

Rapid! PayCard Instant Funding

Last Modified on 04/18/2024 3:25 pm CDT



Overview

TempWorks Enterprise™ and Beyond™ both integrate with Rapid! PayCard to activate/register paycard information and instant fund PayCards for your employees.

Note Rapid! PayCard requires an existing relationship with Rapid! and additional licensing.

Please contact your TempWorks Account Manager for more information.

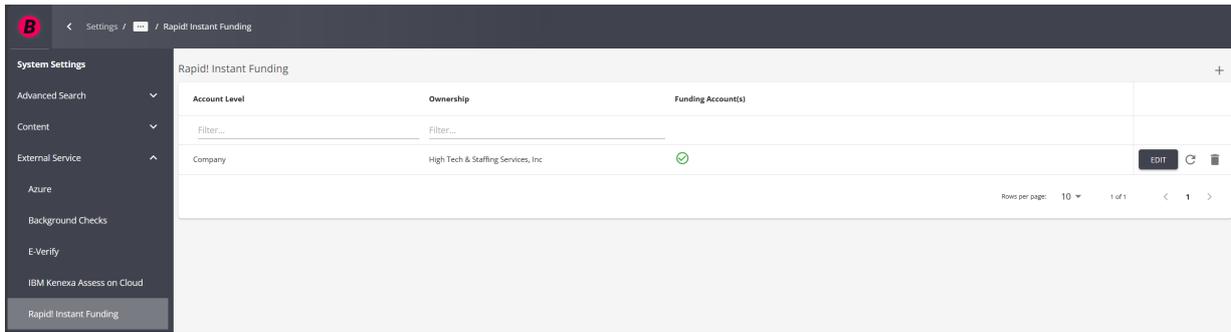
Note For more information on the Rapid! Portal via video support, please navigate [here](#).

This article covers the following:

1. [Enabling Rapid! PayCard Instant Funding](#)
2. [Enrolling Employee's in Rapid! PayCard](#)
3. [Funding Rapid! PayCards](#)
 1. [Standard Payroll Run](#)
 2. [Paycard Funding Run](#)

Enabling Rapid! PayCard Instant Funding

To begin the setup process, navigate to B Menu > System Setting > External Service > Rapid! Instant Funding:



Select the "+" at the top right to open the Rapid! window to add a new account.

Note Besides the "Ownership" field, all other required field information will be provided by Rapid!.

Enter the following information:

- Ownership
 - This is the Company based on the "Account Level".
- Employer Certification Card ID
- Certification Card Passcode

Note If you have the proper configuration enabled from TempWorks that allows for automatic PayCard to ACH conversion, you will be able to add a "Routing Number" and "Account Prefix" to the account credentials:

Rapid! Instant Funding

Account Level	Ownership
Company	High Tech & Staffing Services, Inc
Employer Certification Card ID	Certification Card Passcode
██████████
Routing Number	Account Prefix
██████████	111

Note In the event you have multiple companies that require the utilization of Rapid! PayCards, you will need to create a separate account for each. The same credentials can be used for more than one company.

Once the information has been entered within the required fields, you will have the ability to select "+ Add Funding Account":

Rapid!

Account Level	* Ownership
Company	Mari's Staffing Company
* Employer Certification Card ID	* Certification Card Passcode
1234567890

+ ADD FUNDING ACCOUNT

SAVE AS DRAFT CANCEL **SUBMIT**

Upon selecting "+ Add Funding Account", you will need to enter the following information (provided by Rapid!):

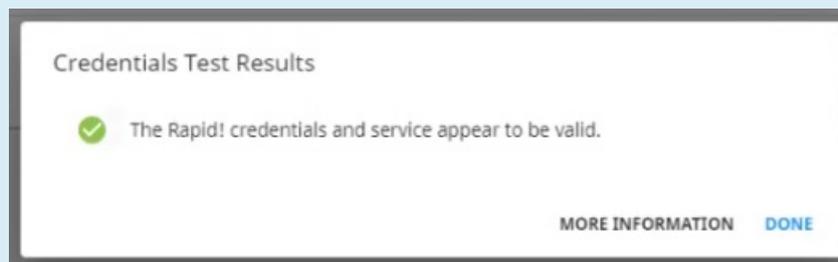
- Funding Account Name
- Card ID
- Card Passcode



Once all the required fields have been completed, select "Submit" to finish the setup process.

Note Once the Funding Account has been setup, you can test the credentials at any time via the  option to the right of the account.

If the test was successful, you will receive the following prompt:



Note In the event you need to edit the Rapid! account information, select the "Edit" option to the right of the account and please note the following:

- The "Ownership" is unable to be changed.
- The "Certification Card Passcode" is unable to be edited,
 - If a new passcode is required, select the "X" and enter the new passcode.
- The "Funding Accounts" are unable to be edited.
 - If the Funding Account information was entered incorrectly, please delete the Funding Account and add a new one with the correct information.

Rapid! Instant Funding

Account Level: Ownership

Company: High Tech & Staffing Services, Inc

Employer Certification Card ID: [REDACTED]

Certification Card Passcode: [REDACTED]

Routing Number: [REDACTED]

Account Prefix: 111

FEDERAL RESERVE BANK

+ ADD FUNDING ACCOUNT

Funding Account Name
Funding account 1 with approx 2500 valid cert card id and pass
Maximum 64 characters, no special symbols (e.g. #, \$, %, ^, &, *)

Card ID: [REDACTED]

Card Passcode: [REDACTED]

Once the setup is complete, you will be able to enroll employees with Rapid! PayCards.

Enrolling Employee's in Rapid! PayCard

Begin by navigating to Beyond > Employee Record > Pay Setup > Electronic Pay.

Within the Electronic Pay window, select the  to the right of the "Paycard Account" card and select "Enroll Paycard":

VISIFILE DETAILS ▾ DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ▾ ONBO

i Electronic Pay Setup is ready.

Electronic Pay (Enabled)

^ **ACH Bank Account** (Default) ⋮

Bank Name	FEDERAL HOME LOAN BK BOST	Routing Number	██████████
Account Number	██████████	Account Type	Checking
Prenote Sent	2/6/2024	Prenote Approved	2/6/2024
Prenote Disapproved	--		

^ **Paycard Account** ⋮

Vendor	--
Card ID	--

Enroll Paycard

Note Before being able to enroll an employee with a Rapid! PayCard, the respective employee record must have the following:

- SSN
- Date of Birth
- Address

Within the "Select Vendor" field, make sure Rapid! is chosen and select "Next":

Enroll Paycard ✕

 Eli Scallon (4296392042)

1
2
3

Vendor

Follow the steps to enroll a Paycard for Eli Scallon

Select Vendor

* Vendor

Rapid! ▾

CANCEL
NEXT

When entering the card information, you will be presented with two card options:

- Instant Issue Card
 - A pre-activated card will be associated with the employee's account, but it won't have the employee's name embossed on it. The employee can request an upgrade to a personalized card by calling Rapid! Customer Support.
- Personalized Card
 - The name of the employee (cardholder) is printed on the card and both the Card and the PIN will arrive at the employee's address in 7-10 business days. The Instant Issue card remains fully usable until the new personalized card is activated. There is no additional cost associated with Personalized cards.



