

W E L C O M E

RFMS Direct Deposit



DIRECT DEPOSIT CONFIRMATION

Current	Year to Date
\$659.16	\$3,954.00

Thank you for your patience as we wait for attendees to arrive.

We will begin shortly



Presented by:



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Implementation /Training

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Located in Western Washington State.



Systems for Success





BEFORE WE BEGIN



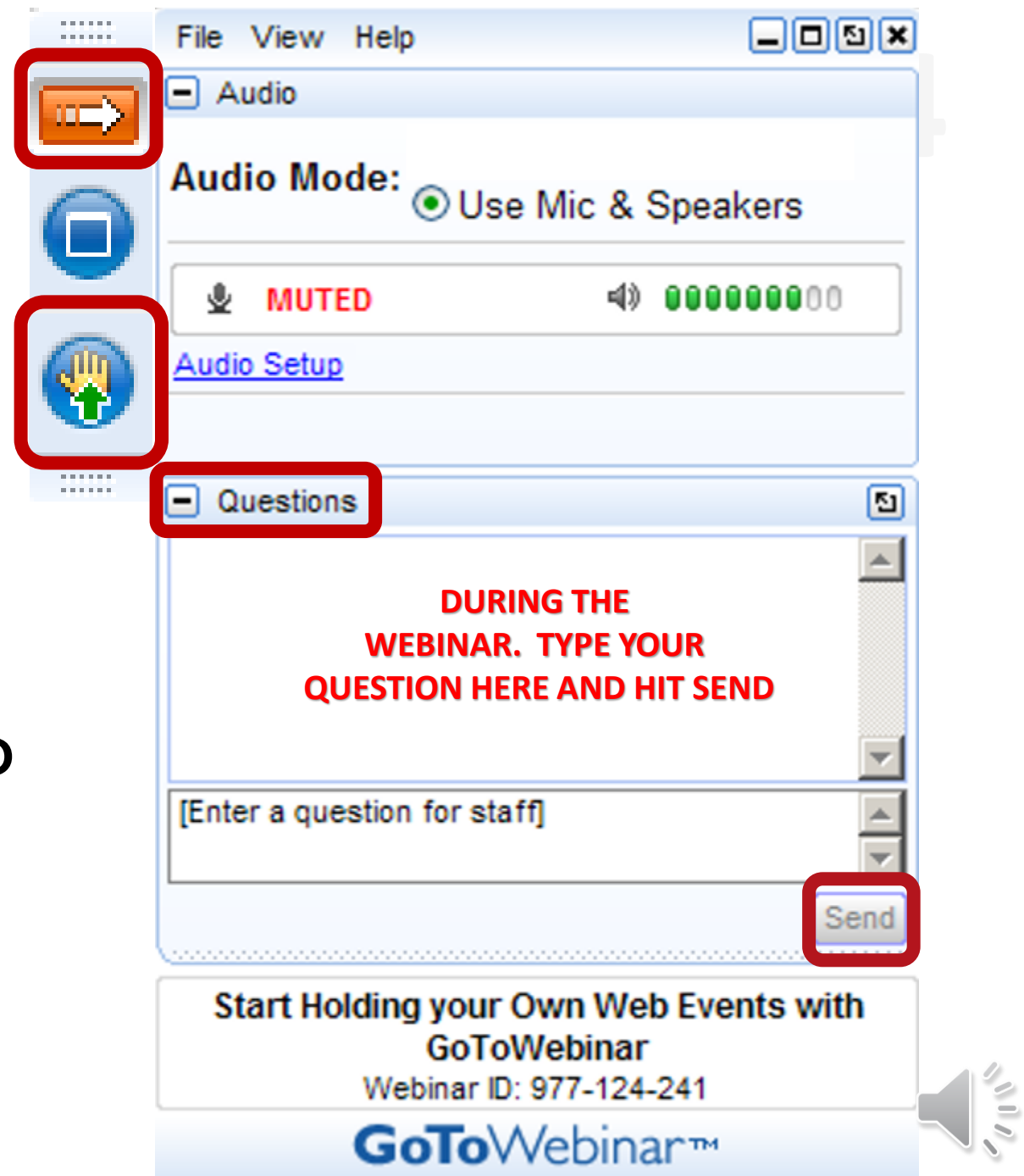
We will send you
the recording



We'll do Q&A at the end of the
webinar

HOW TO PARTICIPATE

- ORANGE BOX TO HIDE THE PANEL
- TYPE YOUR QUESTIONS AND HIT SEND
- HAND TO BE UNMUTED AT THE END





Direct Deposit

RFMS Add-On





Trips to the bank **Are in the Past**



Direct Deposit



Ninety-six percent of **U.S. employees** receive their paycheck via **direct deposit**, according to an **American Payroll Association** survey. Jan 21, 2020



USE **DIRECT DEPOSIT** FOR

— ...



