Managing ACH Payroll Templates

An ACH* Payroll template is a defined set of instructions that you can use for repeated payroll payments. Templates make it easy to set up and use repetitive payments.

*Service charge may apply.

> Note: If you create a new template based on an existing template or payment, then the new template's name must be unique. Otherwise, the system will prompt the User to create a unique template name.

To create an ACH Payroll template

1. In the navigation menu, click or tap **Advanced Payments** > **ACH & Wires**.
2. Click or tap **Create Template**, then select **Payroll**.
3. Enter a **Template Name**.
4. (Optional) Click or tap **User Roles** to make the template available to other users within your business.
5. Check User Roles that should have access to template and click or tap Done.
6. Enter **Company Entry Description**
7. (Optional) If applicable, select **Subsidiary**
8. Select funding **Account**
9. Click or tap **Add Multiple Recipients**
10. Select Recipients to include in template
11. Enter **Amount** for each recipient.

> Note: Leave the amount as $0 on the template if the amount to be paid changes each payroll period.

   a. (Optional) Click or tap Recipient kebab menu and Select **Expand Row** to Notify Recipient or enter an Addendum.
      i. Select the **Notify Recipient** check box to notify the Recipient. This option is only enabled if an email address is on the recipient's profile.
      ii. Input **Addendum** Message
      iii. Click or tap Show Details to review account information.

12. Click or tap **Save**
13. Click or tap **Close** or **Pay** on confirmation pop up

> Note: Selecting Pay will pick up on step 3 under to send a payroll file using a template.

FAIRWINDS

To send a payroll file using a Payroll Template

1. In the navigation menu, click or tap **Advanced Payments** > **ACH & Wires**.
2. On template line, click or tap **kebab menu** and select **Pay**
3. Select **Effective Date**. The effective date is the pay date.
    a. (Optional) If you select the current day to make a **Same Day ACH** payment, a confirmation message appears asking you to acknowledge that this type of payment may incur a fee for the expedited processing. Click **Agree**.

Note: If the transaction exceeds the Same Day ACH payroll limit ($100,000), an error banner appears and you cannot Draft or Approve the transaction until you select a new date or change the amount.

4. Enter **Amount** for each recipient

Note: If recipient is not being paid, click or tap kebab menu and select **Do Not Pay**.

5. Click or tap **Draft** or **Approve**.

Note: ACH Payroll files that are drafted must be approved in order to be processed. *FAIRWINDS* does not receive the ACH Payroll file for processing until it has been approved. ACH Payroll approval cutoff time: 4pm

6. Select appropriate **secure access code destination**
7. Input **secure access code**
8. Click or tap **Verify**
9. A confirmation message appears. Click or tap **Close**.

If you see an error message, contact us at 407.277.5045 for assistance.

FAIRWINDS

To edit a Payroll Template

1. In the navigation menu, click or tap **Advanced Payments** > **ACH & Wires**.
2. On template line, click or tap **kebab menu** and select **Edit**
3. To add recipients, click or tap **Add Multiple Recipients**
    a. Select the recipients to add
    b. Click or tap **Add**

Note: The recipient needs to be created prior to adding them to a template.

4. To remove recipients, click or tap **kebab menu** for recipient and select **Remove**
5. Click **Save**