Enroll Paycard

Demo rapid (4296322065)



Card Details

Follow the steps to enroll a Paycard for Demo rapid

Enter Card Information

Instant Issue Card



A pre-activated card will be associated with the employee's account, but it won't have employee's name embossed on it. The employee can request an upgrade to a personalized card by calling Rapid! Customer Support at 1-877-380-0980.

Personalized Card



The name of the employee (cardholder) is printed on the card and both the Card and the PIN will arrive at the employee's address in 7-10 business days. The Instant Issue card remains fully usable until the new personalized card is activated. There is no additional cost associated with Personalized cards.

Card ID



Enter the 10-digit Card ID to activate the Instant Issue Card or leave the Card ID blank to issue a Personalized Card.

Address

Address

TEST

TFST. MN 14753

Based on your selected card option, complete one of the following:

- For **Instant Issue Cards**, you will need to enter the "Card ID".
- For **Personalized Cards**, you will not enter the "Card ID".

Once the appropriate option has been chosen, select "Next".

Within the final step of the enrollment process, the Rapid! PayCard details will be automatically converted to an ACH Bank Account in order to be successfully funded via payroll in Enterprise:

 **Enroll Paycard** ✕
Demo rapid (4296322065)

✓ ——— ✓ ——— 3

Enroll

After successful enrollment, the Paycard details will be automatically converted to ACH Bank Account.

Click "Enroll" to begin the enrollment process. This may take a little time.

[CANCEL](#) [PREVIOUS](#) [ENROLL](#)

Note If an employee has both a standard ACH bank account setup along with a Rapid! PayCard enrolled, you can select whether to replace the existing ACH Bank Account with the Rapid! Bank Account:


Enroll Paycard
 Eli Scallon (4296392042)

✕







Enroll

After successful enrollment, the Paycard details will be automatically converted to ACH Bank Account.

An ACH Bank Account is already configured on this employee record. Do you want to replace it with Rapid! Bank Account after successful Paycard enrollment?

Yes, replace the ACH Bank Account with the Rapid! Bank Account.

No, keep the existing ACH Bank Account.

Click "Enroll" to begin the enrollment process. This may take a little time.

CANCEL
PREVIOUS
ENROLL

VISIFILE DETAILS ▾ DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ▾

i Electronic Pay Setup is ready.

Electronic Pay (Enabled)

^ **ACH Bank Account (Default)** ⋮

Bank Name	FEDERAL HOME LOAN BK BOST	Routing Number	██████████
Account Number	██████████7219	Account Type	Checking
Prenote Sent	2/8/2024	Prenote Approved	2/8/2024
Prenote Disapproved	--		

^ **Paycard Account** ⋮

Vendor	Rapid!	Date Verified	2/8/2024
Card ID	██████████7219		

Once the appropriate option is chosen, select "Enroll" to complete the enrollment process.

Note If an employee has both a standard ACH bank account setup along with a Rapid! PayCard, you can choose the default payment method by selecting the  to the right of the payment method and selecting

"Set as Default":

^ ACH Bank Account (Default)			
Bank Name	GOBANK, A DIVISION OF GREEN DOT BANK	Routing Number	██████████
Account Number	██████████	Account Type	Checking
Prenote Sent	8/11/2023	Prenote Approved	8/18/2023
Prenote Disapproved	--		

^ Paycard Account			
Vendor	Rapid!	Date Verified	7/21/2023
Card ID	██████████		

Note In the event an employee's Rapid! PayCard needs to be replaced, you can select the  to the right of the account and select "Paycard Replacement" for more information:

^ Paycard Account			
Vendor	Rapid!	Date Verified	7/21/2023
Card ID	██████████		

Electronic Pay (Enabled)

^ ACH Bank Account (Default)			
Bank Name	GOBANK, A DIVISION OF GREEN DOT BANK		
Account Number	██████████		
Prenote Sent	8/11/2023		
Prenote Disapproved	--		

^ Paycard Account			
Vendor	Rapid!	Date Verified	7/21/2023
Card ID	██████████		

Paycard Replacement

In case of lost/stolen Rapid! Paycard, the employees have 2 options:

1. Call Rapid! Customer Support at 1-877-380-0980 to request a new card.
2. Ask their employer to provide a new Instant Issue card, call Rapid! Customer Support at 1-877-380-0980 (press 0) and tell the representative that this is a replacement card.

No changes are required on employee's EPay setup, as the replacement card will be automatically linked to the existing Card ID.

[CLOSE](#)

Funding Rapid! PayCards

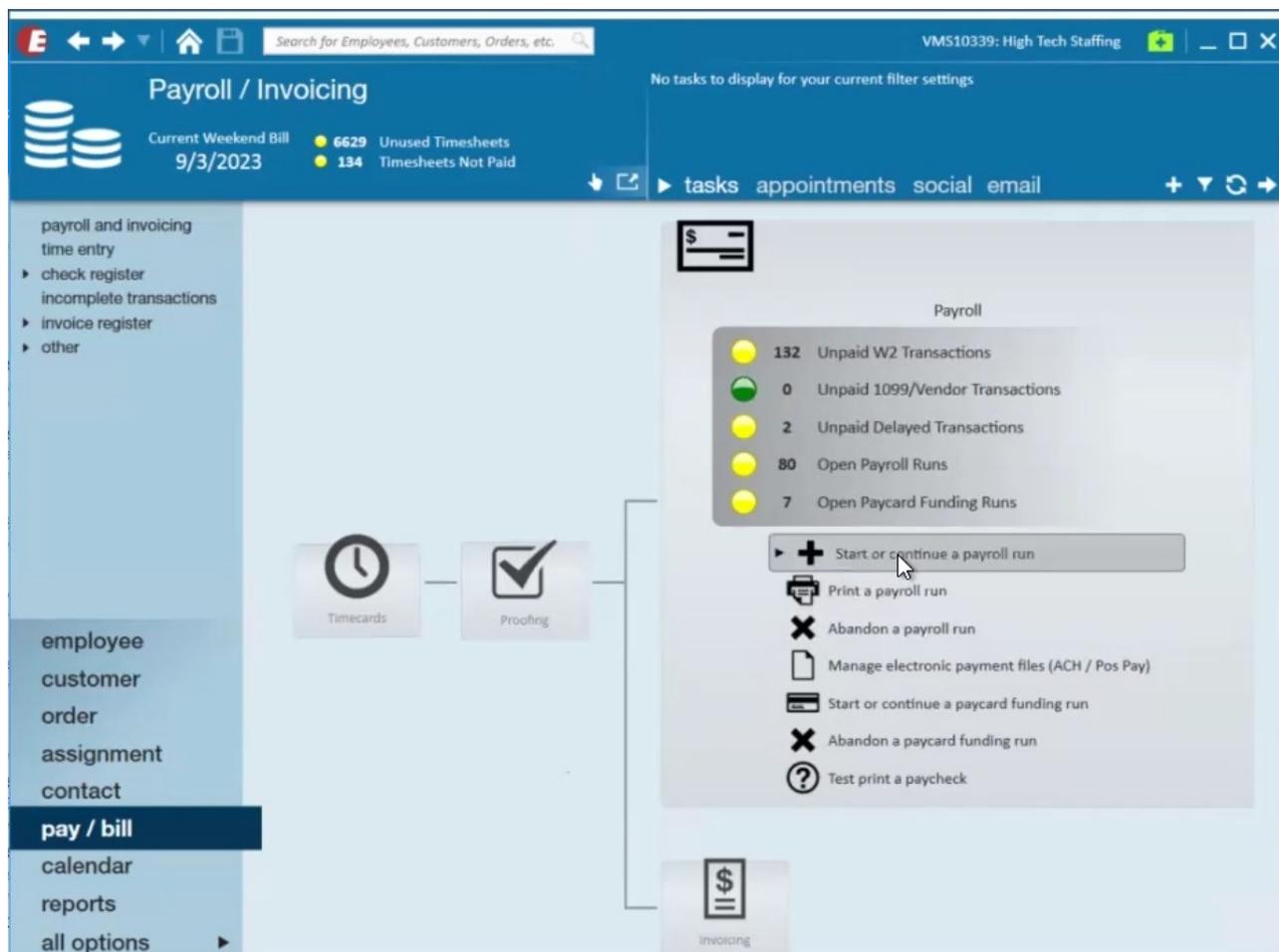
Funding Rapid! PayCards is completed within Enterprise via the standard payroll process.