EMPLOYEES



SUBCONTRACTORS



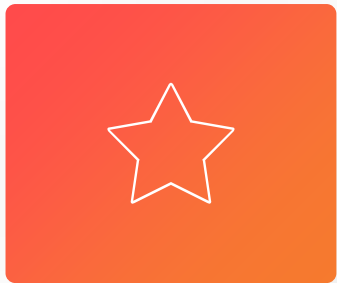
SUPPLIERS

When to use Direct Deposit

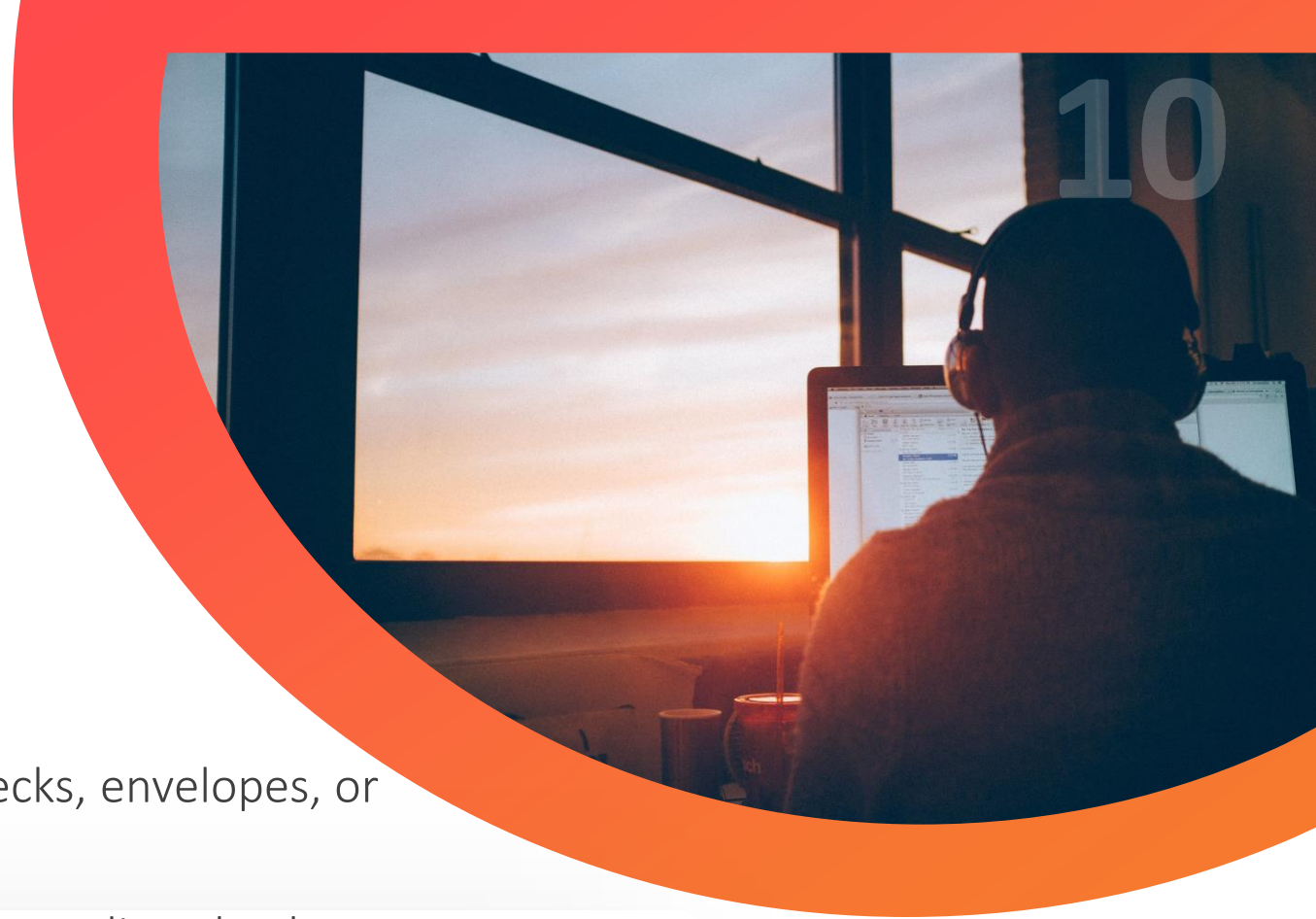


Employer Benefits

— ...



- Process Payroll off-site
- Lower Costs with no checks, envelopes, or postage expense
- No Overnight fees when sending checks to another store location.
- No waiting for people to pick up checks
- Reduce Fraud
- Less Hassle
- More Secure- Confidential and Private

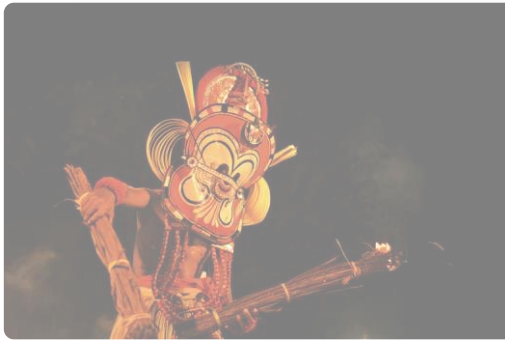


Employee Benefits

- Get Paid no matter Where you Are
- Immediate Access to Funds
- No need to go to the store to Pick up Check.
- Or Waiting in Line to obtain Check
- NO Trips to the Bank required
- Eliminates the risk of Losing check
- Safe and Secure



THE MYTHS —...



MYTH #1

