First Horizon BusinessConnect^{SM}

Employees Center

EMPLOYEES CENTER

The **Employees Center** displays all current employee payments.

The **Employees Payments** list displays the following information about each entry:

- **Amount.**
- **Entered Date**: Date the payment was created in the system.
- **Payment Date**: Date that payment will actually be made.
- **Payment Account**.
- **Beneficiary.**
- **Compensation Type:** Payroll, Expense Reimbursement, or Child Support Payment.

You can perform a number of operations on individual payments, including viewing, editing, modifying, approving, and deleting payments.

You can also create a new expense reimbursement, payroll payment, or child support payment.
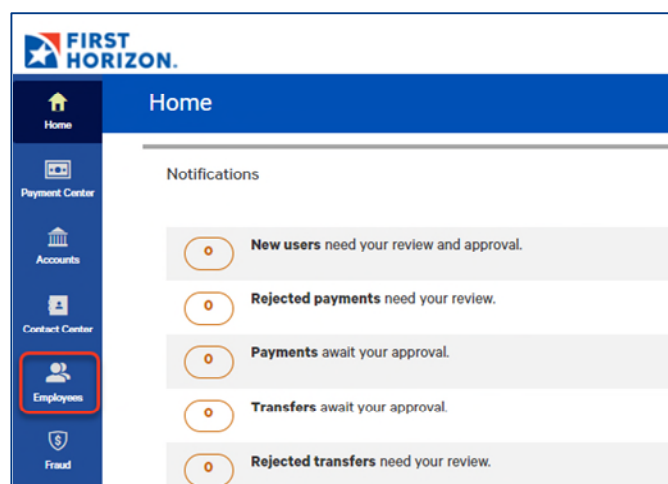
CREATE EMPLOYEE EXPENSE REIMBURSEMENT

You can create a transaction to reimburse an employee for out-of-pocket expenses on a project.

TIP*: **Expense Reimbursement** payments work similar to other employee payments in this user guide.

To create an employee expense reimbursement:

1. From the menu, select **Employees**.

The **Employees** widget appears with the **Payments** tab preselected.

2. On the **Employees** widget, click **Reimburse Expenses**.

3. In the **New Employee Reimbursement** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.

   The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

   The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

NOTE

If you modify the payment, the cutoff time may change. Be sure the payment is approved before the cutoff time.

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5. **Batch Description** automatically populates as "**REIMBURSE**".
6. (Optional) Enter **Company Discretionary Data** information.
7. (Optional) Enter a **Descriptive Date**, if different from the payment date.
8. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment to the employee.

9. In the **Beneficiary Information** section, enter the employee name in **Name**.

10. Select the **Bank Code** from the drop down.

11. Enter the employee's **Account Number**.

12. Select the **Account Type** from the drop-down list.
    - Checking.
    - Savings.
    - Loan.

13. Enter the transaction amount in **Amount**.

14. (Optional) Enter the employee number (or ID) in the **ID** field.

15. (Optional) Enter any **Discretionary Data** desired.

14. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.

15. (Optional) Check the **Hold** box if you want to place a hold on the transaction.

16. (Optional) In the **Internal Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.

Beneficiary Information

* Name	* Bank Code	* Account Number	* Account Type	* Amount
Employee Name	061120152 - FIRST HORIZ...	123456789	Checking	100.00 USD
	FIRST HORIZON BANK 3451 PRESCOTT MEMPHIS, TN			

ID	Discretionary Data		Internal Comment
12345		☐ Create Prenote ☐ Hold	test internal comment
			Stored with the transaction, but not forwarded with the payment

17. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.
    - Mark the appropriate box and enter the date.
        o Don't include this Beneficiary before.
        o Don't include this Beneficiary after.
18. If you need to add another employee for the same type of reimbursement, click **Add Another Beneficiary**.
19. You can save an expense reimbursement as a template. Check the **Save this payment as a template for future use** box.
20. Click **Save for Later** to save the payment before submitting it or click **Submit**.
    - If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.
    - If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the Employees Payments list.

