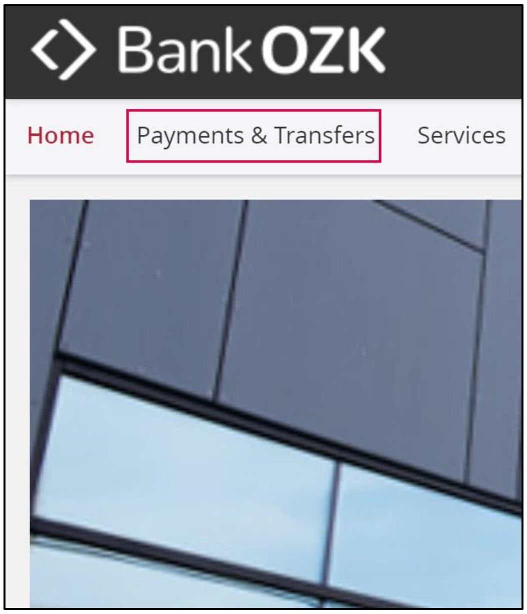
ACH Payroll

This guide is designed to assist users with setting up ACH Payroll.

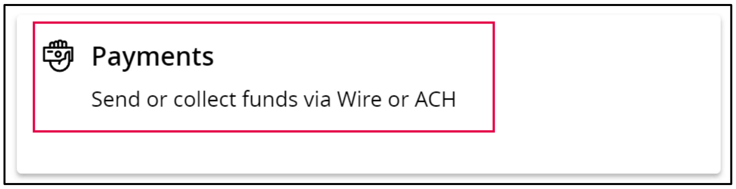
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

Navigating to the Payments Hub

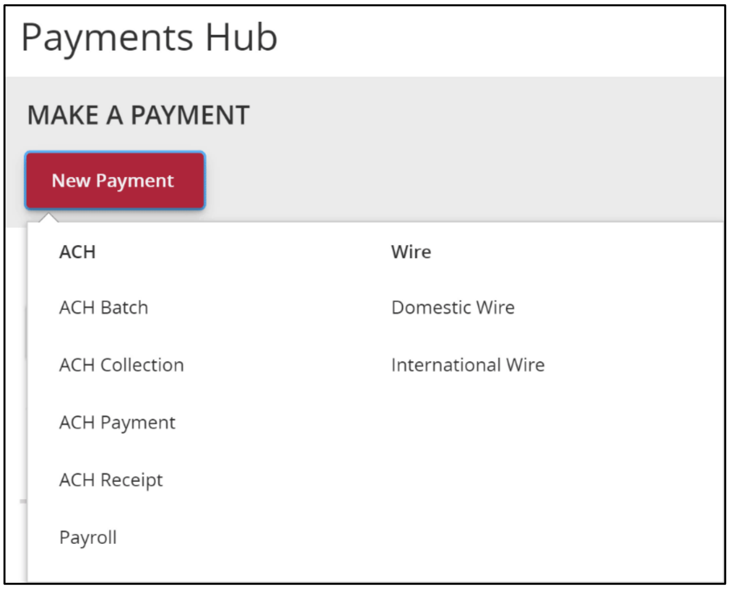
1. From the Home page, select **Payments and Transfers**.



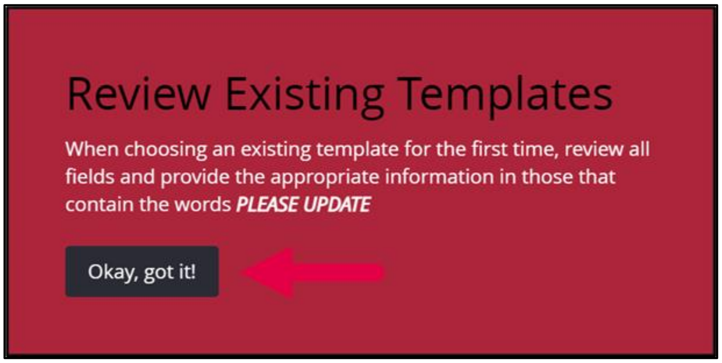
2. Select **Payments**.



The **Payments Hub** displays.

