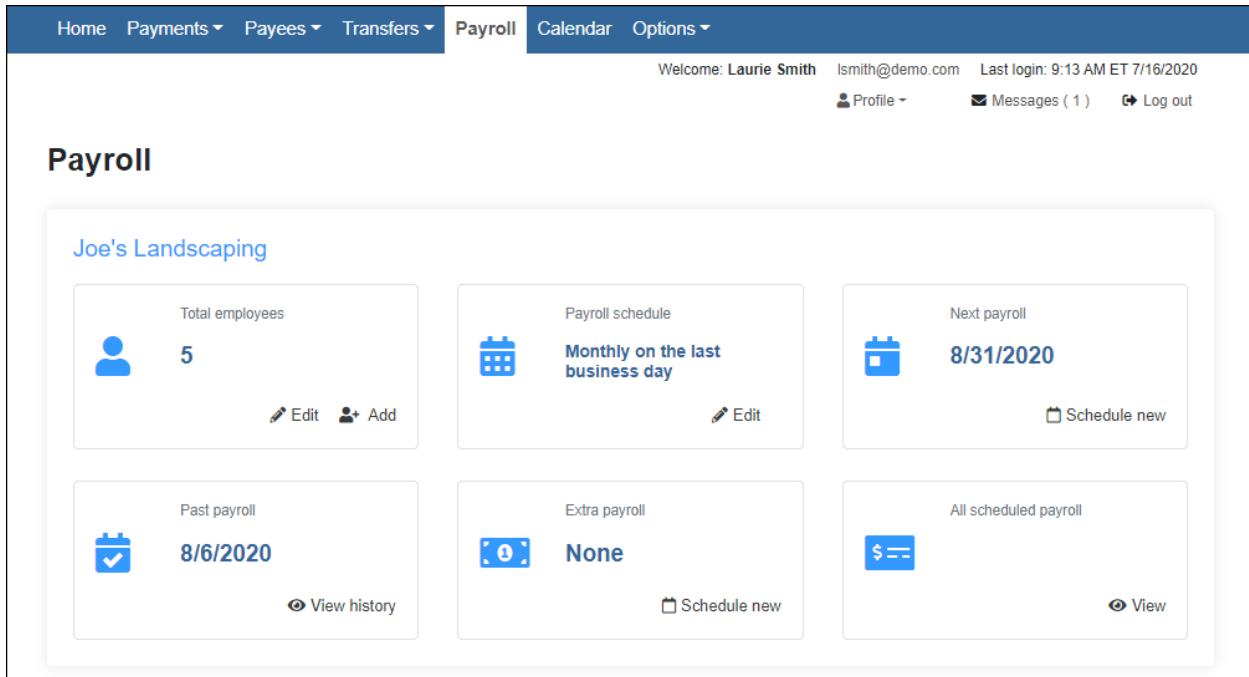


**NetTeller**  
**Cash Management System**  
**Quick Reference Guide**

## 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 the 'Payroll' section of the TSB Cash Management System. The navigation bar includes 'Home', 'Payments', 'Payees', 'Transfers', 'Payroll', 'Calendar', and 'Options'. The user is logged in as Laurie Smith (lsmith@demo.com) with a last login 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: 'Total employees' (5), 'Payroll schedule' (Monthly on the last business day), 'Next payroll' (8/31/2020), 'Past payroll' (8/6/2020), 'Extra payroll' (None), and 'All scheduled payroll'. Each card includes an icon, a value, and an 'Edit' or 'View' button.

## 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

**0** Did you know? We will send a confirmation email to your employees when payroll has been [deposited](#)

**First name\***

First name

**Last name\***

Last name

**Employee ID number**

Employee ID number

**Email address**

Email address

Tell me [more](#)

**Employee status \***

Active

**Pay type\***

Hourly

### Employee account information

**accounts?**  
would you like to split the deposit between two [bank](#)



**Single account**

**Account number \***

Account number

**Confirm account number\***

Confirm account [number](#)

**Routing number \***

Routing number

**Confirm routing number \***

Confirm routing [number](#)

**Account type \***

[Checking](#)

< Back



## 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	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Deactivate</a>
Darren Walker	*****5858	Active	N/A	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Deactivate</a>

[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

v

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\*

mi

Cancel -

## 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

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Hourly employees

Deselect all
Select all

Name	Regular pay	Extra pay	Total	Additional items
<input checked="" type="checkbox"/> <b>Laurie Smith</b> <small>Last paid n/a Amount n/a</small>	\$ 0.00	\$ 0.00	\$0.00	<small>Employee ID Split amount No Memo / Comment</small> <span style="float: right; border: 1px solid #ccc; padding: 2px;">Add</span>
<small>Hourly subtotal</small>			\$0.00	
<b>Hourly subtotal</b>			<b>\$0.00</b>	
<b>Salary subtotal</b>			<b>\$0.00</b>	
<b>Contractor subtotal</b>			<b>\$0.00</b>	
<b>Deposit total</b>			<b>\$0.00</b>	

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: No Memo / Comment: <a href="#">Add</a>
		Hourly subtotal	\$0.00
		Hourly subtotal	\$0.00
		Salary subtotal	\$0.00
		Contractor subtotal	\$0.00
		Deposit total	\$0.00

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