Sixty-two percent of those polled believed that a paper check with your name on it can only be cashed if **you** sign or endorse it.

1

FACT

Not So.....commonly forged.



MYTH BUSTED



THE MYTHS —..



2

MYTH #2

Nearly half of those polled believed that direct deposits went through the Internet to be deposited in their accounts

Fact

A highly secure electronic banking system, not the Internet, deposits your funds into your bank account.

MYTH BUSTED



How it's done

— ...

01

Preform Payroll

02

Create DD File

03

Transmit File (upload) to Bank

04

Transfer Funds

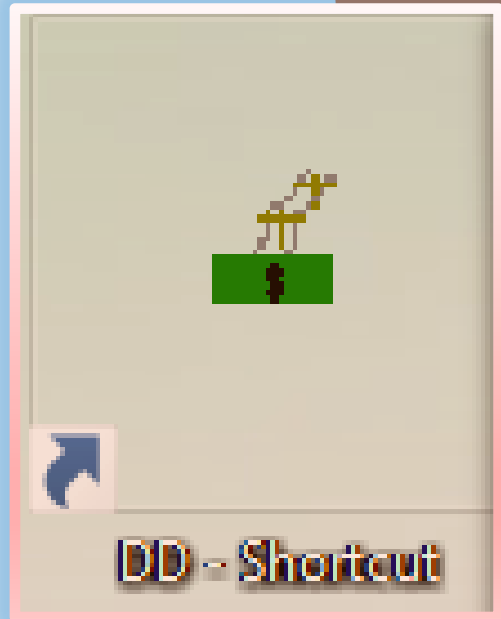
From Operating Account to your DD bank
Account for the Net Payroll

05

Bank Processes File

Getting Started

RFMS Direct Deposit Add On



- Reach out to your CSM
- Obtain License File and download file into your RFMS directory
- Place shortcut for your desktop for easy access.



