

Payroll Direct Deposit Setup

(also consult Payroll Reference Manual)

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Initial Setup

- 1- When ready for an employee to go on direct deposit, using **Payroll Information**, edit in 'Y' in the "DD"(Direct Deposit) field and enter each employee's bank r/t# and bank acct. If part of a pay record should go to a savings account enter that info on bank-2 line. You can print a Payroll Information list to check the entries.
- 2- If you want employee pay records to print on "Pay Notices" (i.e. on blank 8 ½ x 11 paper) instead of printing a voided check, select "Setup/Tax Information" and open the "System Parameter Info" program. In a field in the upper left corner enter "Y" to print Dir Dep records on Pay Notices. Then enter a beginning Ref# such as "1". Save the screen. Note: if you have two sets of payroll files in different folders, then this must be done in each program.
- 3- Open the **Direct Deposit (ACH) Setup** program and fill in the entries for as many funds (companies) that will be made via direct deposit. You may need assistance with some of the questions and some info may need to be obtained from your bank. When building the ACH file(s) this information will blend with payroll information to create the bank/company/pay information needed in the ACH file. If more than one fund (company) is involved be sure they have different file names. If you have more than one set of payroll files in different folders, then you will fill out a screen in both programs.

Payroll Steps

As you do Pay Input, any employee on direct deposit will have a "Y" inserted in the "DD" field at the top of the screen. User can change this during input if not correct although depending upon a program setting, this can change the setting on the Payroll Information screen permanently.

If none of the pay records in a run should be direct deposited (ex: this is a holiday bonus and you want to print checks) then do **not** change the 'DD' setting at the top of the pay screen but instead after inputting the pay records select the command "**Chg Dir Dep**" which will change everyone's pay record to not be direct deposit. This does not change the Payroll Information records.

When printing the Pay List, there should be a "Y" under the "D" column on the list if the employee is under direct deposit.

If you changed the Setup program to print pay notices instead of checks, you'll use the "**Direct Dep Pay Notices**" command (found on the "Checks-Notices/Reports" screen) to print pay notices for the employees (instead of the "**Employee Checks**" command).

You will build the ACH file using the "**Build Direct Dep ACH File**" program. When building the ACH file if you don't want the secondary bank acct entry (such as a savings acct) to have a deposit made, there is a box you can check to skip it This is handy if the pay record is only a bonus pay and likely 100% of the pay would need to go into checking. The built file(s) will be stored in the same drive/folder that your other Payroll files are stored in.

You will send the ACH file to your bank. At some cities this is done by uploading the file through the bank's secure web site while in other cases the file is put on a CD or USB drive and carried over to the bank. Most banks want the file 1 – 2 days before the effective date.