Creating Employees & Adding Direct Deposit

From your CyberPay Online Phoenix Application: 1

1) Click the Employee Setup Tab:



3) Select the Company & the Employee Template (contact info@payrolloption.com to have these tweaked).

4) Then complete all of the required information in Red:

New Employee			Cancol				
			Cancer				
Company Information							
Company	Please select	•			Active 🦉	2	
Employee Template	Please select	*			Location	Please select	•
Hire Date	08/18/2016						
Wage	\$0.00				Department	Please select	v
Contact Information							
Employee ID				SSN			
					Format: ###-## ####		
First Name				Email Address			
Middle Name				Office Phone			
Last Name				Fax			
Birth Date				Home Phone			
Street Address 1				Other Phone			
Street Address 2							
City				Gender	Female	¥	
State/Province	Please select 🔻			Notes			
ZIP/Postal Code				Job Classification	Part Time	v	
County							
Country							

Cancel

5) Click	*Save*
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Save

Creating Employee Direct Deposit

From the Employee Setup Screen 1) Click the name of the employee you wish to work on.

2) Next Click on *Direct Deposit*

Payroll Employee	s Payro	oll Reports 🕞	Company	ESS I	Information	myHR Support C	Center	QuickBooks	s Online	Audit 7	Frail Report	
Employee: Aguilera,	Jessica					/						
Back to List					¥		Edit	Delete				
Employee Info HR Setur	HR Info	Custom Data	ACA Options	Allocations	Direct Deposit	Pay Item History	EE Taxes	ER Taxes	Pay	Deductions	Benefits	Time Off Accrual
3) Click Nev	w Direct	Deposits										
4) Complete rem	aining	New D	irect Depo	sit							_	
required informa	ntion in										Save	Cancel
Red					Employee	Aguilera, Jessica						
neu -		Direct De	posit Informati	on								
					Order 0	1						
Quick Note, the *O	rder* is			Direct	t Deposit Type 🛛	Percent of Pay	•					
only applicable whe	en			Fix	ed Amount 🛛	\$0.00						
	:ua at				Percentage 0	0.00						
entering multiple D	irect					Range from 0.0 to 100.	.0 %					
Deposits. Most will	be			Acc	count Number 0	Flease Select	-					
100% of net pay ho	wever			Confirm	Account Number							
for more info on en	tering			Routing Tr	ransit Number 🕑							
multiple Direct Dep	osits					Format:####################################						
please contact us at	t				Bank Name							
info@novrollontion	com											
ппошраутопортіон					Check Sample	Name 1234 ANYWHERE LANE				0123	3	
						Big To The		Date	1	\$		
						onar or				Dollars 🖬 Section of	*	
						ESEO MPS0018 ES 11 3444EF58103						
						Routing Transit	Number	Account N	umber	Check #		
						0182736	ււ	11 23 B	100 29	0153		
	5) C	lick *Sa	ve*	_								

CIICK Save

Save Cancel