Once timecards have been created and proofed, the transactions must be processed through a traditional payroll run and then Rapid! PayCards are able to be funded through a paycard funding run.

1. Standard Payroll Run
2. Paycard Funding Run

Standard Payroll Run

Navigate to Enterprise > Pay/Bill > Payroll > Start or continue a payroll run:



Create the payroll run via the normal process and select "Next":

payroll - setup

begin processing payroll
Choose the appropriate options below.

Start
▶ Setup
Existing Runs
Transactions
Verify Transactions
Calculate
View Checks
Payroll Summary
Print Checks

Week: 9/3/2023

Check Date: 2/8/2024

Bank Account: 512 - Wells Fargo - Wells Fargo

Run Type: CheckRun

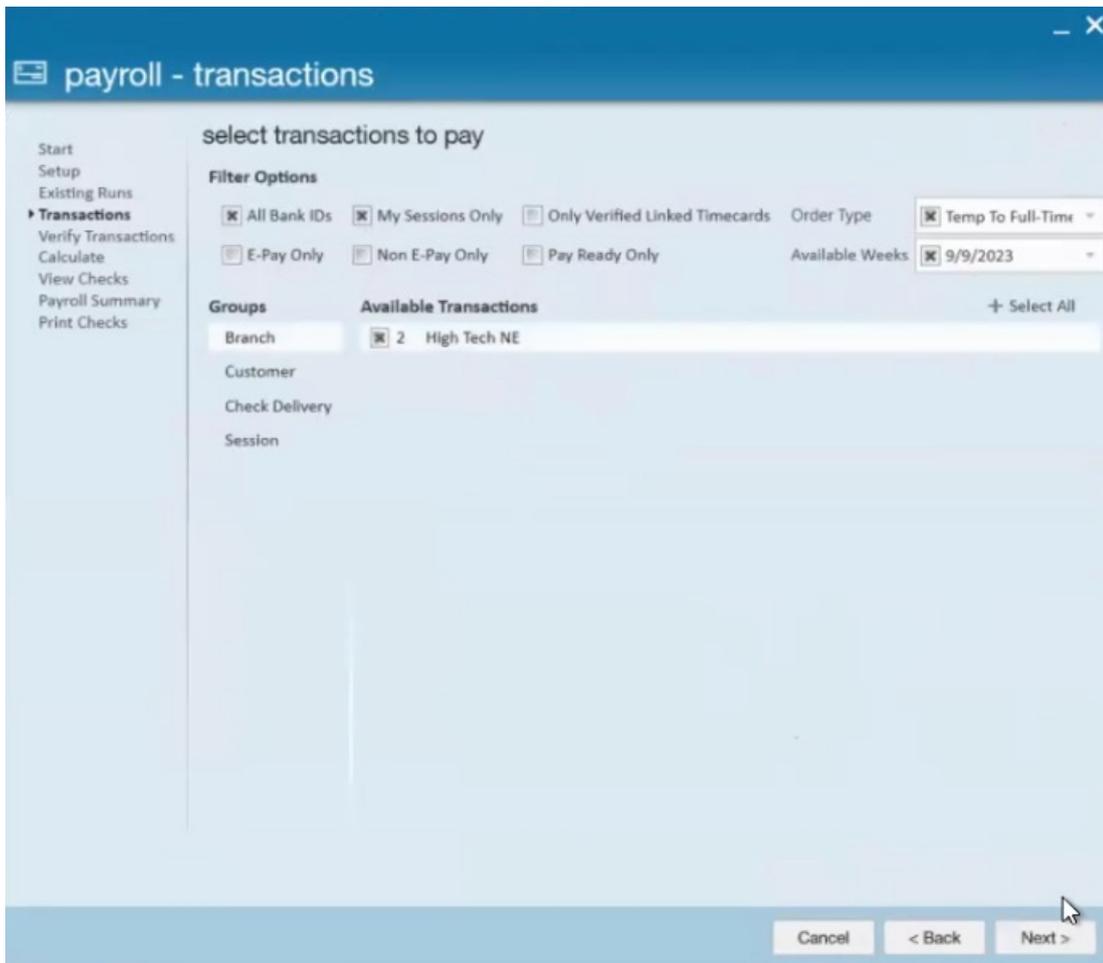
Employer: High Tech & Staffing Services, Inc

Is Late Payroll:

Stub Memo:

Cancel < Back Next >

Select the appropriate transactions to include within the payroll run and select "Next":



Verify the transactions included and select "Next":

payroll - verify transactions

verify transactions

Start
Setup
Existing Runs
Transactions
• **Verify Transactions**
Calculate
View Checks
Payroll Summary
Print Checks

Employee	Customer	Pay Code	Net Adj	Salary	Hours	Units
Demo Employee, Demo	zzTest Case, zzTest Case Require...	Reg	\$0.00	\$0.00	6	0
Onboard, RaynaKris	zzTest Case, zzTest Case Require...	Reg	\$0.00	\$0.00	8	0

Total: 2

Cancel < Back Next

Correct or approve any errors that appear and select "Next":

payroll - calculate

calculating payroll

Check Date: 2/8/2024 Run: 30266

Start
Setup
Existing Runs
Transactions
Verify Transactions
• **Calculate**
View Checks
Payroll Summary
Print Checks