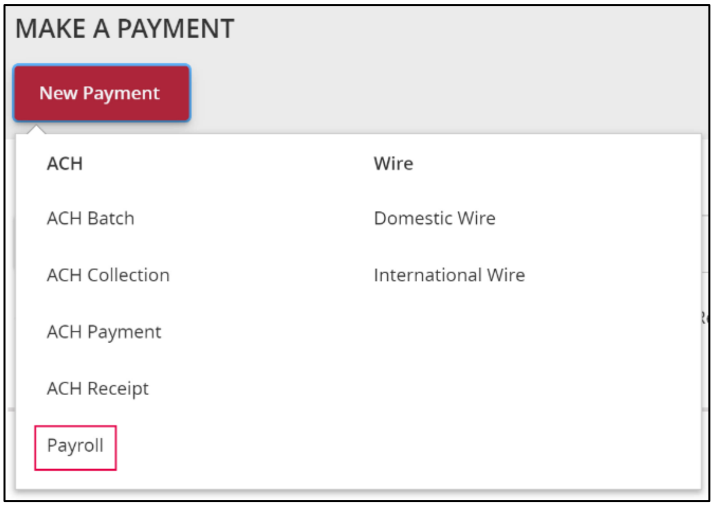


3. Read the pop-up reminder and click **Okay, got it!**

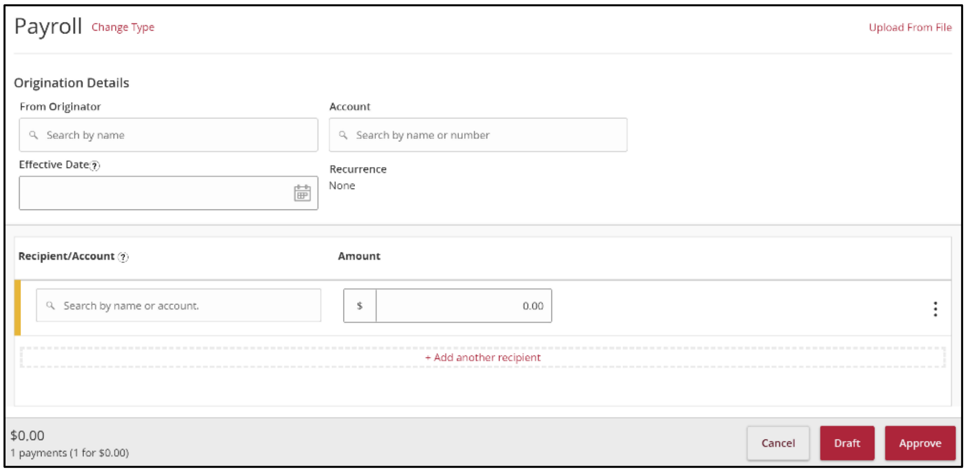


Setting up a New ACH Payroll Payment

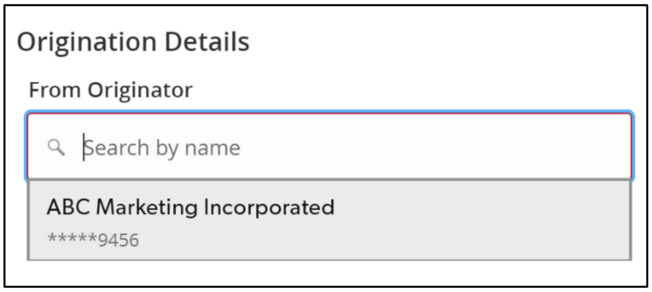
1. Click **New Payment** and select **Payroll**.



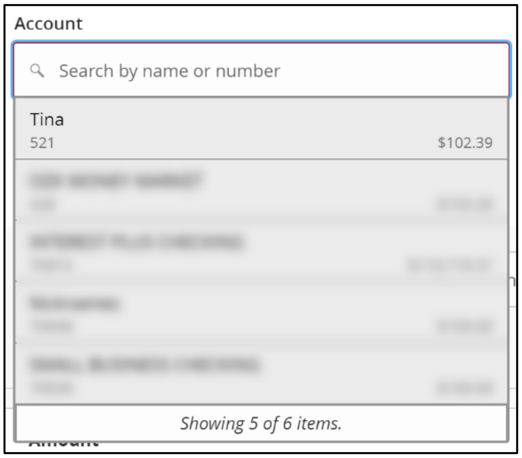
The **Payroll** page displays.



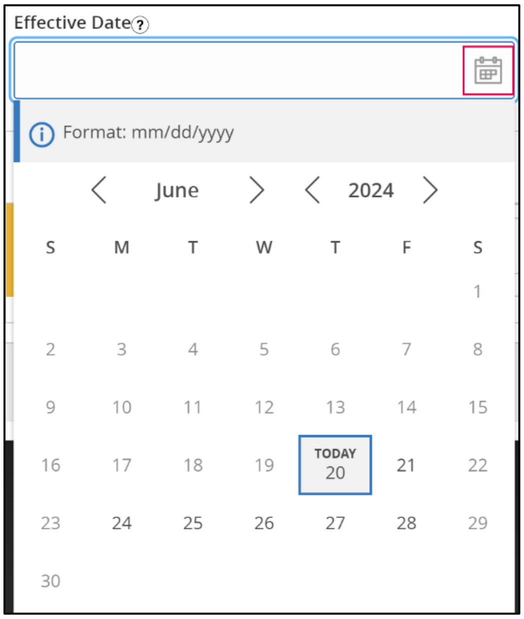
2. Select the **Originator** from the drop-down menu.



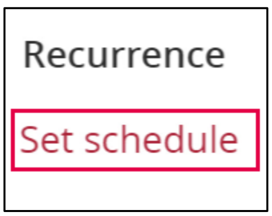
3. Select the **Account** from the list that populates in the search field.



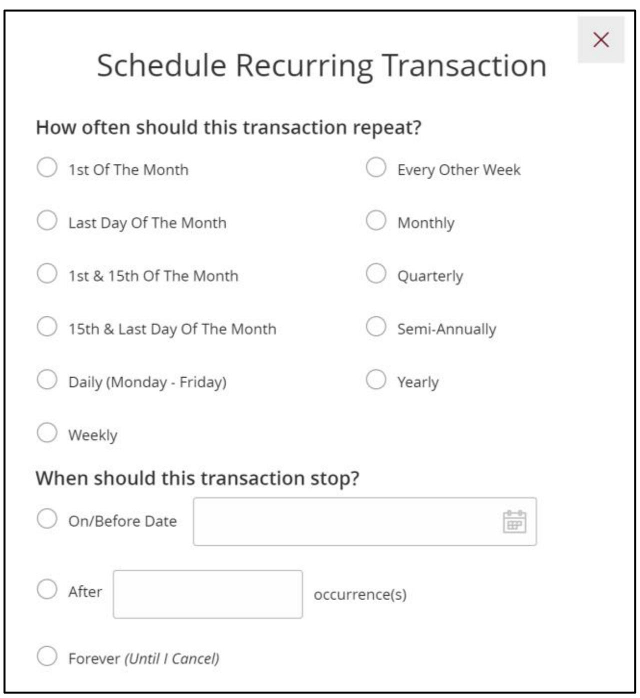
4. Select the **Effective Date** from the calendar.



