



How to Fund Your Employees' Paycards

Once your employees have opted in, there are a couple of ways to make sure your employees receive their pay on their Skylight ONE® Cards: SkyPosit or traditional direct deposit.

Helpful Tips:

- + As part of the funding process, you will need to update the employee Account Number and Routing Number in your payroll interface.
- + The Skylight Routing and Account Number can be found in the window of the Instant Issue Pack

Using traditional direct deposit method

If you intend to process payroll to Skylight ONE Cards in the same way you process direct deposits to other employees, then follow these steps:



Enroll the employee in the Skylight Corporate Portal



Enter their Skylight Routing Number and Account Number (located on the Instant Issue Pack) into your payroll platform.

Once you do this, direct deposits will be sent to enrolled employees' Skylight ONE Cards as part of your normal payroll process.

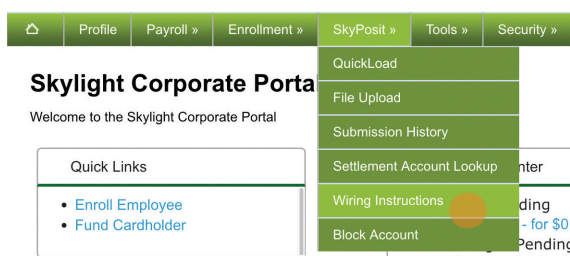
Fund using SkyPosit method

If your company has been approved for SkyPosit, then a settlement account can be created that you can use to fund employees' Skylight ONE Cards. Once that account has been created, follow these steps:

1

Fund your SkyPosit Settlement Account

Go to the "SkyPosit" menu, Corporate Portal, and select "Wiring Instructions"

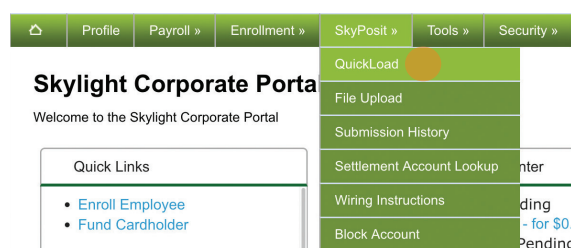


This will take you to a screen which contains information for wiring funds into your SkyPosit Settlement Account. (If you would prefer to fund your SkyPosit Settlement Account through ACH, contact your Implementations Manager or Client Services).

2

Access the "QuickLoad" area of the Corporate Portal

Go to the "SkyPosit" menu and select "QuickLoad"



Click the "New QuickLoad" link at the top of the page.

3

Create a QuickLoad file

First, name your QuickLoad file.

New QuickLoad

Name:

Next, enter the employee account number. Then, enter the amount of funds you would like to load.

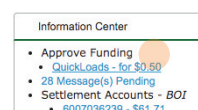
Account	Amount	Transaction	Reference (Optional)
2534017568	<input type="text" value="0.25"/>	Deposit	
<input type="text"/>	<input type="text" value="0.00"/>	Deposit	
<input type="text"/>	<input type="text" value="0.00"/>	Deposit	

Repeat this step for each employee account. When you are done, click the "Submit for Review" button at the bottom of the screen.

4

Approve the transfer of funds

Return to the home screen of the Corporate Portal. In the Information Center, you will see the QuickLoad you just created waiting for approval.



Click on the QuickLoad you want to approve. Then, click on the link that says "Review/Approve" next to the QuickLoad you created.

Name	Status
<input type="button" value="Review/Approve"/> Training Video Test	Submitted

If everything looks correct, click the "Accept" button at the bottom of the page.

You can also fund employees' cards via SkyPosit using a batch submission method. To receive a template file for batch submissions, contact your Implementations Manager or Client Services.