errors

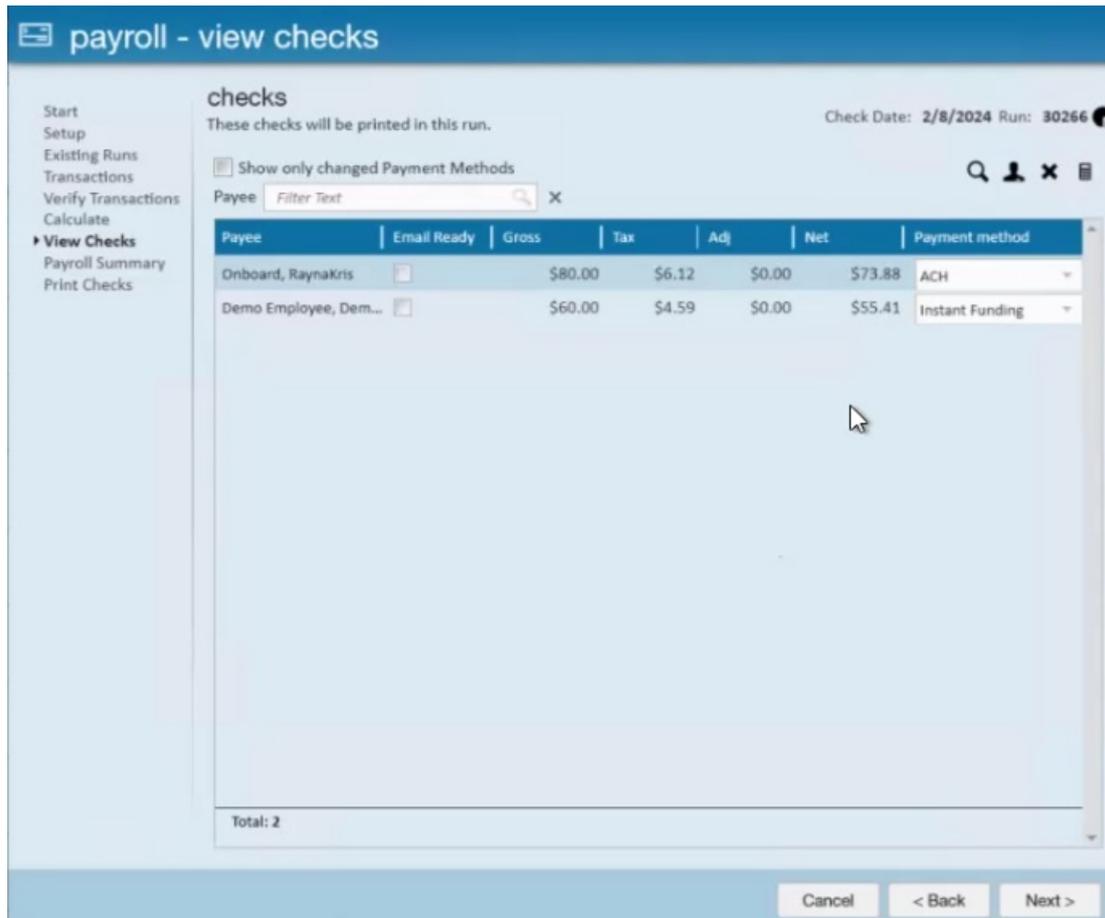
Approve	Employee	Error Message
<input checked="" type="checkbox"/>	Demo Employee, D...	Employee has an active accrual but no accrual was calculated on the check. Please...
<input checked="" type="checkbox"/>	Onboard, RaynaKris	Employee has an active accrual but no accrual was calculated on the check. Please...

Cancel < Back Next

Within the "View Checks" window, you will be able to select the "Payment Method" to the right of the transaction:

- With the Flexible Payment Method functionality, the payroll clerk can temporarily overwrite the employee's default payment method for each check in a given payroll run.

Note For more information on Flexible Payment Methods, please see the article titled [Enterprise - Flexible Payment Methods](#).



Note If the default payment method is unavailable, you will be unable to continue through the payroll process.

Lang's payment method is marked as not valid (red), because the Rapid! license is not enabled.

payroll - view checks

checks

These checks will be printed in this run. Check Date: 2/4/2024 Run: 30236

Show only changed Payment Methods

Payee

Payee	Email Ready	Gross	Tax	Adj	Net	Payment method
Cababa, PABLO	<input type="checkbox"/>	\$1.00	\$1.12	\$0.00	(\$0.12)	Live Check
Three, Paytest	<input checked="" type="checkbox"/>	\$1.00	\$0.07	\$0.93	\$0.00	ACH
Dish, Pete	<input type="checkbox"/>	\$3.00	\$0.23	\$0.00	\$2.77	Live Check
Dish, Pete	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	Live Check
OhioRESConfig, OhioR...	<input type="checkbox"/>	\$10.00	\$1.05	\$0.00	\$8.95	ACH
LPP, Proofing	<input type="checkbox"/>	\$1.00	\$0.07	\$0.00	\$0.93	ACH
Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Inst Instant Funding is not available as a payment method.
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	

Total: 8

Cancel < Back Next >

Bernier, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	Instant Funding
Lang, Palma	<input type="checkbox"/>	\$2.00	\$0.15	\$0.00	\$1.85	

Once the appropriate payment methods have been chosen, select "Next".

Verify the information within the "Payroll Summary" window and select "Next":

payroll - payroll summary

payroll summary
Please verify the information below. Check Date: 2/8/2024 Run: 30266

numbering

Starting Check Number Print all checks

Starting EPay Check Number Use EPay check numbers only

Email Pay Stubs

Number and mark checks as printed (No checks will be printed)

Mark all checks live

Check Sort

email

Send from Account

Email Template

summary

Bank Account	Wells Fargo	Payroll Run Type	CheckRun
Check Date	2/8/2024	Weekend Date	9/3/2023
Checks	2	Payroll Run ID	30266
EPays	2		