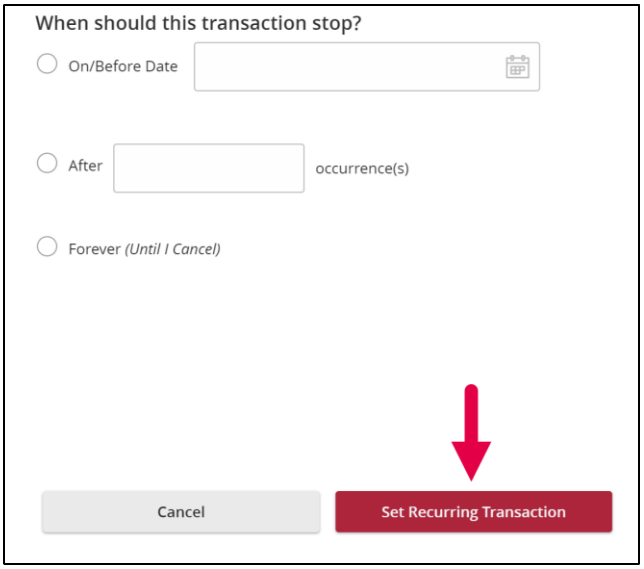
5. If the payment is recurring, select **Set Schedule**.



6. Complete the appropriate fields if **Set Schedule** was selected.



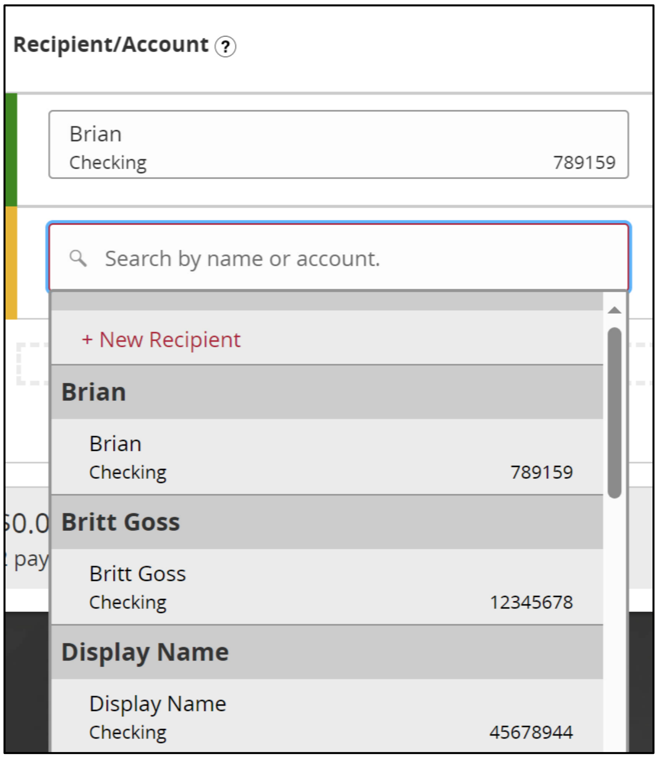
7. Select **Set Recurring Transaction**.



