

Enterprise - How to Setup Electronic Authority Payments

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Authority checks may now be paid by electronic payment with simple initial setup within administration. Once setup is complete, users may process the authority check runs and pull ACH files for the authority e-pay transactions.

Note Users will need to setup an EFT bank account within the GLS bank account area before the electronic payments option can be setup for authorities. You may also need to have your ACH bank account files adjusted with [TempWorks Support](#) to include the authority payment information.

Authority E-pay Setup

Navigate to all options > Administration > authorities > authority

The screenshot displays the software interface for setting up electronic authority payments. The top navigation bar includes 'Administration' (highlighted with a red box and labeled '2.'), 'tasks', 'appointments', 'social', and 'email'. The left sidebar contains a list of menu items, with 'authorities' (highlighted with a red box and labeled '3.') selected. Below the sidebar is a list of authorities, with 'Carver County Child Support' (highlighted with a red box and labeled '4.') selected. The main content area shows '98 items available' and the 'Main Authority Info' form for 'Carver County Child Support'. The form fields are: Authority Name (Carver County Child Support), Authority Other (empty), Street (123 Main St), City (Eagan), State (MN), Zip Code (55121), and Country (United States of America). There are also checkboxes for 'Require Case Number' (checked) and 'Activate Electronic Payments' (unchecked).

Select to add a new authority by clicking the + icon or edit an existing authority with banking information. Once the main authority information is entered, select the Activate electronic payments box, as shown:

Administration No tasks to display for your current filter settings

▶ tasks appointments social email

Find an authority

- ABC Collectors
- Alpena County Child Support
- Ashland County Child Support
- BCD Collectors
- Belvid County
- Benton County Child Support
- Blue Earth County Child Suppo
- Bradenton County Child Suppo
- Bremern County
- Brevard County
- Brevard County
- Brevard County FOC
- Brown County Child Support
- Carver County Child Support**
- Castle County
- Clay County Issuing Authority
- Clearwater County Issuing Aut
- Cook County Child Support Age
- Dade County
- Dakota County Child Support A
- Dallace County Child Support
- Davis County
- Dodge County Child Support
- Door County Child support
- Dubuque County Child Support
- Emmet County Issuing Authori
- Fillmore County Child Support
- Franklin County Child Support
- Fraser Valley Child Support
- Fulton County Child Support

98 items available

Main Authority Info

Authority Name	Carver County Child Support
Authority Other	
Street	123 Main St
City	Eagan
State	MN
Zip Code	55121
Country	United States of America
Require Case Number	<input checked="" type="checkbox"/>
Activate Electronic Payments	<input checked="" type="checkbox"/>
Bank Routing Info	<input type="text"/>
Account Number	<input type="text"/>
Pre-note Sent	<input type="text"/>
Pre-note Approved	<input type="text"/>
Pre-note Disapproved	<input type="text"/>
Child Support Authority	<input type="checkbox"/>

Once the box is checked, enter bank routing and account number information for the authority. Users may enter pre-note sent, approved, or pre-note disapproved if so desired.

As a reminder, pre-note sent and date approved must be during or before weekend bill date or the e-pay will not run. If this authority is in conjunction with a child support, users will select the Child Support Authority checkbox.

After initial setup is completed, users will process the authority checks as e-pay transactions and pull the corresponding ACH file tied to the authorities. If you are not sure how to process authority checks, please visit [How to Complete Authority Check Runs](#)

ACH File

Navigate to payroll > manage electronic payment files to pull the corresponding ACH file:

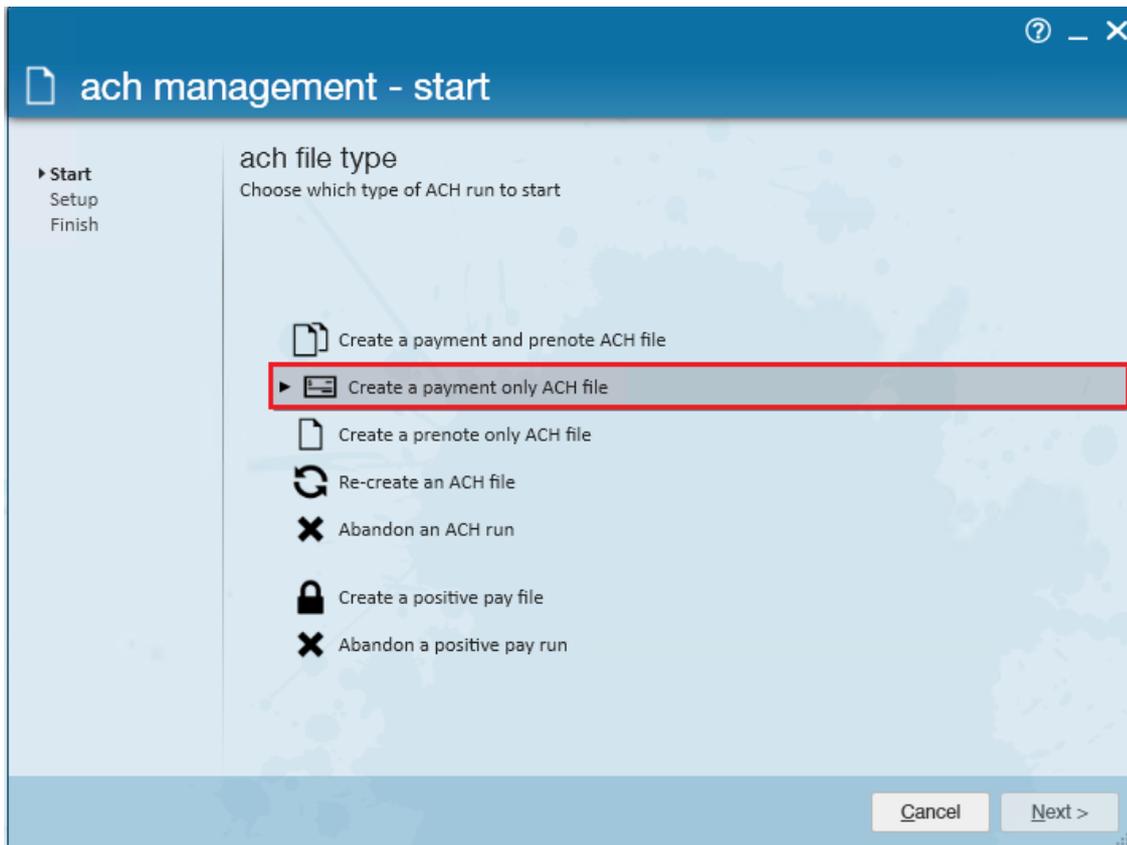
\$

Payroll

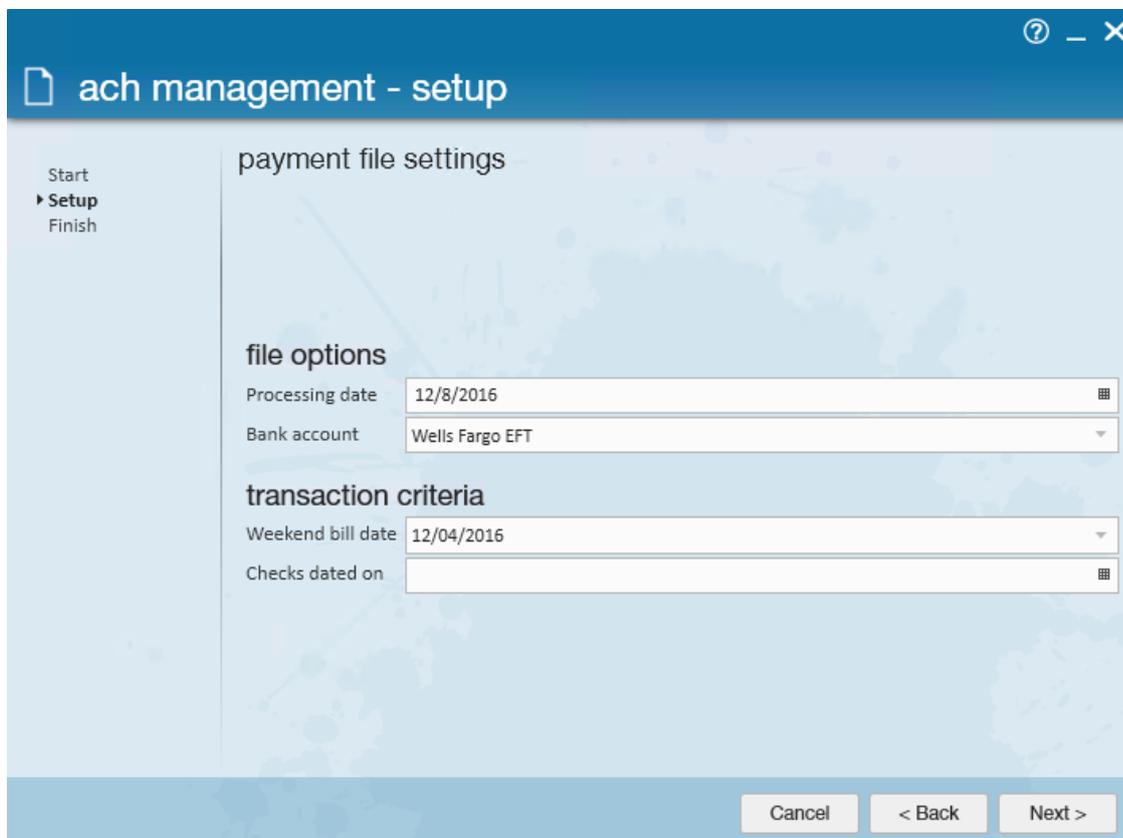
- 8 Unpaid W2 Transactions
- 0 Unpaid 1099/Vendor Transactions
- 0 Unpaid Delayed Transactions
- 4 Open Payroll Runs

- + Start or continue a payroll run
- 🖨 Print a payroll run
- ✕ Abandon a payroll run
- 📄 Manage electronic payment files (ACH / Pos Pay)
- 💳 Manage Unfunded Paycards
- ? Test print a paycheck

Create a payment only ACH file:



Leave the processing date and weekend bill date as defaulted. Select the correct bank account from the drop down that is tied to the electronic bank account for authorities, in this case, Wells Fargo EFT:



Select Next, and save the file to the destination of choice.

Once you have processed your checks and ACH file, you will want to run the [Authority Check Detail Report](#) to provide your authorities with a comprehensive list of what you are paying.

Each authority has their own rules and regulations so it is important to note that not all authorities will allow electronic payments and the ones that do may require reporting emailed or uploaded to their website.

Related Articles