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21. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

**Employee Reimbursement Payments** may also be deleted, modified or rejected. See those sections later in this guide.

CREATE EMPLOYEE PAYROLL PAYMENT

**TIP**: Payroll payments work similar to other employee payments in this user guide.

To create an employee payroll payment:

1. From the menu, select **Employees**.
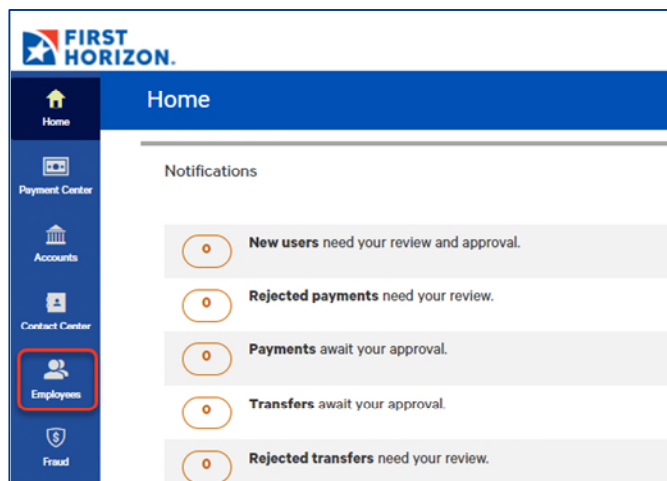
The **Employees** widget appears with the **Payments** tab preselected.

2. On the **Employees** widget, click **Payroll**.
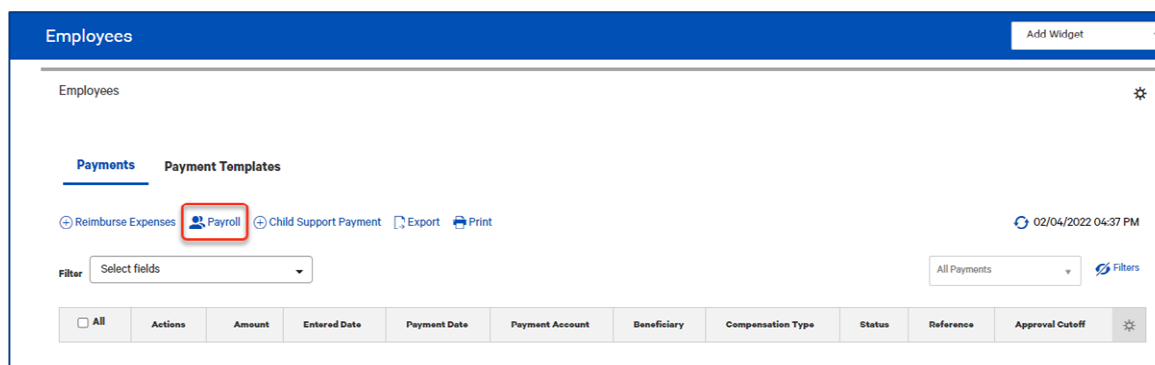
3. In the **New Payroll Payment** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.

    The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

    The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

NOTE

If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.

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5. **Batch Description** automatically populates as "PAYROLL".
6. (Optional) Enter **Company Discretionary Data** information.
7. (Optional) Enter a **Descriptive Date**, if different from the payment date.
8. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment to the employee.

9. In the **Beneficiary Information** section, enter the employee name in **Name**.
10. Select the **Bank Code** from the drop down.
11. Enter the employee's **Account Number**.
12. If the payroll amount should be split with a second account, click **Add 2ⁿᵈ Account**. (See second image below)
13. Select the **Account Type** from the drop down list.
    - Checking
    - Savings
    - Loan
14. Enter the transaction amount in **Amount**.
15. (Optional) If **Add 2ⁿᵈ Account** is selected,
    - Select **Allocation Type** from drop down (Fixed or Percentage).
    - Select **2ⁿᵈ Bank Code** from drop down list.
    - Enter **2ⁿᵈ Account Number.**
    - Select **2ⁿᵈ Account Type.**
    - Enter **2ⁿᵈ Account Allocation** (either the fixed amount or the percentage).
    - Click **Remove 2ⁿᵈ account**, if needed.
16. (Optional) Enter the employee number (or ID) in the **ID** field.
17. (Optional) Enter any **Discretionary Data** desired.
18. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.
19. (Optional) Check the **Hold** box if you want to place a hold on the transaction.
20. (Optional) In the **Internal Comment** field, enter an internal comment that you want to store with the transaction. Comments entered here are not stored with the transaction.