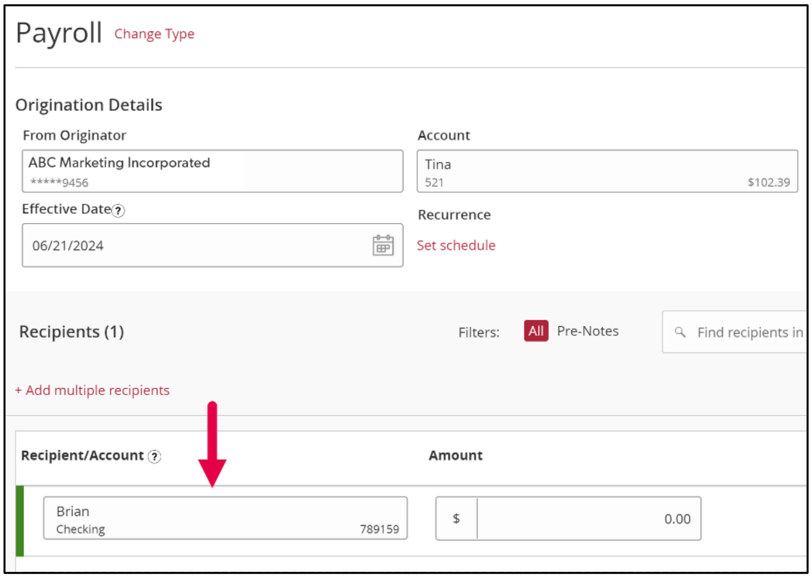
Adding Recipients

1. Select the **Recipient/Account**.

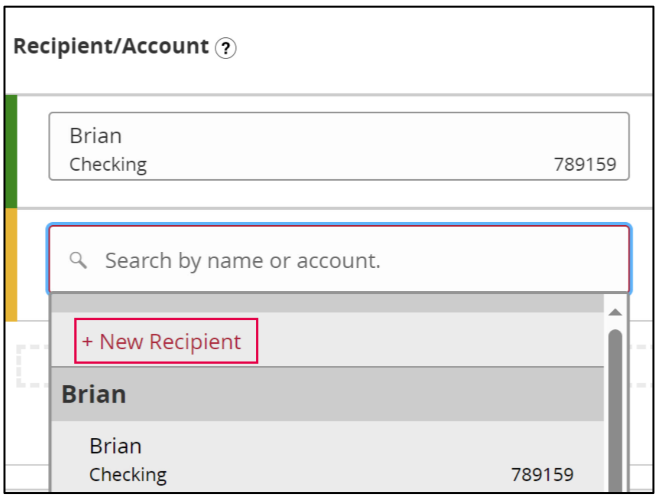
NOTE: For more information on adding multiple recipients, please see Adding Multiple Recipients.



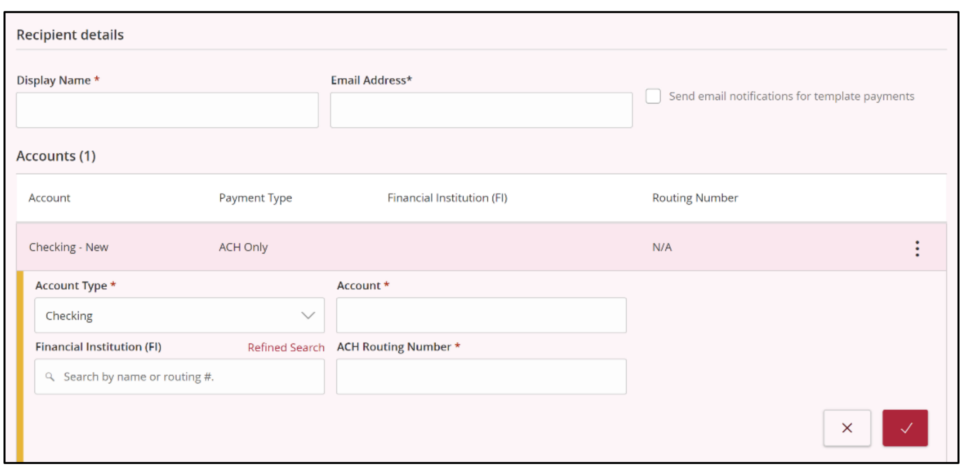
The recipient is added.



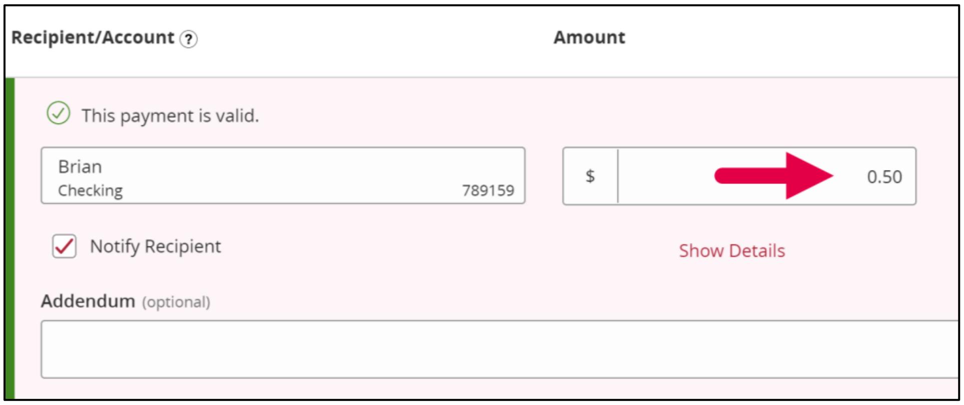
2. If the recipient is not already in the system, select **New Recipient**.



3. Complete the required fields.



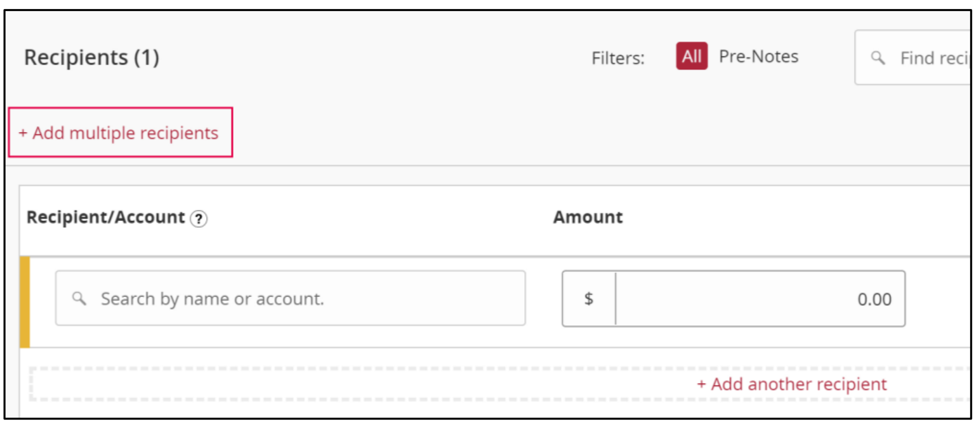
4. Enter the dollar amount.



