Creating an ACH* Payroll

*Service charge may apply.

1. In the navigation menu, click or tap **Advanced Payments** > **ACH & Wires**.
2. Click or tap **New Payment,** then select the ACH payment type: **Payroll**
3. Origination Details
    a. (Optional) **Company Entry Description**. Company Entry Description will default to **Payroll** if left blank.
    b. (Optional) If applicable, select **Subsidiary**
    c. Select funding **Account**
    d. Select **Effective Date**. The effective date is the pay date.
        i. (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**.
4. Recipient/Account
    a. Click or tap **Add Multiple Recipients**
    b. Select **Recipients**
    c. Click or tap **Add**
    d. Enter **Amount**
    e. (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.

> 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.

7. 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**

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

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