

# Creating Employees & Adding Direct Deposit

From your CyberPay Online Phoenix Application: **1) Click the Employee Setup Tab:**

PAY<sup>✓</sup>OPTIONS

Payroll Employees Payroll Reports Company ESS Information myHR Support Center

2) Click \*New Employee\*

All Employees **New Employee** Active Employees by Company

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

Save Cancel

Company Information

Company	-- Please select --	Active	<input checked="" type="checkbox"/>
Employee Template	-- Please select --	Location	-- Please select --
Hire Date	08/18/2016	Department	-- Please select --
Wage	\$0.00		

Contact Information

Employee ID		SSN	
First Name		Format: ###-##-####	
Middle Name		Email Address	
Last Name		Office Phone	
Birth Date		Fax	
Street Address 1		Home Phone	
Street Address 2		Other Phone	
City		Gender	Female
State/Province	-- Please select --	Notes	
ZIP/Postal Code		Job Classification	Part Time
County			
Country			

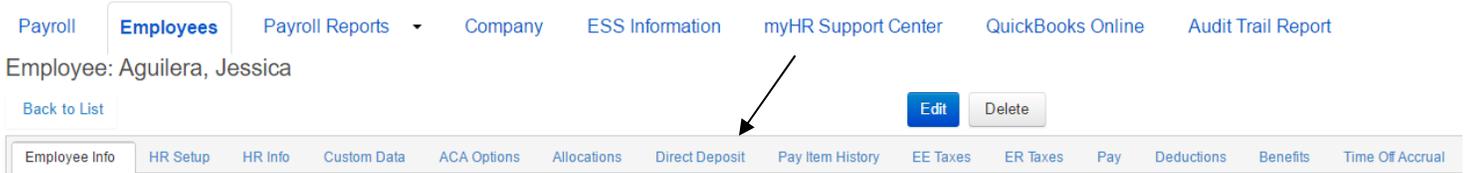
5) Click \*Save\*

Save Cancel

# 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\*



3) Click **New Direct Deposits**

4) Complete remaining required information in Red

New Direct Deposit

Employee Aguilera, Jessica

Direct Deposit Information

Order

Direct Deposit Type

Fixed Amount

Percentage   
Range from 0.0 to 100.0 %

Account Type

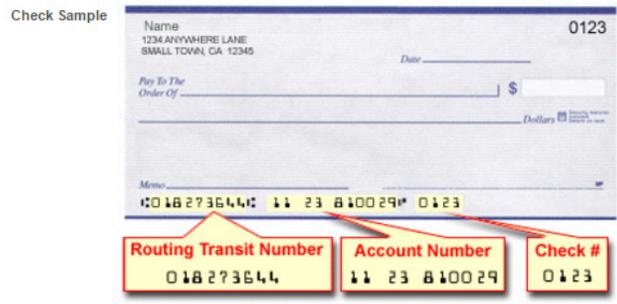
Account Number

Confirm Account Number

Routing Transit Number   
Format:#####

Bank Name

Quick Note, the \*Order\* is only applicable when entering multiple Direct Deposits. Most will be 100% of net pay however for more info on entering multiple Direct Deposits please contact us at info@payrolloption.com



5) Click \*Save\*