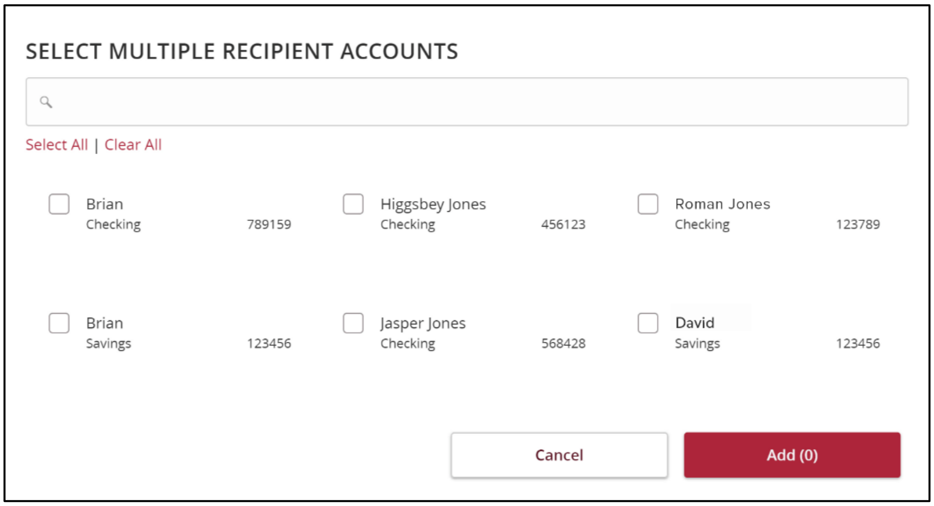
5. Click **Notify Recipient** if you wish to notify the recipient.

Adding Multiple Recipients

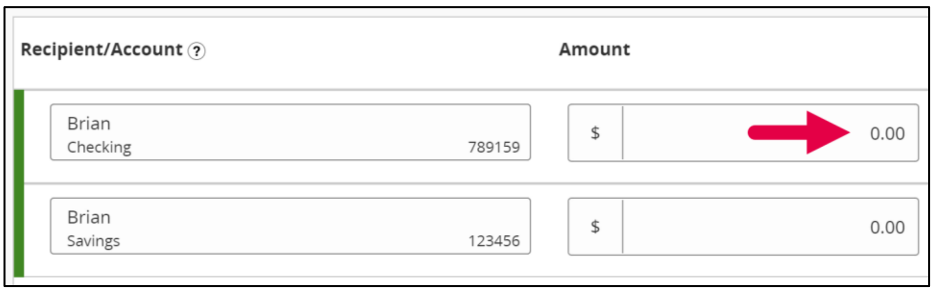
1. Select **Add multiple recipients**.



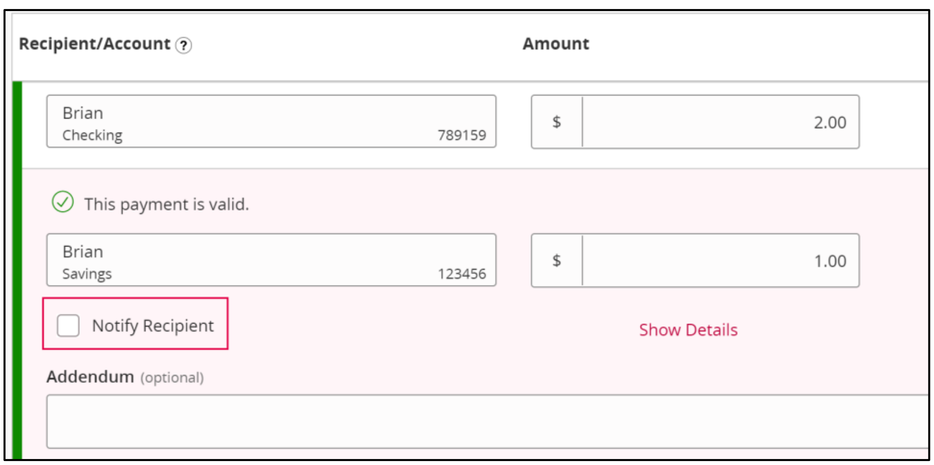
2. Select the recipients from the menu and click **Add**.