Schedule Training

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Rfms.com/training/e-learning

The screenshot shows a web browser window with the URL `rfms.com/training/e-learning/`. The page features a search section titled "Search for Available E-Learning" with four dropdown menus: "Any Trainer", "Any Date", "Any Time", and "Direct Deposit". A red arrow points to the "Any Trainer" dropdown, and another red arrow points to the "Direct Deposit" dropdown. A "Search" button is located to the right of the dropdowns. Below the search section, the word "Results" is displayed. A red button labeled "Order Cancellation" is visible. The footer includes the RFMS logo, a navigation menu with links like "Our Mission", "Our Solutions", "Client Testimonials", "News & Events", "Contact Us", and "Careers", and a copyright notice: "Copyright © 2020, RFMS. All Rights Reserved. Shipping & Returns | Terms of Use | Privacy Policy". Social media icons for RSS, Twitter, LinkedIn, Facebook, and YouTube are also present.

E-Learning - RFMS

rfms.com/training/e-learning/

Apps Employee Self-Servi... Measure Support RFMS Online Services Rails-to-Trails Cons... My meetings | GoT... Client Form - RFMS FogBugz Apple Bing Google Yahoo

5 6 7 8 9 10 11

Search for Available E-Learning

Any Trainer Any Date Any Time Direct Deposit

Search

Results

Order Cancellation

RFMS

Our Mission | Our Solutions | Client Testimonials | News & Events | Contact Us | Careers

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RSS Twitter LinkedIn Facebook YouTube



Gather Information

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Bank Information

ACH Name
Routing Number
Control Number
Etc



Employee Info

Rounting number
Bank Account #(s)
Email Addresses



What to Expect- setup

18



System Setup

Your Banks Information

System Setup

Business Name

Tax ID

ACH Name

ACH TR#

ACH Control Record

ACH Record Separator
☐ None ☒ CR ☐ CR/LF

Tax District
☒ Northern ☐ Southern

☐ Using Bank Of America (San Fransico)

☒ Use Tax ID as Immediate Origin

☒ Create Unbalanced File

Number to PrePend to Tax ID

OK Cancel

What to Expect- setup



Business Accounts

← + - ✕

Add/Edit Business Account

Account

Account Number

Bank Name

Bank TR

File Name

Account Type

☒ Checking

☐ Savings

OK Cancel

Act. Description	Act. Nu	Bank TR	Filename	Access Type
ACCT	acctnum	bankTR	C:\Users\faithducatt\Desktop\127023\achpayroll.txt	2
ACCT DESC2	acct nu	bank TR	C:\RFMS\directdeposit\dd19	2
ACCT DESC1 (INTERNAL USE)		uting#	filename	2
ACCT DESCRIPTION		putin#	C:\RFMS\directdeposit\adva	2
1ST FED	0700427	127023	C:\achpayroll.txt	2

Business Accounts

Business Bank Account(s)
Information



What to Expect- setup



Employee Setup



Employee Bank Info

The screenshot displays two overlapping software windows. The background window, titled "Personnel", features a toolbar with navigation and action icons, a tabbed interface with "Social Security/Pay Type Order" and "Last Name/First Name Order", and a list of employee records. The "Active Only" checkbox is unchecked. The foreground window, titled "Employee Electronic Pay Information", contains a table with two rows of data. A third window, "Employee Pay Information", is open over the table, showing input fields for SS Number (111-22-1147), Act Number (523526985), TR Number (102012365), Amount (50.00), and Deposit Type (Savings selected).

