



Checklist 8: Paying Your Staff

Project Name: _____ Date: _____

Yes No

Paying your staff can be a confusing task, especially if the staff you have is a mix of freelance workers, full-time workers, part-time workers, and remote staff. Here is a checklist for the different types of ways you can pay your staff.

Through Bank Transfers

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|---|--|--------------------------|--------------------------|
| 1 | Contact your respective bank to ask them how you can make a Payroll account and then follow their instructions to create a payroll account | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Link the accounts of each employee to your payroll account and determine their payment amount and schedule | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Deposit the payment directly into the account of each employee using the company Payroll account | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Make sure to deduct any fines or add any bonuses to the direct deposit, since the deposit is manual and not automatic; you will not have to worry about transferring less of more money to each employee | <input type="checkbox"/> | <input type="checkbox"/> |

Through Payoneer

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|---|---|--------------------------|--------------------------|
| 1 | Create an account on Payoneer through clicking on the 'sign up' link | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Add the details of your company by entering its legal name, type of business, the name of contact person, and email details | <input type="checkbox"/> | <input type="checkbox"/> |

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|----|---|--------------------------|--------------------------|
| 3 | Enter your business address and phone number | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Create your account by entering a username, password, and security question for your account | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Add your identification number for verification purposes | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Go to the 'Mass Payout' admin area and retrieve a signup link for your payees | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Send the signup link to all your payees and ask them to follow the details to register an account on the website | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Fund your Payoneer account by sending the required amount to your Payoneer bank account through instructions on the website | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Select the users who need to get paid through the mass payout admin area and select the amount that you need to pay them | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Click on 'pay' on the bottom of the webpage and the money will be transferred to the Payoneer account of your payees | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Ask payees to link their bank account to their Payoneer account through instructions on the website so that they can withdraw money from their Payoneer account to their local bank account | <input type="checkbox"/> | <input type="checkbox"/> |

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- 12 Ask payees to alternatively order a Payoneer MasterCard that they can use to make transactions online or withdraw money from ATMs

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Through PayPal

- 1 Visit www.paypal.com and create an account by following instructions on the page

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- 2 Link your account with the company bank account or your business account for ease of transfer; do this by clicking on 'Wallet' on the top right of the page, then clicking on 'Link a Bank Account'

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- 3 Ask your employees to do the same and to provide you with their PayPal ID

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- 4 Pay your employees by clicking on 'Make a Payment' selecting a beneficiary, selecting the amount, the payment method, and the date of the payment

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- 5 Alternatively, set up a merchant account and sign up for the Mass PayOut service by calling PayPal on 1-888-221-1161

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- 6 Once the Mass PayOut service is activated, input information about the regular payment time, amount, and beneficiaries and let PayPal do the rest of the work

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