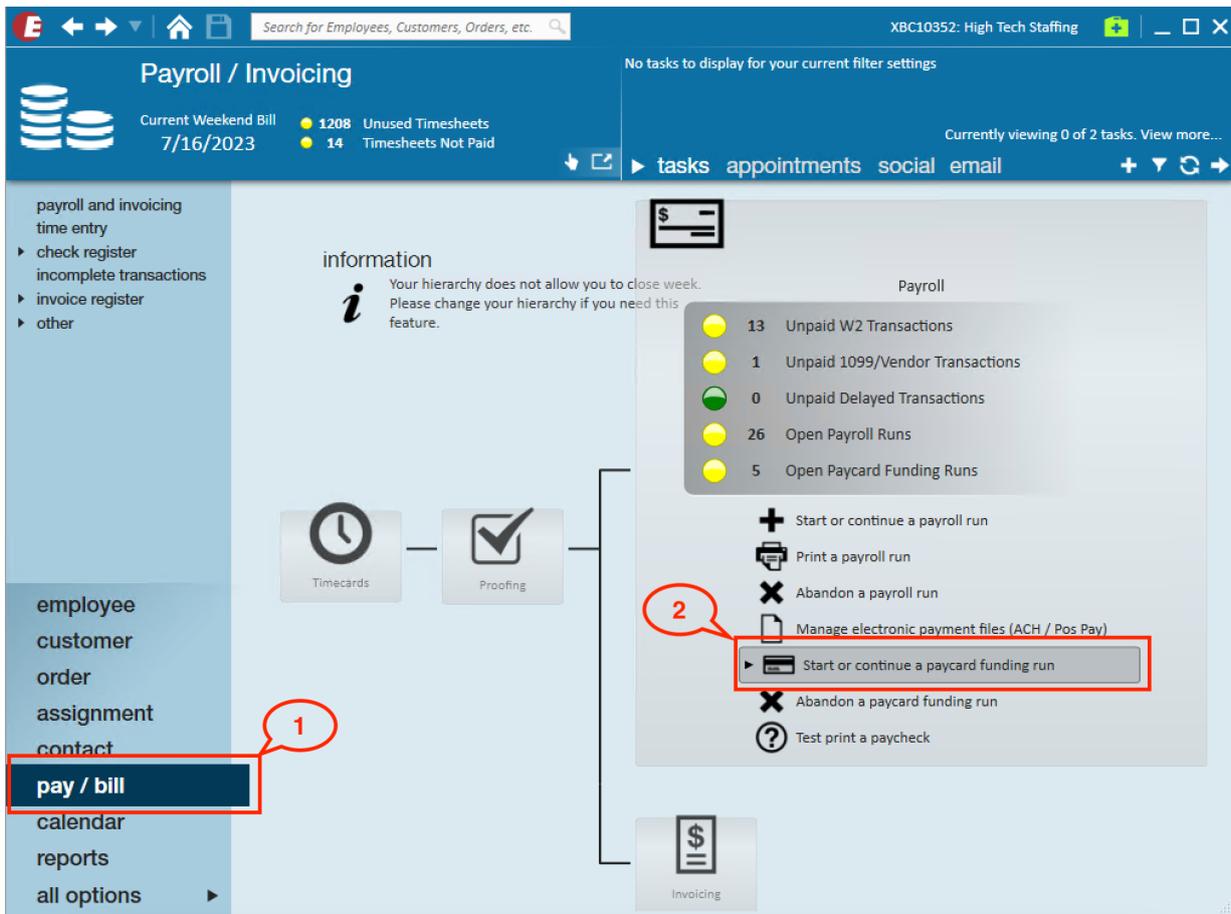
Cancel < Back Next >

Finalize the payroll run via the "Print Checks" window and select "Finish".

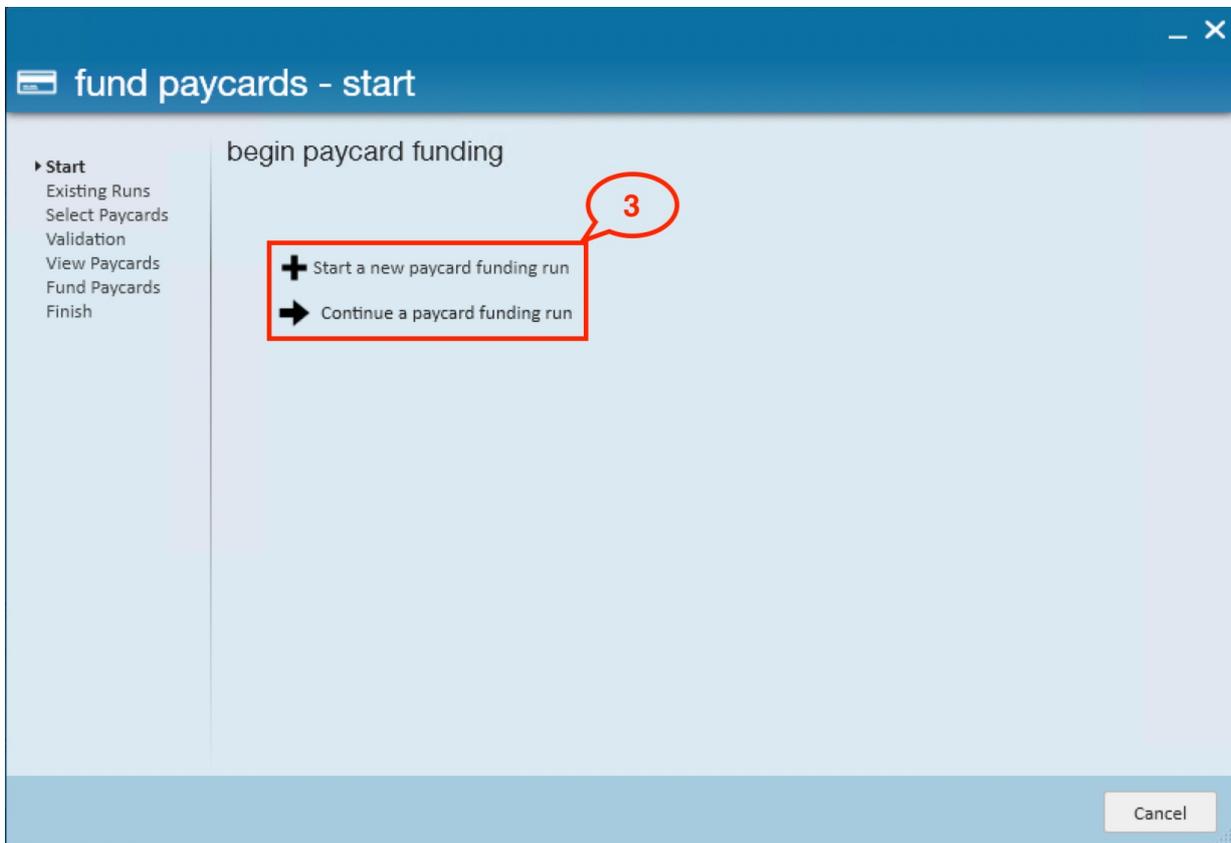
Once the payroll run is complete, the Rapid! PayCard are able to be funded via a paycard funding run.

Paycard Funding Run

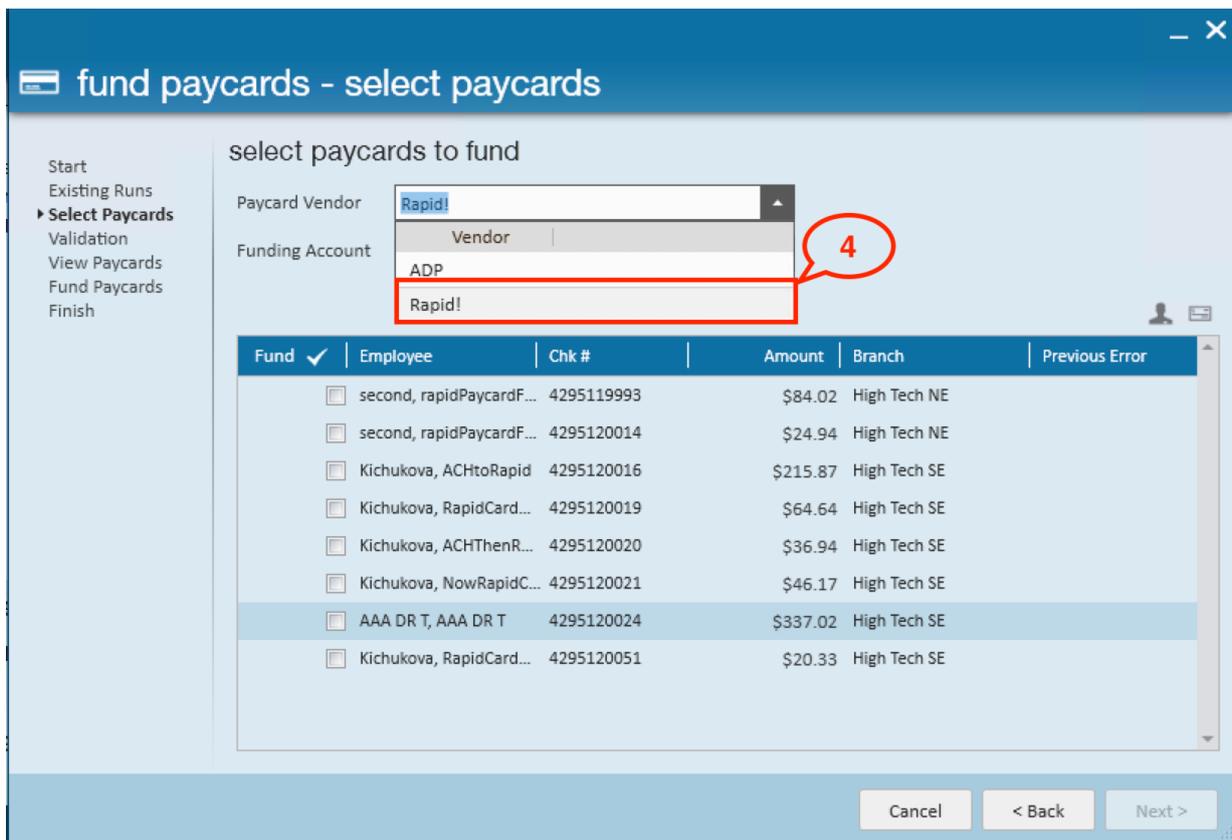
Navigate to Enterprise > Pay/Bill > Payroll > Start or continue a paycard funding run:



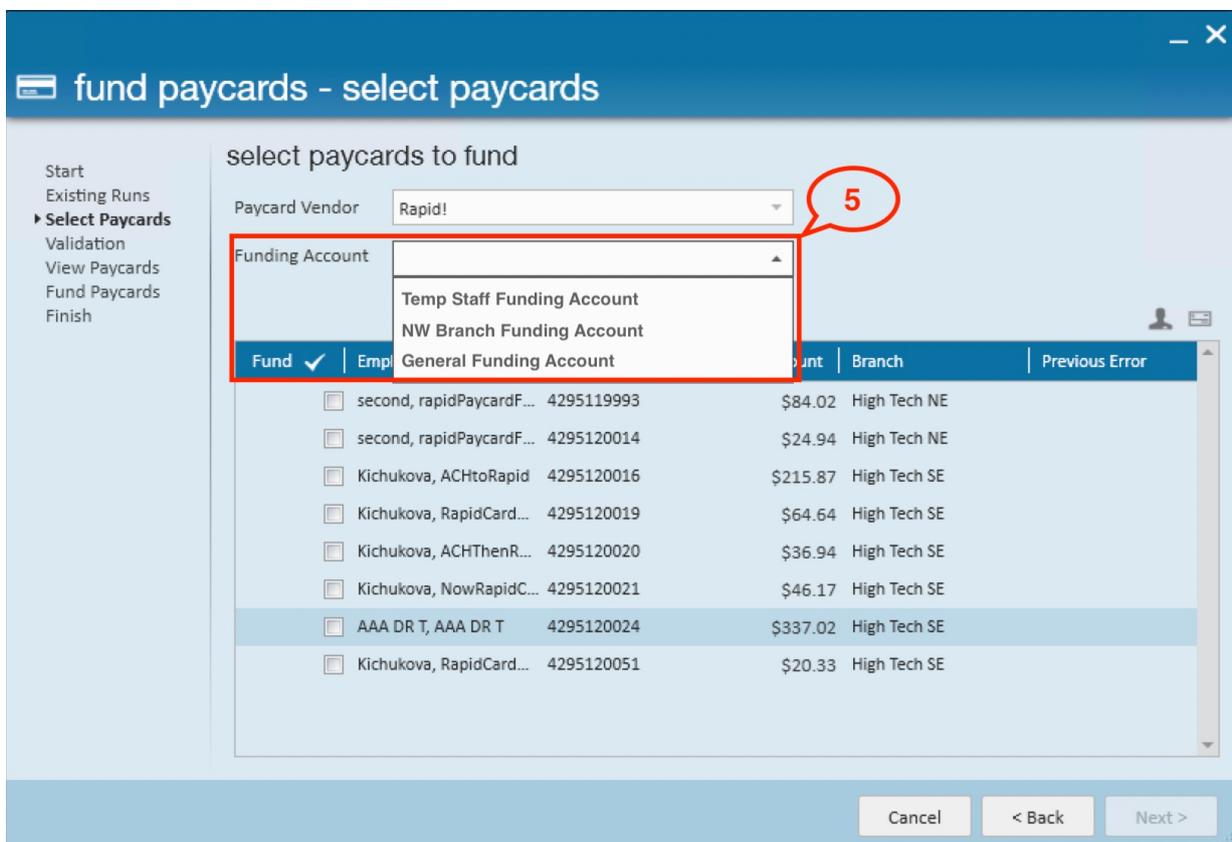
Select to start a new paycard funding run or continue a previously unfinished paycard funding run:



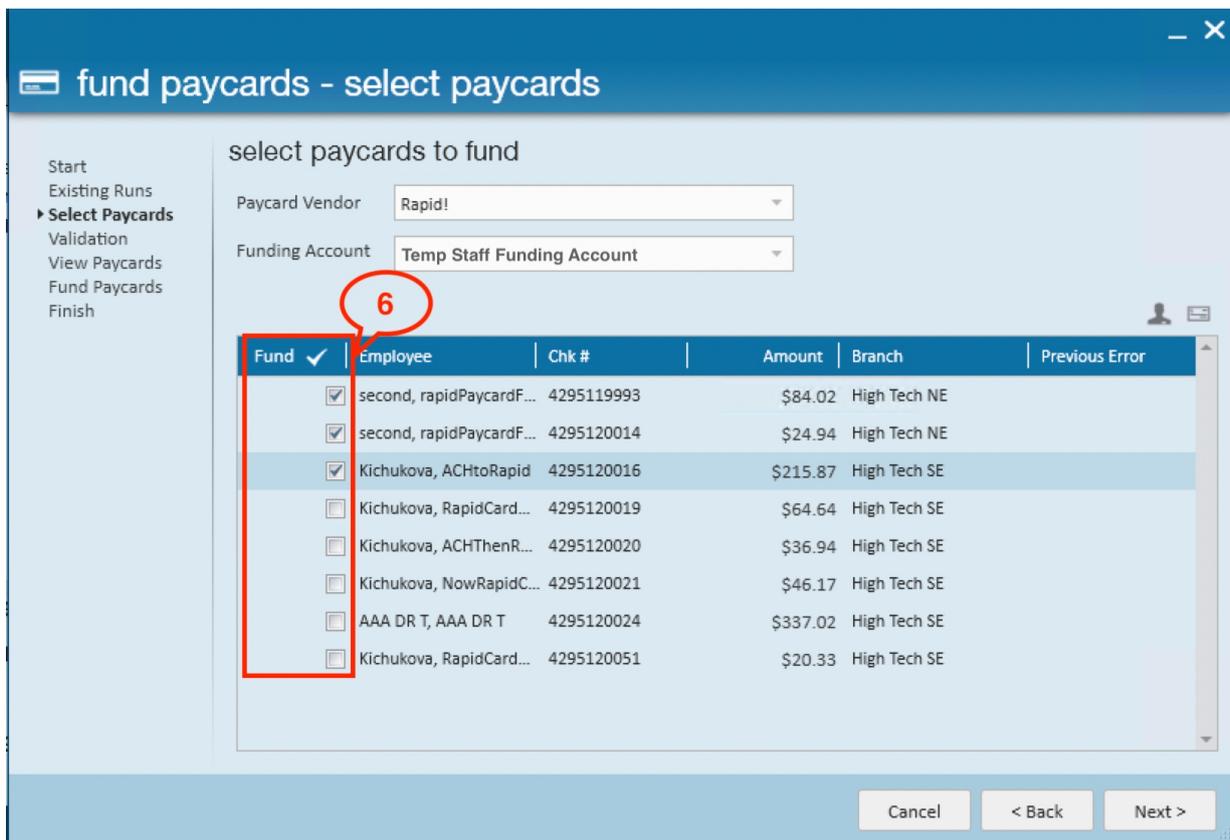
Select "Rapid!" from the "Paycard Vendors" dropdown:



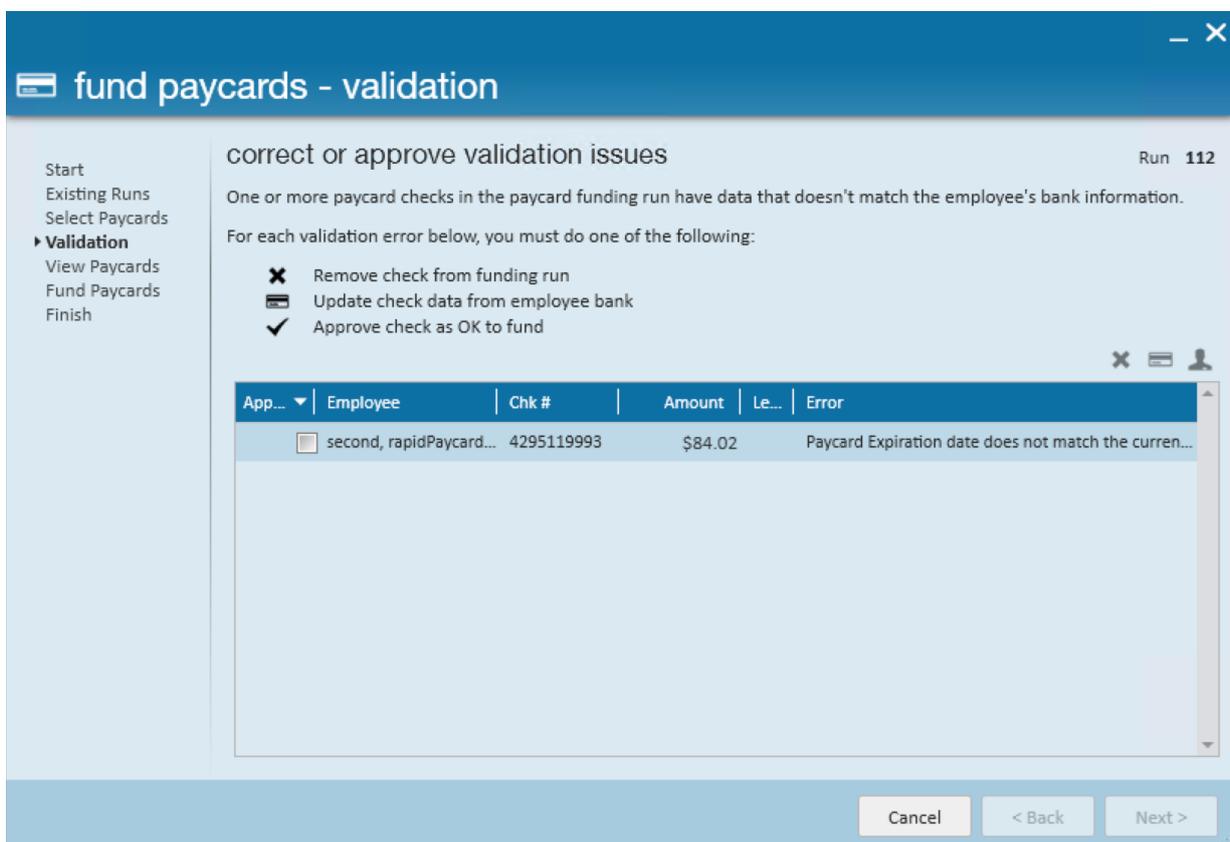
From the "Funding Account" dropdown, select a Funding Account(s) that was previously configured in Beyond External Services:



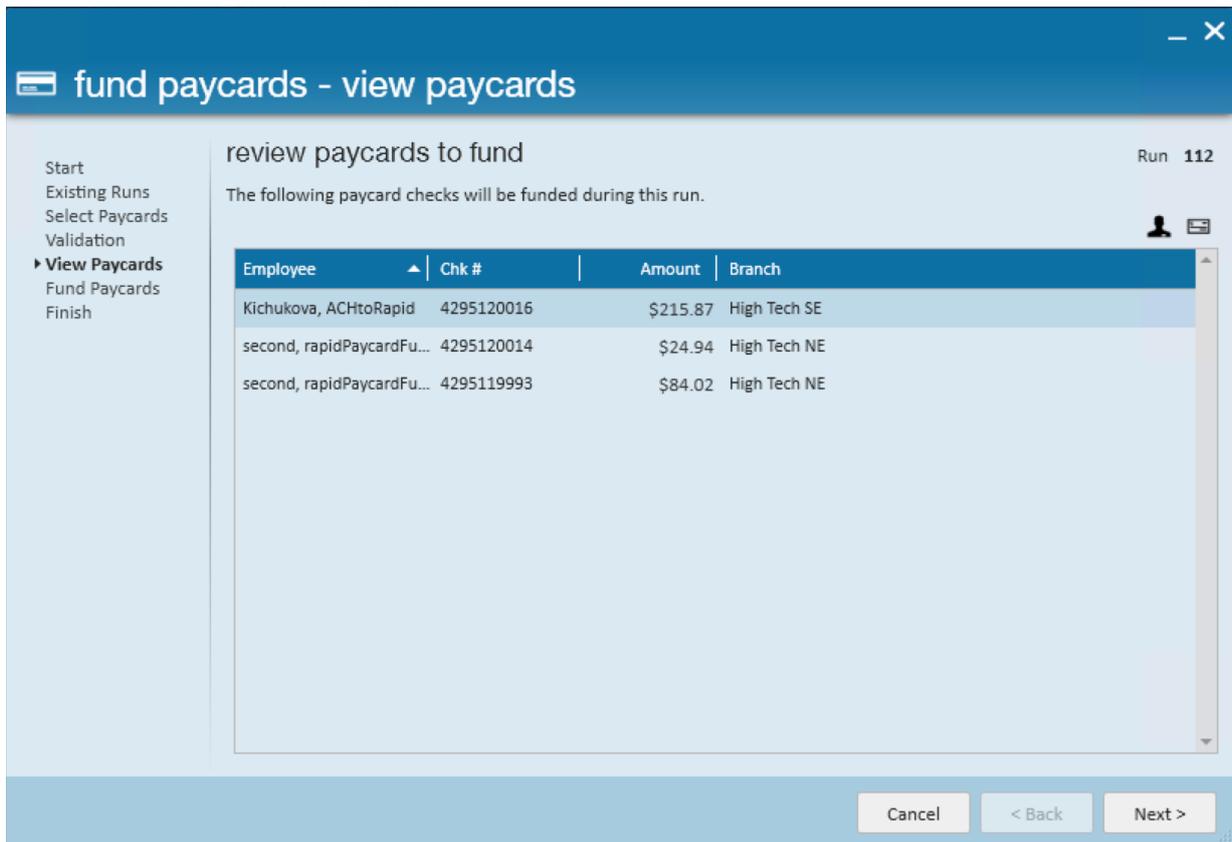
Select the employee(s) that should be instantly funded with Rapid!:



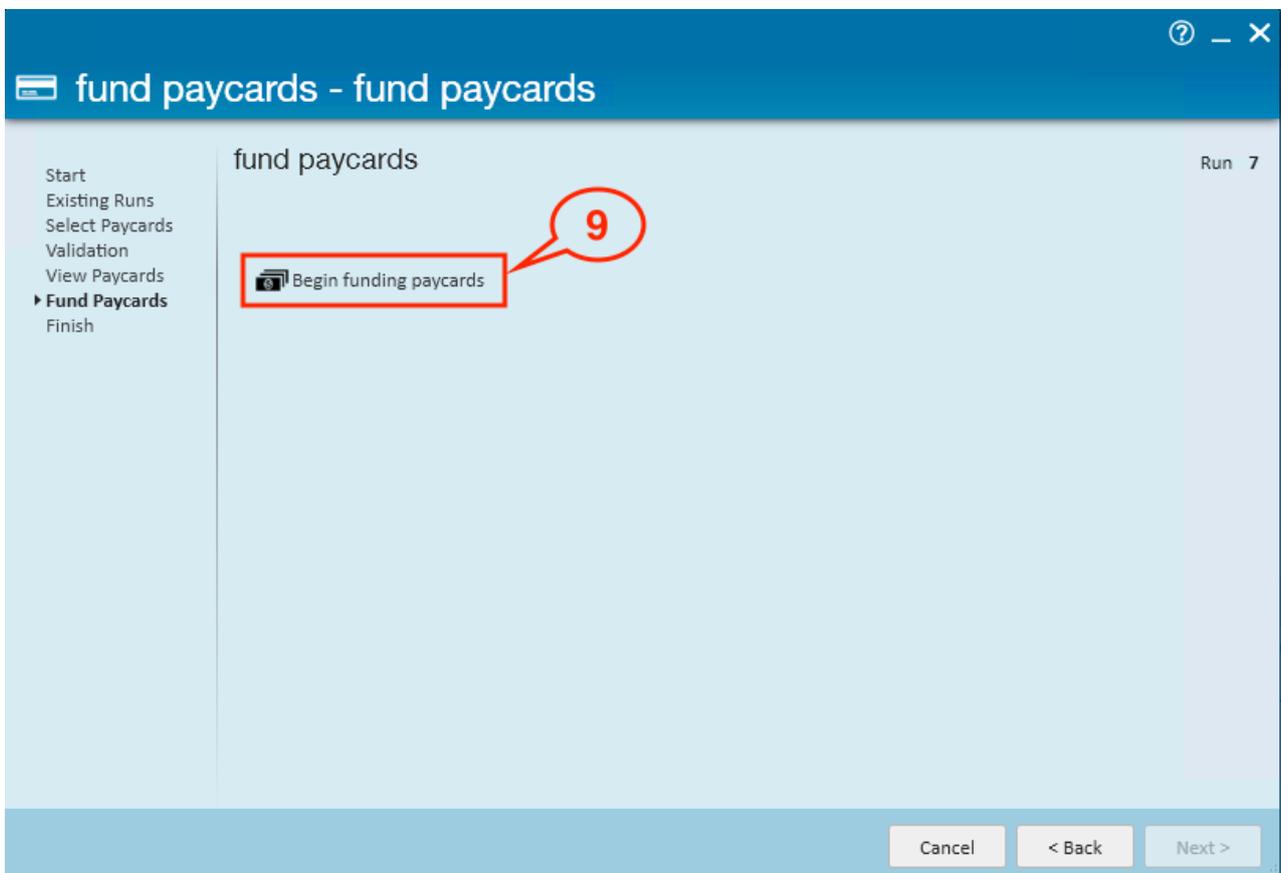
Correct or approve if there are any validation issues or remove the employee from the funding run:



Select "Next" within the "View Paycards" window:



To finish the run, select "Begin funding paycards":



Note In the event the Paycard Funding run is cancelled during the funding process, paycards that have not

been funded yet will need to be pulled into a new Paycard Funding run via the outlined steps above.

Paycards that have been funded during the cancelled run will remain funded.

Once finished, you can review the detailed summary of the funding run with employee(s) which paycards were successfully funded (Completed) and those where funding of the paycard failed (Error) and the message explaining the reason:

summary of funding run Run 202

Below is a summary of the paycard funding run.

Employee	Amount	Branch	Status	Message
AAA DR T, AAA DR T	\$82.42	High Tech SE	Complete	
BAValidation, GoodRapid	\$2.77	High Tech SE	Complete	
Kichukova, NowRapidCard	\$81.78	High Tech SE	Complete	
La Fave, Daniel	\$77.21	High Tech SE	Complete	
second, rapidPaycardFunding	\$84.02	High Tech NE	Error	The EmployeeCardId field is required.
Zachery, Domiano	\$1.16	High Tech SE	Complete	

6 of 6 cards processed. 5 funded successfully, 1 error.

Finish

Note The Account Reconciliation report within the Rapid! Admin Portal can be used to balance accounts.

Account Reconciliation Report

Program: rapid! PayCard
 Funding Card: 123456789
 Reporting Period: 09/01/2020 to 09/30/2020
 Report Totals:
 Total Debits: (\$252.00)
 Total Credits: \$202.00

Funding Card	Program	Client Program	Location	Funding Trans Date	Debit \$ Transaction	Credit \$ Transaction	Acct Ending Balance	Trans Code	Trans Code Desc	Transaction Detail	User ID	To Cust ID	To Emp ID	To Cardholder Last Name
123456789	rapid! PayCard	123456789	123456789			Beginning Balance	\$446.00							
				09/03/2020 13:25:29	(\$1.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Check #123 Correction Payment - Funds Transfer to Smith	12345678	322456789	123	Smith
				09/03/2020 13:34:04	\$0.00	\$1.00		2831	Funds Transfer Reversal by CardID	Debit cardholder:Reversal of overpayment - Funds Transfer from Smith	12345677	322456790		Smith
				09/09/2020 15:41:27	(\$1.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:per diem - Funds Transfer to Test Card	12345678	322456791		Test
				09/09/2020 15:44:09	\$0.00	\$1.00		2831	Funds Transfer Reversal by CardID	Debit cardholder:wrong person paid - Funds Transfer from Test Card	12345678	322456792		Card
				09/21/2020 14:22:23	(\$100.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:missing 10 hrs W.E 9/17/20 - Funds Transfer to Joe Smith	12345677	322456793	2487	Smith
				09/21/2020 14:23:58	\$0.00	\$100.00		2831	Funds Transfer Reversal by CardID	Debit cardholder:miss funded - Funds Transfer from Joe Smith	12345677	322456794		Smith
				09/23/2020 15:38:44	(\$50.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:Training - Funds Transfer to TRAINING	12345678	322456795		Test
				09/30/2020 10:17:24	(\$100.00)	\$0.00		2830	Funds Transfer by CardID	Credit cardholder:pay for W.E. 10/2/20 - Funds Transfer to Bo	12345677	322456796		Bo
				09/30/2020 10:19:20	\$0.00	\$100.00		2831	Funds Transfer Reversal by CardID	Debit cardholder:over pay w.e. 10/2/20 - Funds Transfer from Bo	12345678	322456797	96	Bo
				Total	(\$252.00)	\$202.00								
						Ending Balance	\$396.00							

Related Articles