Personnel Window

Social Security/Pay Type Order | Last Name/First Name Order

☐ Active Only

Firstname	Lastname
BURDEN	HUGE
ERIC	LUCKEY
JOHN	O'SMITH
JIM	BRIMSWORTH12345
JENNIFER	STADLER
MATT	SCHEDULEPRO
	WA WORKER COMP
	WITSOM
BILL	SPRUCE
TOM	WORTHING
KELLAN	WITS
ANDREW	BROWN
PHILLIP	BROWN
ANDREW	JOHNSON
KRSITIE	MEEKS
DENTON	FENDER
REGRESSION	CANADASUB
TEST	SUBCONTRACTOR
GENNIE	ACCOUNTANT
FREDDIE	SMITH
STEVE	SMITH
BILLY	WILTON
BARRY	GRAMMER
CURTIS	JACOBS
WAYNE	OAKS
NELLIE	G

Employee Electronic Pay Information Window

SS Number	Act. Number	TR Number	Deposit Type	Amount
111-22-1147	523526985	102012365	S	50.00
111-22-1147	658956215	12325412	C	0.00

Employee Pay Information Window

SS Number: 111-22-1147

Act Number: 523526985

TR Number: 102012365

Amount: 50.00

Deposit Type: ☐ Checking ☒ Savings

OK Cancel



Final Preparation

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Update Worker Information file with email address.

..

Prepare a Prenote Payroll

Changing a Personnel Record

General Information | Dates and Leave Time | State & Local Information | Personal Deductions | Perpetual | Licenses

☒ Active ☐ Provider ☐ Union ☐ Annualized Federal Tax
☐ Scheduler ☐ Cleaning ☐ Apprentice ☐ Post Provider through HR

Worker ID: 56 (Leave at zero for automatic number) Marital: Single
First Name: DIRECT Pay Type: Salaried (W-2)
Last Name: DEPOSIT Employee Type: Full Time
DEPOSIT, DIRECT SS Number: 526352126
Hour Rate: \$0.00
Pay Cycle: Biweekly
Address #1: TEST
#2:
City: BUHL [F8] Federal:
State: AL Zip: 35446 Department: GENERAL DEPARTMENT
Telephone: Mobile:
Sex: **Unspecified Ethnicity: -None-
Driver's License: Worker Classification/Job Category: -None-
Pay Status: 000-OK to Pay
☐ Do not Accrue

Email: fducatt@rfs.com
☒ Email Stub

W4 Year
☒ Prior 2020 ☐ 2020

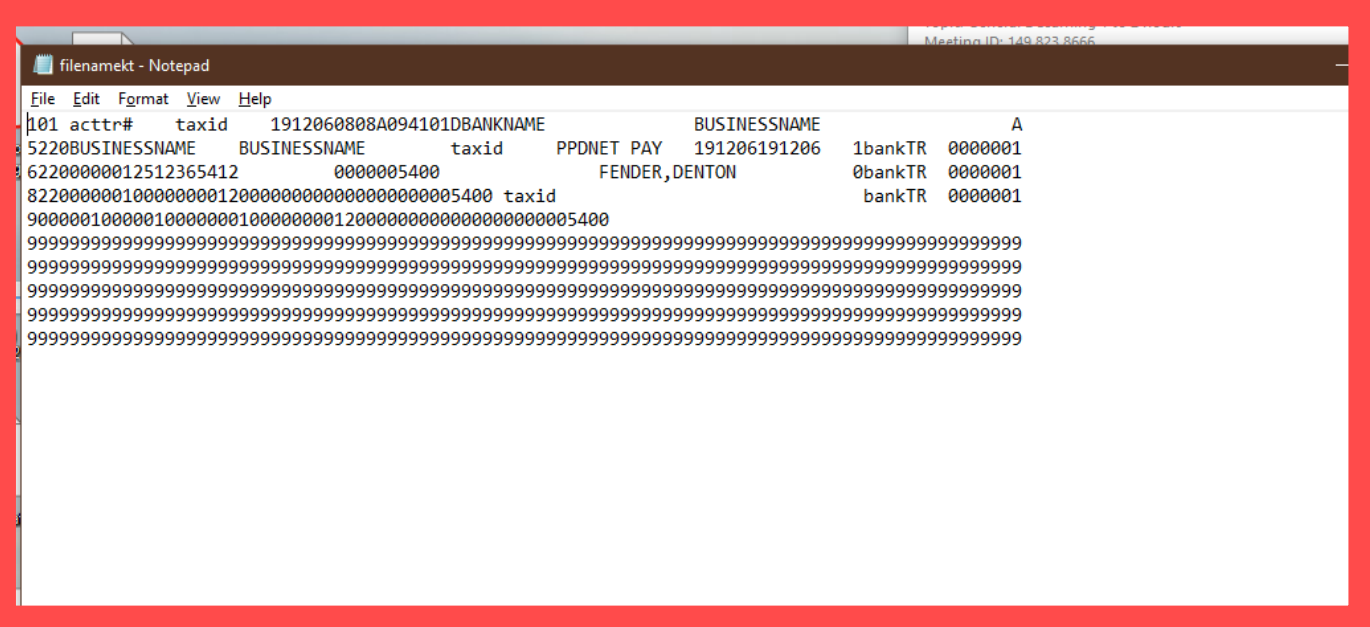
2020 W4
☐ Step 2c - Multiple Jobs Step 4a - Other Income: 0.00 *** These boxes only apply to the 2020 W4 form.
Step 3 - Claim Dependents: 0.00 Step 4b - Deductions: 0.00