3. Enter the dollar amount.

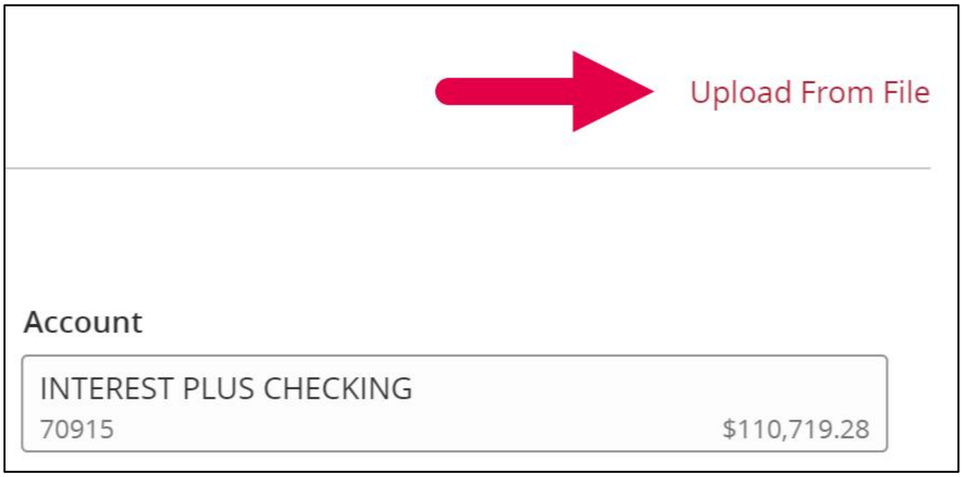


4. Check **Notify Recipient** if you wish to notify the recipient.



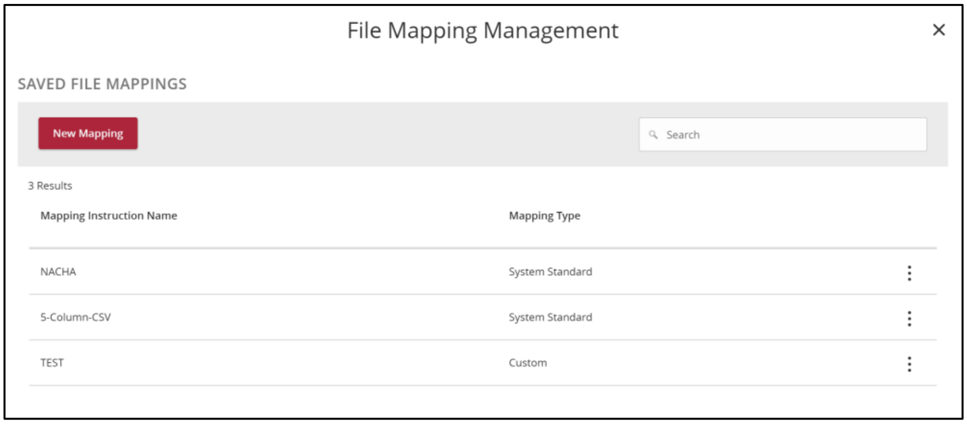
Uploading a List of Recipients

1. To upload a list of recipients, select **Upload From File**.

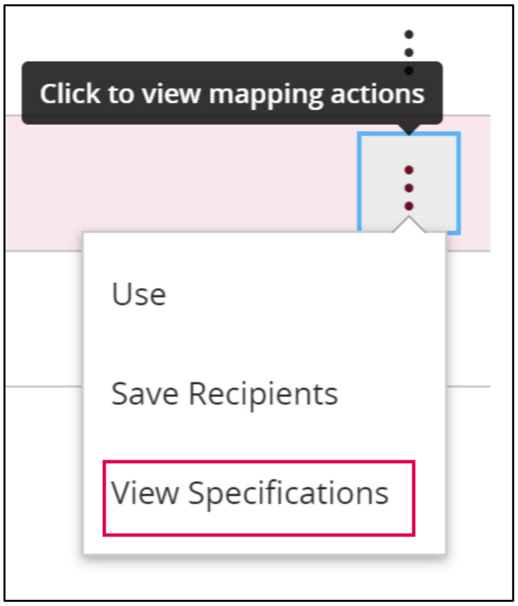


The **File Mapping Management** page displays.

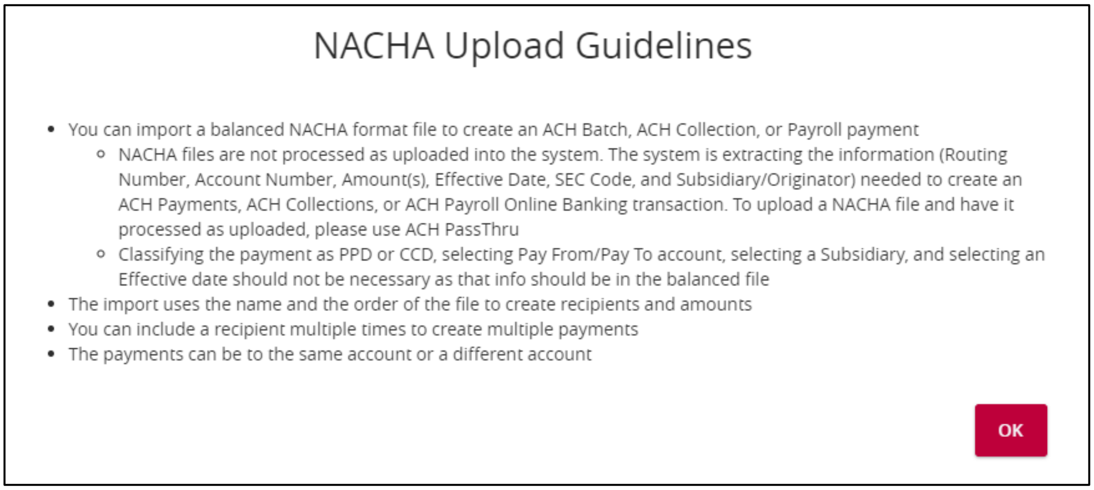
Compatible file types include NACHA and CSV.



2. Select the ellipsis ⋮ icon to view specifications for the file type.

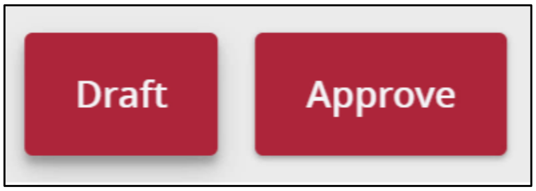


The **Upload Guidelines** displays.