View if Add 2ⁿᵈ Account is selected:

21. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.

    • Mark the appropriate box and enter the date.
        ○ Don't include this Beneficiary before.
        ○ Don't include this Beneficiary after.

22. If you need to add another employee for the same type of reimbursement, click **Add Another Beneficiary**.

23. You can save an payroll payment as a template. Check the **Save this payment as a template for future use** box.

24. Click **Save for Later** to save the payment before submitting it or click **Submit**.

    • If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.

    • If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the Employees Payments list.

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25. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

Employee Payroll Payments may also be deleted, modified or rejected. See those sections later in this guide.

CREATE EMPLOYEE CHILD SUPPORT PAYMENT

TIP: Child Support payments work similar to other employee payments in this user guide.

To create an employee child support payment:

1. From the menu, select **Employees**.
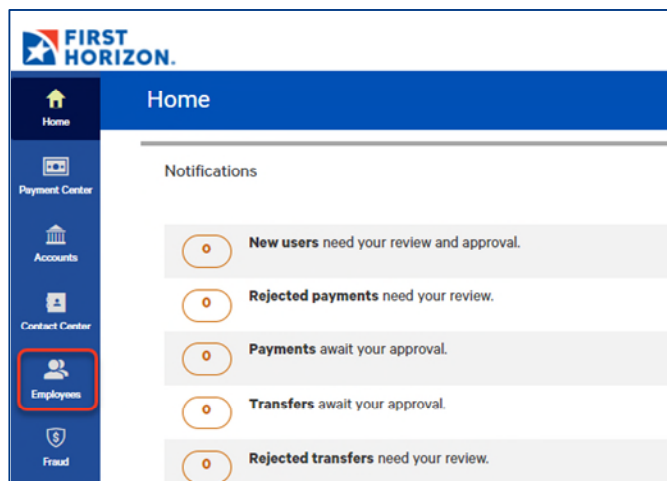
The **Employees** widget appears with the **Payments** tab preselected.

2. On the **Employees** widget, click **Child Support Payment**.
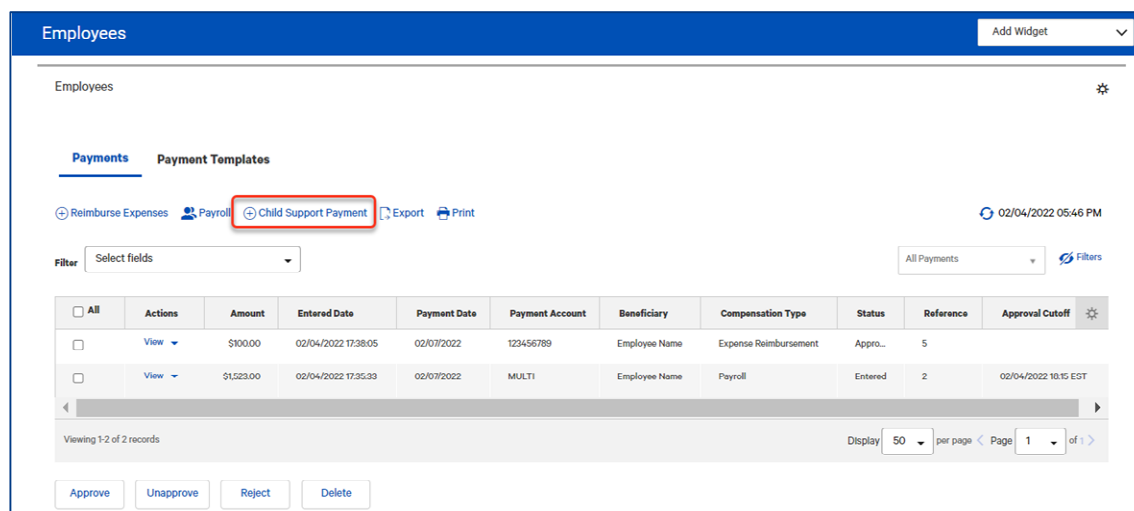
3. In the **New Child Support Payment** window, use the drop-down to select an **Originator ID**, which corresponds to a payment or offset account.