OK Cancel

41	485132123	TEST, EMILY
31	999-22-1124	TEST, KRISTIE



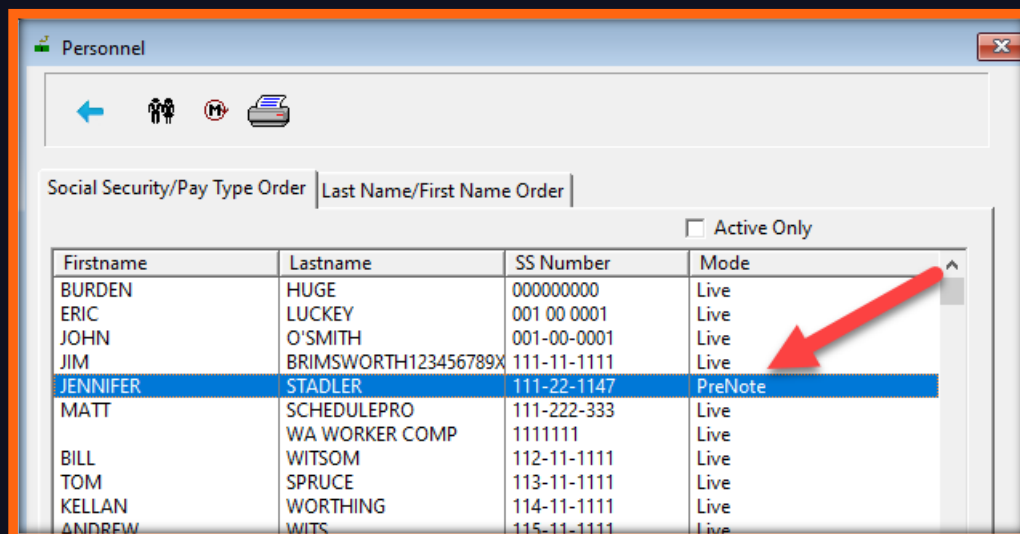
ACH prenote is a financial transaction with 0\$ value submitted via the **ACH** network. Its purpose is to validate the banking information before committing the funds to the transfer.



Time to Start

— ...