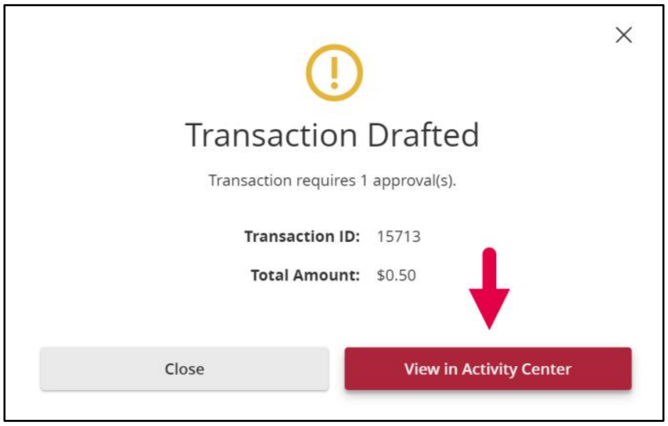


3. Upload the ACH Payroll file and select **Upload File**.

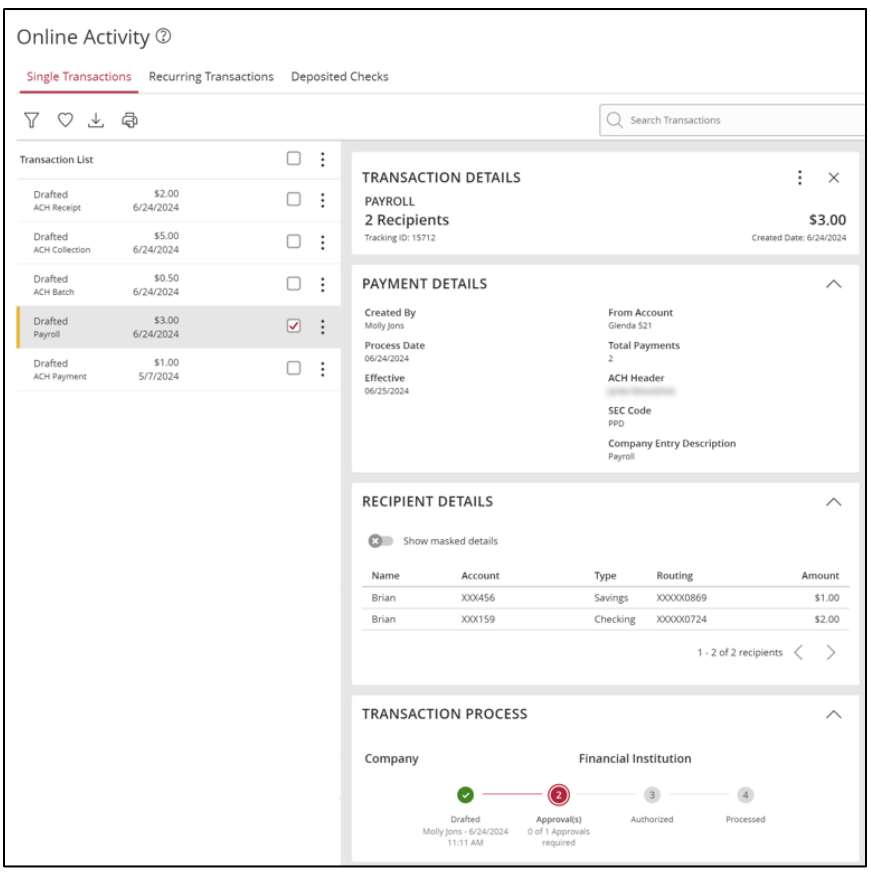
4. Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.



A notification displays.



5. Select **View in Activity Center**.
A list of transactions and details display as well as the transaction process.

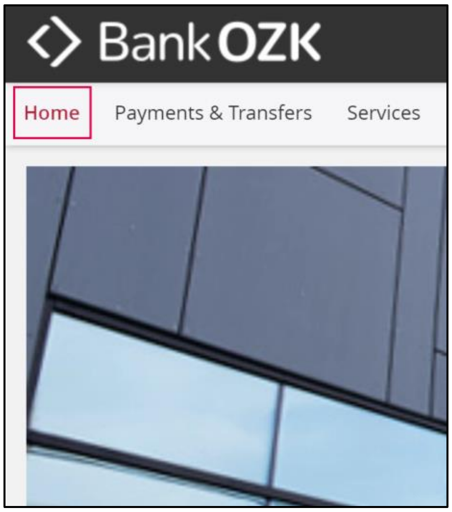


Accessing Approvals from the Home Page

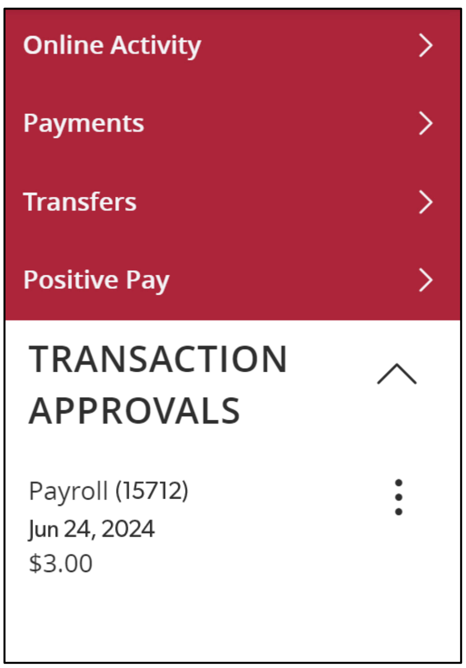
A team member with approval permissions can access their approvals from the home page.