    The **ACH Company**, **Company ID/Name**, **Offset Account** number, and **Batch Description** fields will be automatically filled in.

4. The **Value Date** field will reflect the nearest available payment date. To change the date, use the calendar icon to select a new one.

    The application will display a cutoff time by which the payment has to be approved. This will appear below the **Value Date** field. For example, "Payment must be approved by 8:00 PM ET."

    NOTE

    If you modify the payment, this cutoff time may change. Be sure the payment is approved before the cutoff time.

5. (Optional) Add any **Internal Comments** desired. The comments are internal; they will not appear on the payment.

6. In the **Beneficiary Information** section, use the **Agency** drop-down to select the state agency mandating the payments.

    The remaining **Beneficiary** fields will appear. These fields will vary depending on the state agency.

    Note

    The beneficiary address book does not support child support beneficiaries.

7. Enter the payer's first name in **Absent Parent First Name**.

8. Enter the payer's last name in **Absent Parent Last Name**.

9. In **Absent Parent SSN**, enter the absent parent's social security number.

10. Enter the **Case Identifier** or court order number. Sometimes, this field will include the state name (for example, **Florida Case No.**).

11. (Optional) If the agency requires the **FIPS code**, use the drop-down to select the appropriate code.

    FIPS code: Federal Information Processing Standard Code – a five-to-seven-digit number that identifies a specific county with a state.

12. (Optional) Select **Y** (Yes) or **N** (No) in the **Employment Terminated** field to select the payee's employment status.

13. Use the **Medical Support Indicator** field to select whether the payer has medical coverage through an employer; the options are **Y**, **N**, and **W** (not applicable).

14. (Optional) Enter the appropriate **FEIN** (Federal Employer Identification Number).

15. Use the calendar icon to select the **Pay Date** (the date when income is withheld).

16. Enter the **Payment Amount**.

17. (Optional) Check the **Create Prenote** box if you want to create and send a prenote.

18. (Optional) Check the **Hold** box if you want to place a hold on the transaction.

19. If you need to restrict using the beneficiary by a particular date, click to expand the **Beneficiary Exclusion Dates** section.
    - Mark the appropriate box and enter the date.
        - Don't include this Beneficiary before.
        - Don't include this Beneficiary after.

20. To add another beneficiary to the batch, click **Add Another Beneficiary**.

21. You can save an child support payment as a template. Check the **Save this payment as a template for future use** box.

22. Click **Save for Later** to save the payment before submitting it or click **Submit**.

- If the payment is saved successfully, a confirmation message will appear. Close the message to continue working.

- If the payment was not saved successfully, an error message will appear. Correct the error and attempt to save the payment again.

NOTE

When a payment is saved for later, its status will appear as *Incomplete* in the **Employees Payments** list.

23. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user. See **Approve Payment** in this user guide.

Employee Child Support Payments may also be deleted, modified or rejected. See those sections later in this guide.

APPROVE PAYMENT

Depending on your entitlements, you may be able to approve payments in the **Employees Center**.

To approve a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Approve**.

3. Click **OK** to answer any warnings, if applicable.

4. The payment is approved.

DELETE PAYMENT

To delete a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Delete**.

3. Click **Yes** to confirm the deletion.

MODIFY PAYMENT

To change/modify a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Modify**.