Once your bank verifies and approves your test file it's time to mark employees as live, and start processing payroll via RFMS Direct Deposit



Personnel

← 👤 ⏸️ 🖨️

Social Security/Pay Type Order | Last Name/First Name Order | ☐ Active Only

Firstname	Lastname	SS Number	Mode
BURDEN	HUGE	000000000	Live
ERIC	LUCKEY	001 00 0001	Live
JOHN	O'SMITH	001-00-0001	Live
JIM	BRIMSWORTH123456789X	111-11-1111	Live
JENNIFER	STADLER	111-22-1147	PreNote
MATT	SCHEDULEPRO	111-222-333	Live
	WA WORKER COMP	1111111	Live
BILL	WITSOM	112-11-1111	Live
TOM	SPRUCE	113-11-1111	Live
KELLAN	WORTHING	114-11-1111	Live
ANDREW	WITS	115-11-1111	Live

Ready



To
GO





Steps to take prior to
using DD

#1

Contact your CSM
Obtain License File
Download into RFMS Directory
Create a Shortcut



#2

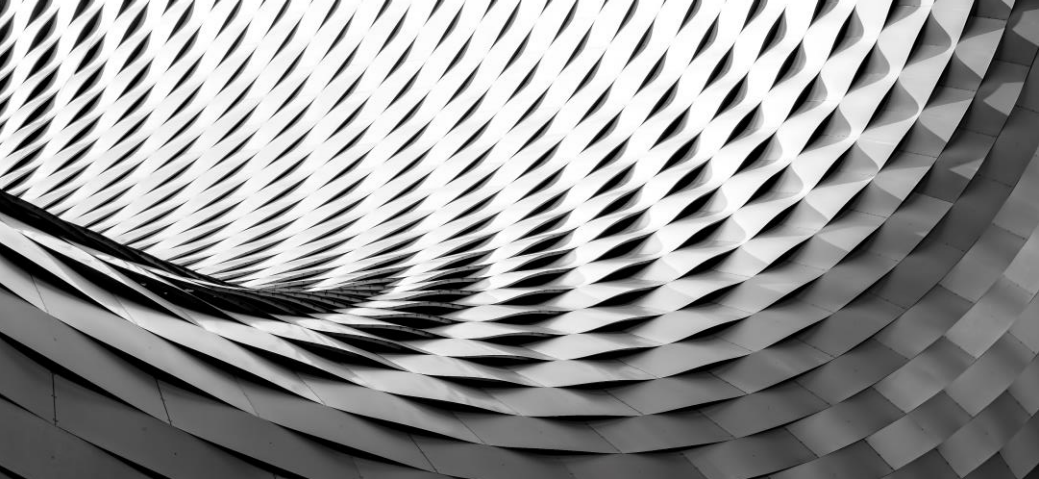
Talk to your Bank ,
Gather information
Schedule Training