1. Select **Home** to go back to the Home page.

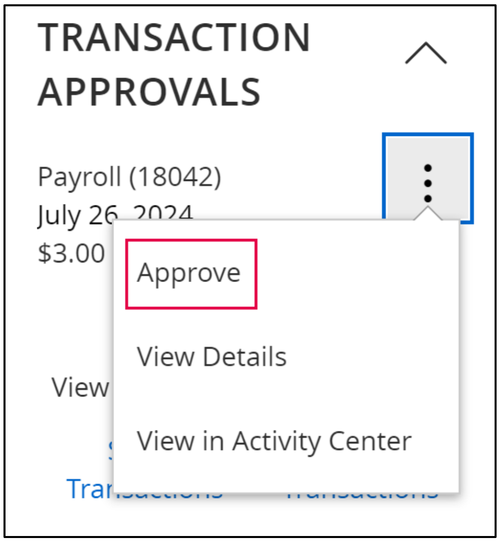
   The Home page displays.



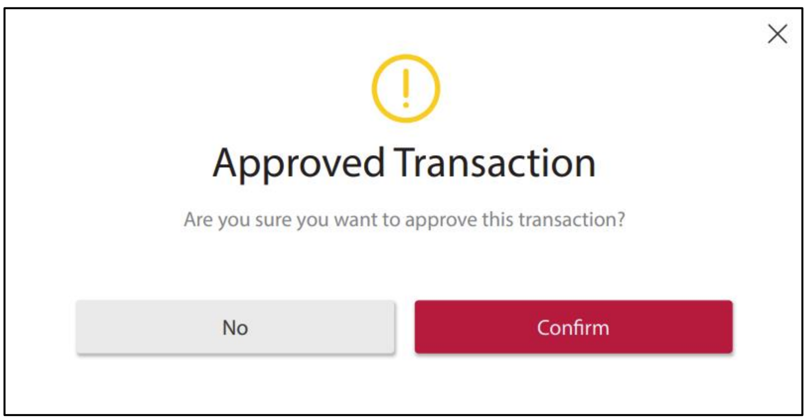
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



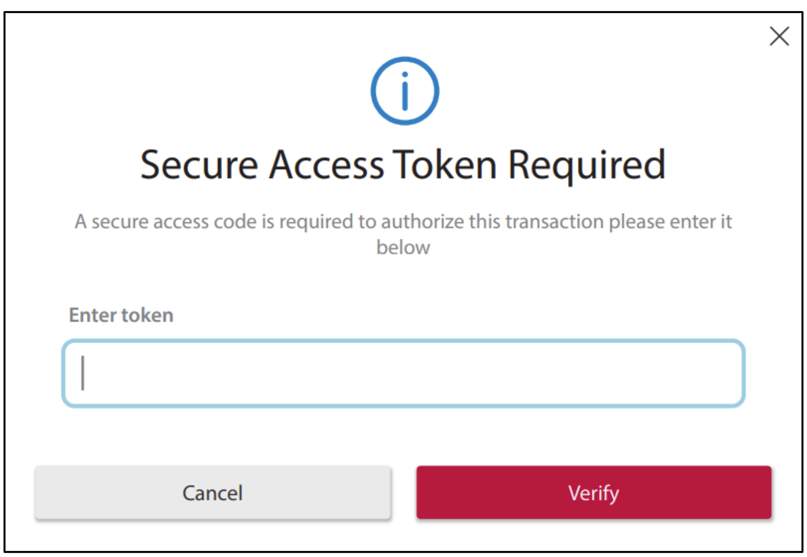
3. Select the ellipsis ⋮ icon and click **Approve**.



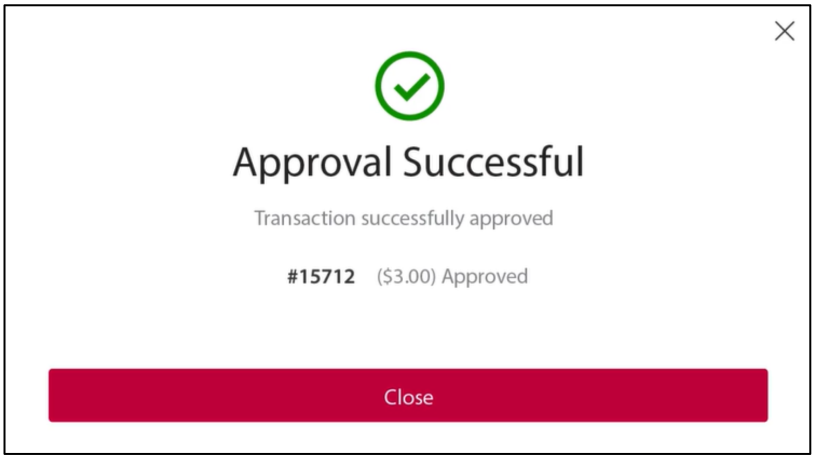
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6. Select **Close**.

   The transaction details are available for review.