3. Make the appropriate changes.
4. Click **Save**.

REJECT PAYMENT

Depending on your entitlements, you may be able to reject payments in the **Employees Center**.

To reject a payment:

1. Click the **View** drop down arrow in the **Actions** column of the payment to approve.
2. Click **Reject**.

3. Enter the **Reject Reason**.
4. Click **OK**.

EXPORT PAYMENTS

You may export all or selective payment data in a summarized or detailed format.

To export All Payment data:

1. On the **Employees Payment** page, click **Export**.

2. **All Payments** is automatically selected under the **Export Payments** heading.
3. Under the **Export Data** area, **Summary Information** is automatically selected.
4. (Optional) Click **Transaction Details** to show the details of each transaction.
5. Click **Export**.

6. Open the exported file.

7. View the summarized data file in Microsoft Excel.

Example of All Payments - Summary

	A	B	C	D	E	F	G	H	I	J
1	Amount	Entered Date	Payment Date	Payment Account	Beneficiary	Compensation Type	Status	Reference	Approval Cutoff	
2	100	2/4/2022 17:38	2/7/2022		123456789	Employee Name	Expense Reimbursement	Approved	5	
3	1523	2/4/2022 17:35	2/7/2022	MULTI		Employee Name	Payroll	Entered	2	02/04/2022 18:15 EST
4										
5										

Example of All Payments – Transaction Details included (portion of detail only shown)

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	ID	Payment Type	Status	Batch ID	Name	ID	Amount	Debit/Credit	Account Number	Account T	Name	ID Num	Trace ID	Prenote	ABA	Addenda	Comment	Tran Date V
2	5	Expense Reimbursement	Approved	1047	CORP ABC 1	10000001	100	Credit	123456789	Checking	Employee	12345		N	11000138			2/4/2022
3	2	Payroll	Approval Window Passed	1046	CORP ABC 1	10000001	1523	Credit	123456789	Checking	Employee	12345		N	61120152		payroll 2/4/2022	2/4/2022
4																		

To export Selective Payment data:

1. On the **Employees Payment** page, click the **checkbox beside the payment** to export.
2. Click **Export**.

3. **Selected Payments** is automatically selected under the **Export Payments** heading.
4. Under the **Export Data** area, **Summary Information** is automatically selected.
5. (Optional) Click **Transaction Details** to show the details of each transaction.
6. Click **Export**.

PRINT PAYMENT SUMMARY

Print summary or details of all or selective payments.

To print Payment data:

1. **To print all payments**, on the **Employees Payment** page, click **Print**.

   To print selective payment, click the checkbox beside the payment to print and then click Print.

2. Under the **Print** heading, select **Summary** or **Details**.

Example of Summary Print

Example of Details Print

COPY PAYMENT

As long as you have the proper entitlements, you can copy an approved payment from the **Payments** list to make another payment or create a template from the payment. When you copy the payment, you can also edit it as needed, then submit or save it as a new payment.

To complete a Copy As Payment on an existing employee payment:

1. From the menu, select **Employees**.

   The **Employees** widget appears with the **Payments** tab preselected.

2. Click the checkbox beside the payment you want to copy.

3. Click View from the **Actions** drop-down, select **Copy as Payment**.

4. Data from the existing payment is copied and appears in the **New Payment** screen.

5. Edit the fields as needed.

6. Click **Submit**.

7. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user.

To complete a Copy As Template on an existing employee payment:

1. From the menu, select **Employees**.

    The **Employees** widget appears with the **Payments** tab preselected.

2. Click the checkbox beside the payment you want to copy.
3. Click View from the **Actions** drop-down, select **Copy as Template**.

4. Data from the existing payment is copied and appears in the **New Payment** screen.
5. Enter a **Template Code**.
6. Enter a **Template Description**.
7. Edit the copied fields as needed.