#3

Set up DD module with your trainer





DD Steps

#4

Process \$0. payroll
Create DD Prenote File



#5

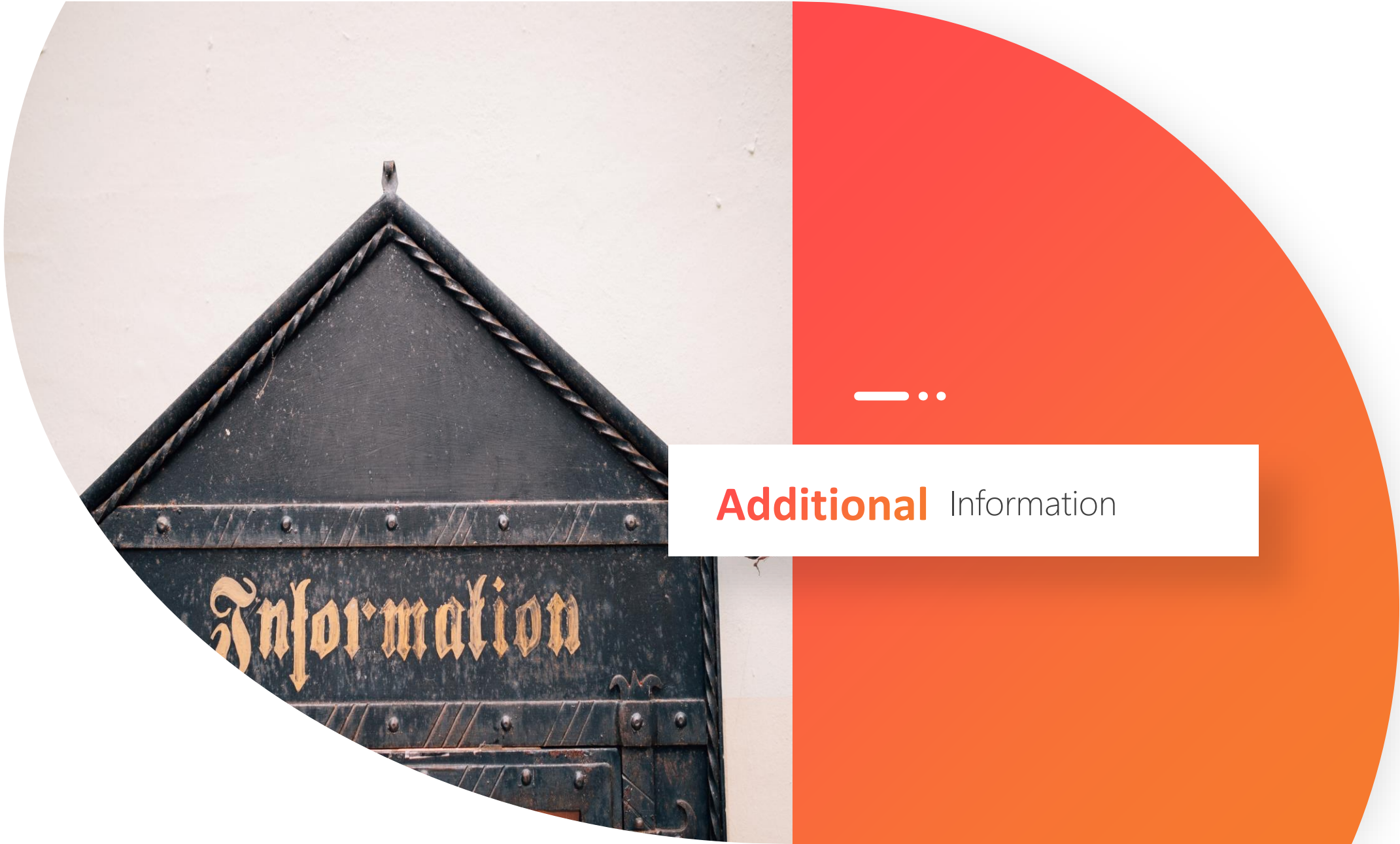
Get approval from bank on file.



#6

Mark employees live and your ready!





Additional Information



Supplier **EFT** Payments



*Pay your
suppliers via
EFT?*



Record Will Be Changed

Supplier		Pay To		License Information	
Supplier	DOC U. MENT	Pay To	DOC U. MENT	Contractor	TEST
Address		Address		Begin	01/01/18 12:00:00
City, State, Zip		City, State, Zip			
Contact Name		Contact Name			
Contact Phone		Contact Phone			
Fax Number		Fax Number			
Account # 9999999999999999		Terms (Days)	0	Purchased (Gross Past Year)	112,321.72
Tax ID Number		Discount %	0.00	Purchased (Net Past Year)	112,321.72
E-Mail		Load	0.0000	Pay Status	OK to Pay
Other Information		☐ Do Not Accrue ☐ Inactive ☐ Do Not Print Tax Document			
Order Desk		Sales Rep Phone			
Customer Service		Sales Rep Cell			
District Manager		Sales Rep E-Mail			
Credit Dept		Remittance E-Mail			

EFT INFO

A/P EFT Setup

☐ PreNote

Bank Account 123456789

Routing 123456789

Type

☒ Checking

☐ Savings

Q & A



CELEBRATING

RFMS

35

YEARS

Thank you
for joining us!

— ...

Discover Something New

The best way to predict the future is to create it!



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