



Online Banking

iPay Payroll

Bill Pay for Payroll in Midland Business Access

iPay Payroll

What to know before using Bill Pay for your company's payroll.

- Direct deposit is the only payroll payment option available through iPay Bill Pay.
- Schedule and fully approve payroll at least 2 business days before the pay date.
- The pay date is the date funds are deposited into the employee's account.
- Add an unlimited number of employees.
- Employees can split their direct deposit between up to 2 accounts.

iPay Payroll

Create payroll schedule.

[Home](#) [Payments](#) [Payees](#) [Transfers](#) **Payroll** [Calendar](#) [Options](#)

Welcome: **Laurie Smith** | lsmith@demo.com | Last login: 11:02 AM ET 7/18/2020
[Profile](#) | [Messages \(1 \)](#) | [Log out](#)

Payroll

Joe's Landscaping

**Total employees**
5
[Edit](#) [Add](#)

**Payroll schedule**
Monthly on the last business day
[Edit](#)

**Next payroll**
8/31/2020
[Schedule new](#)

**Past payroll**
8/10/2020
[View history](#)

**Extra payroll**
None
[Schedule new](#)

**All scheduled payroll**
[View](#)

11:28 AM ET

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iPay Payroll

Choose payroll frequency and pay date (day of the week).

Current Pay Day Schedule

Pay From: Primary Checking
Frequency: Monthly on the last business day
First Pay Date: August 05, 2020

Important Information!

By editing the current Payroll Schedule, your Payroll Deposits will be stopped, and you will need to reschedule them based on the changes made here.

Stop the current payroll schedule and start a new one.

Select pay from account: *

Hobby Account ▼

Pay day frequency: *

Weekly
Weekly
Every Other Week
Twice a Month
Monthly

Pay Date: *



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

iPay Payroll

Choose whether payroll should be processed before or after non-processing days, such as holidays.

Current Pay Day Schedule

Pay From:	Primary Checking
Frequency:	Monthly on the last business day
First Pay Date:	August 05, 2020

Important Information!

By editing the current Payroll Schedule, your Payroll Deposits will be stopped, and you will need to reschedule them based on the changes made here.

Stop the current payroll schedule and start a new one.

Select pay from account: *

Hobby Account

Pay day frequency: *

Weekly

Weekly

Every Other Week

Twice a Month

Monthly

Pay Date: *

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

iPay Payroll

Add your company's employees.

Welcome: **Laurie Smith** lsmith@demo.com Last login: 11:02 AM ET 7/18/2020

 Profile ▾

 Messages (1)

 Log out

Payroll

Joe's Landscaping

Total employees



5

 Edit

 Add

Payroll schedule



Every other week on
Friday

 Edit

Next payroll



8/21/2020

 Schedule new

Past payroll



8/10/2020

 View history

Extra payroll



None

 Schedule new

All scheduled payroll



 View

iPay Payroll

When adding an employee, all fields are required and must be filled in.

First name *	Last name *
Ashley	Test
Employee ID number	Email address
12345	Ashley@test.com
Tell me more	
Employee status *	Pay type *
Active	Hourly

iPay Payroll

If an employee chooses to split their payroll into two accounts, include all bank information for both accounts.

Employee account information

Would you like to split the deposit between two bank accounts?

Don't split

Split

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

iPay Payroll

Choose between two payday types: regular payroll and extra payroll.

- **Regular Payroll:** Processes according to your established payroll schedule.
Payroll dates cannot be changed.
- **Extra Payroll:** Use for bonuses, additional hours worked, or if you miss your regular payroll date.

iPay Payroll

Schedule a regular payroll.

Schedule a Regular Payroll

Payroll Information

Regular Deposit Date: 8/21/2020

Payroll dates are based on the frequency selected when the Payroll Schedule was made.

Pay from Account: Hobby Account

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

Hourly Employees

☐ Select All Employees (Does not include contractors)

Name	Regular Pay	Extra Pay	Total	Additional Items	
☐ Jim Cook Last Paid: n/a Amount: \$250.00	\$ 0.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	1 No Add
☐ Joe Johnson Last Paid: n/a Amount: \$250.00	\$ 0.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	2 No Add

Hourly Sub Total \$0.00

Salary Employees

Name	Regular Pay	Extra Pay	Total	Additional Items	
☒ Jane Doe Last Paid: n/a Amount: \$749.00	\$ 500.00	\$ 0.00	\$500.00	Employee ID: Split Amount: Memo/Comment:	5 Yes Add
☒ Suzy Smith Last Paid: n/a Amount: \$950.00	\$ 800.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	3 No Add

Salary Sub Total \$500.00

- Select the checkbox next to each employee to be paid, then enter the payment amount for the current payroll cycle.
- When finished, scroll to the bottom of the page, click Next, then click Submit.

iPay Payroll

Schedule an extra payroll.

Schedule an Extra Payroll

Pay Day Information

Pay Day Description:

If a name is not given the Extra Pay Day Name will be identified by the date you select below.

Select an Extra Pay Day:

Pay from Account:

Hobby Account

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

Hourly Employees

☐ Select All Employees (Does not include contractors)

Name	Regular Pay	Extra Pay	Total	Additional Items	
☐ Jim Cook Last Paid: n/a Amount: \$250.00	\$ 0.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	1 No Add
☐ Joe Johnson Last Paid: n/a Amount: \$250.00	\$ 0.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	2 No Add
Hourly Sub Total \$0.00					

Salary Employees

Name	Regular Pay	Extra Pay	Total	Additional Items	
☒ Jane Doe Last Paid: n/a Amount: \$749.00	\$ 500.00	\$ 0.00	\$500.00	Employee ID: Split Amount: Memo/Comment:	5 Yes Add
☒ Suzy Smith Last Paid: n/a Amount: \$950.00	\$ 800.00	\$ 0.00	\$0.00	Employee ID: Split Amount: Memo/Comment:	3 No Add
Salary Sub Total \$500.00					

- Enter a payroll description, or leave it blank to use the selected pay date as the description.
- Payroll can be scheduled for any day of the week, provided it is scheduled and approved at least 2 business days before the pay date.
- Complete the remaining steps using the same process as Regular Payroll.