8. To modify the **Beneficiary Information**, click the **View** drop down in the **Actions** column and then click **Modify**.
9. If you wish this payment template to be recurring, click the **Make Recurring** checkbox.
10. Click **Save**.
11. After a payment is submitted, it must be approved before it is sent to the Bank for processing. Typically, payments are approved by another user.
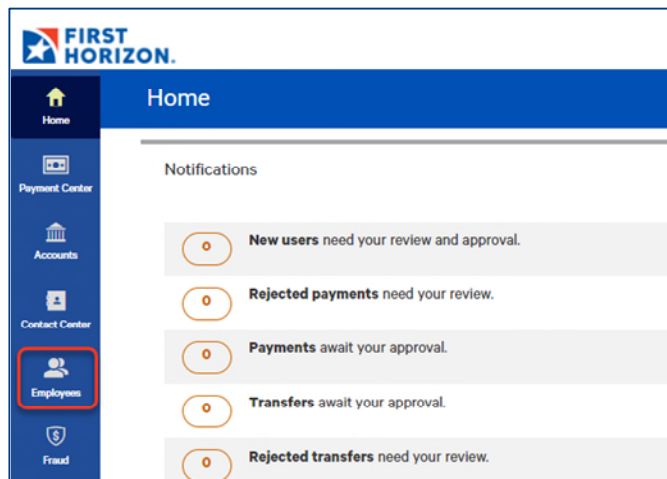
PAYMENT TEMPLATES

Creating a payment from a template can save you time, as much of the required information is pre-populated.

To create an employee payment from a template:
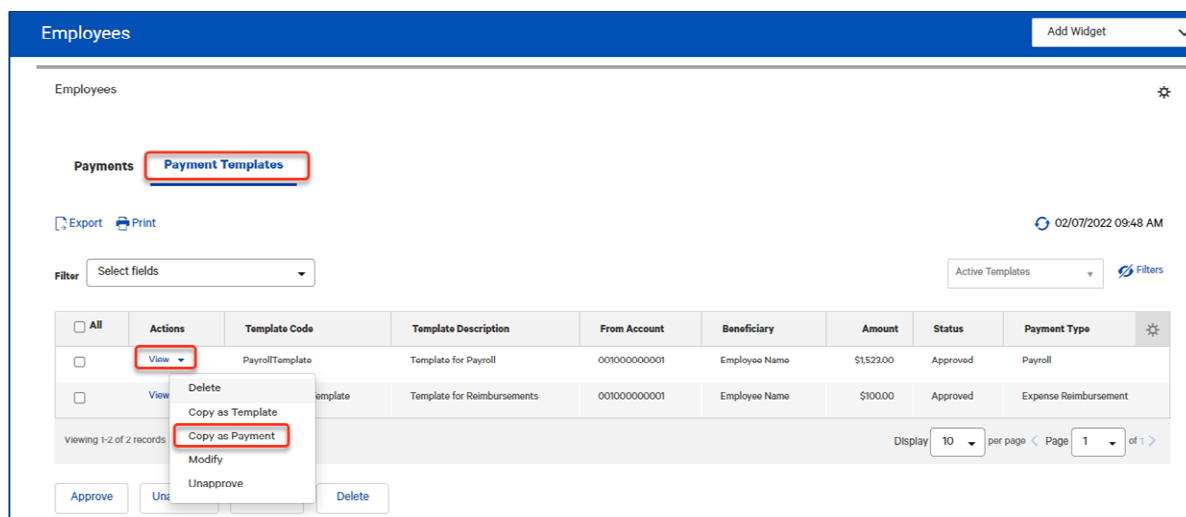
1. From the menu, select **Employees**.

The Employees widget appears with the **Payments** tab preselected.

2. Click the **Payment Templates** tab.

3. Click the **View** drop down arrow on the existing template with which you wish to make the new employee payment.

4. Click **Copy as Payment**.

Note

A template must be in Approved (AP) status for this option to display.

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5. Make the necessary changes to the payment detail information and Beneficiary Information.

6. To modify the Beneficiary Information, click the **View** drop down in the Actions column and then click **Modify**.

7. Click **Submit** to submit the payment for approval.