

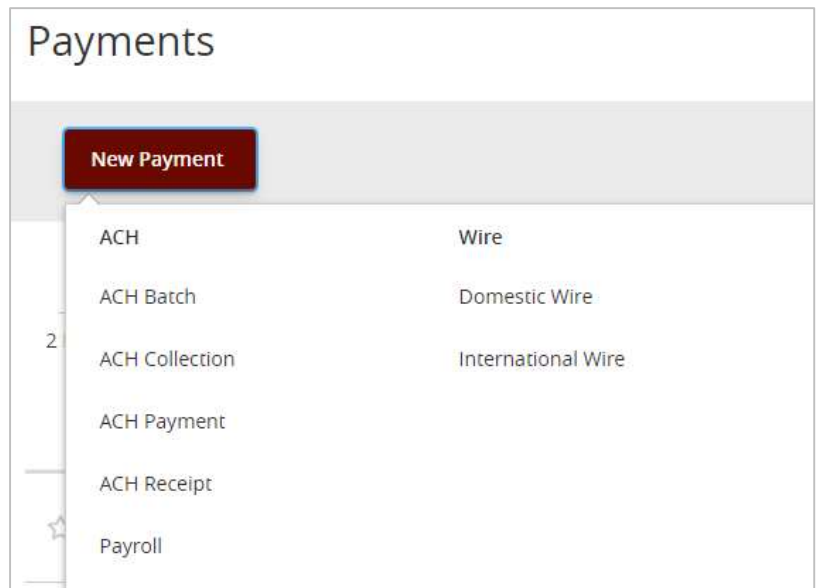
NOTE: This option allows the user to designate a total dollar amount and then designate a primary and secondary account(s) to distribute the funds for Payroll transactions.

1. Select the 'Payments' option under the 'Payments Hub' menu.

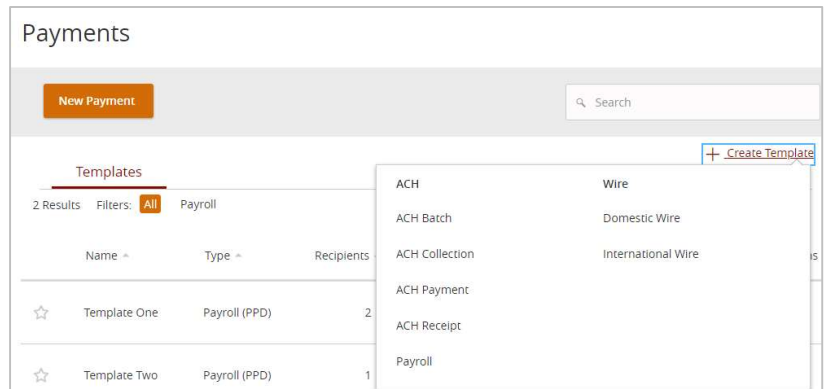


1. Three options are available.

- a. Click 'New Payment' and select 'the 'Payroll' option to create a new payroll transaction.



- b. Click 'Create Template' and select the 'Payroll' option to create a new payroll template.



Questions? Call our customer support.

Phone: 833-VERITEX (833-837-4839) or 469-443-9912 (Treasury Support: 972-349-6195)

Revised 10/21/2023

Split Transactions

- c. Click the 'template actions' icon and select 'Edit' to work with an existing Payroll template.

Name	Type	Recipients	Last Paid Date	Last Paid Amount	Actions
☆ Template One	Payroll (PPD)	2			⋮
☆ Template Two	Payroll (PPD)	1			

- Pay
- Edit
- Copy
- Delete

2. Select the desired recipient's primary account from the drop down list of existing recipients.

Recipient/Account	Amount
<input type="text" value="cory"/>	\$ 0.00
+ New Recipient	+ Add another recipient
Cory Test	
Cory Test Checking 7200123456789	
Cory Test Savings 2345	
Matched 1 recipient account(s).	

3. Enter total dollar amount of the payroll transaction.

Recipient/Account	Amount
Cory Test Checking 7200123456789	\$ 1,000.00

4. Click the 'Show payment actions' icon and select the 'Split Payment' option.

Recipient/Account	Amount
Cory Test Checking 7200123456789	\$ 1,000.00
+ Add another recipient	
\$1,000.00 1 payments	Cancel

- Split Payment
- Copy
- Remove
- Expand Row
- Show Details
- Notify Recipient

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5. Select the recipient's secondary account from the drop-down list.

6. Enter the desired dollar amount to be allocated to the secondary account. Then select Draft or Approve, depending on user entitlement.

NOTE: The dollar amount allocated to the primary account will be automatically reduced in accordance with the total dollar amount of the payroll transaction.

Recipient/Account	Amount
⚠ This payment is incomplete	
Cory Test Checking 7200123456789	\$750.00
<input type="text" value="Search for account"/>	\$ 250.00 ×
Cory Test Cory Test Savings 2345	\$ 1,000.00
<input type="checkbox"/> Notify recipient	Show Details