iPay Business Bill Pay

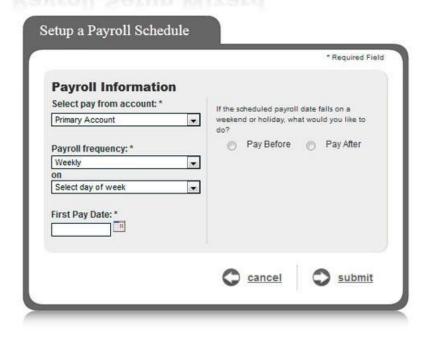# How to make a Payroll Deposit

Go to the "Payments" tab.

Select "Payroll Deposits."

If this is your first payroll deposit, the **"Payroll Setup Wizard"** will walk you through a simple, three-step process.

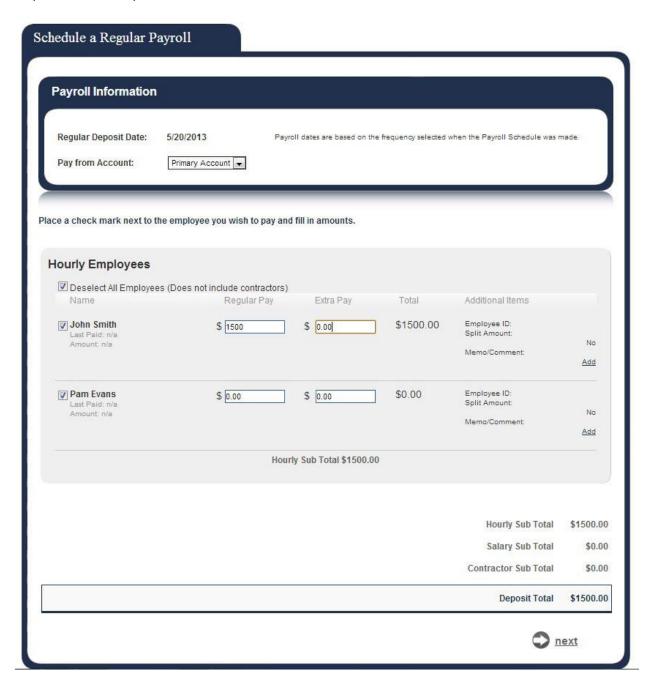Step 1: Set up the payroll schedule.

Step 2: Add employees.

Add New Employee

Employee Information

* Required Field

First Name:*

Last Name:*

Employee ID Number: Tell me more

Email Address:

Employee Status:*   Active ▼

Pay Type:*   Hourly ▼

Did you know?

We will send a confirmation email to your employees when payroll has been deposited.

Employee Account Information

* Required Field

Would you like to split the deposit between two bank accounts?   ⦿ Don't split   ○ Split

Single Account

Account Number *

Confirm Account Number *

Routing Number *

Confirm Routing Number *

Account Type *   Checking ▼

back | submit

Step 3: Schedule a deposit.

Schedule a Regular Payroll

Payroll Information

Regular Deposit Date: 5/20/2013   Payroll dates are based on the frequency selected when the Payroll Schedule was made.

Pay from Account: [Primary Account ▼]

Place a check mark next to the employee you wish to pay and fill in amounts.

Hourly Employees

☑ Deselect All Employees (Does not include contractors)

Name	Regular Pay	Extra Pay	Total	Additional Items	
☑ **John Smith** Last Paid: n/a Amount: n/a	$ [1500]	$ [0.00]	$1500.00	Employee ID: Split Amount: Memo/Comment:	No Add
☑ **Pam Evans** Last Paid: n/a Amount: n/a	$ [0.00]	$ [0.00]	$0.00	Employee ID: Split Amount: Memo/Comment:	No Add

Hourly Sub Total $1500.00

Hourly Sub Total	$1500.00
Salary Sub Total	$0.00
Contractor Sub Total	$0.00
Deposit Total	**$1500.00**

➡ **next**

Once you complete the setup, you will be taken to the Payroll Deposits page.

From this page you can:

- Pay employees
- View and edit employee information
- Edit your payroll schedule
- View scheduled deposits
- View payroll history