

apron.

PAYROLL APPROVAL PROCESS

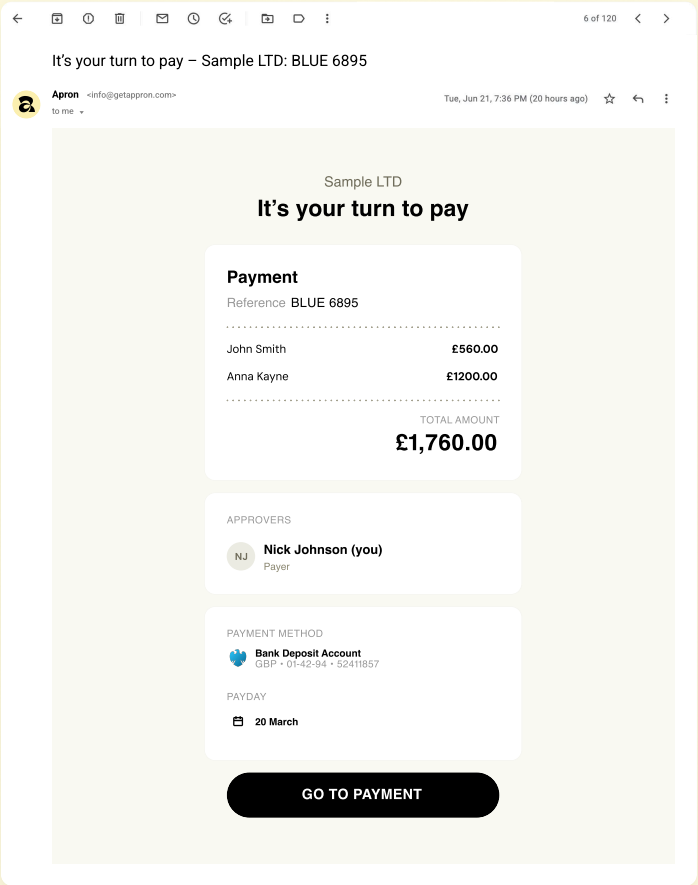
Pay employees and contractors together, in one go.



Inform
ACCOUNTING

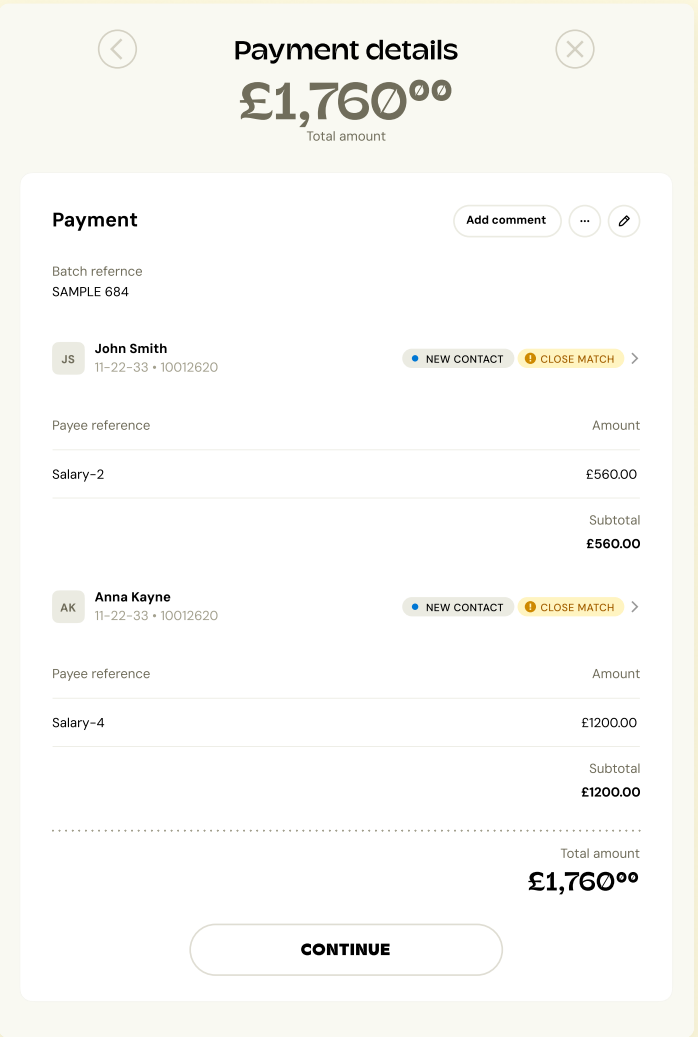
Step #1

- When we've set up a new payroll payment, you'll receive an email that looks like this.
- The title will be either 'It's your turn to approve' or 'It's your turn to pay' and the email will come from info@getapron.com.
- For the next steps, click on 'GO TO PAYMENT' at the bottom of the email.



Step #2

- You will be asked to log in, just use the details we provided you for Apron. On the following screen you'll see a list of employees and the amount they will be paid in this payrun.
- Please check the payment details for any employees that have been flagged with 'NO MATCH' or 'CLOSE MATCH'. If you can add the correct details the system will confirm there is a match otherwise please use the 'Add comment' button on the top right and type the @ symbol to tag us.
- If you're happy with what is presented here, just click continue at the bottom of the screen.



Step #3

- Ⓐ This screen is a summary of the total amount, the bank account that will fund the payrun and the date the funds will be paid out to your employees. If you're an approver and happy with the summary, click the Approve button and your job is done here!
- Ⓑ If you're the person who is making the payment, you should see a pay button for you to click.
- Ⓒ Apron has a partnership with Virgin so you can earn points on payroll. The toggle shows how many points you can earn and will only be visible if you have bank access as there is a cost for the points which you will see when you turn it on.

Step #4

- Ⓐ If you are releasing funds from bank you'll see 2 options: open banking or bank transfer.
- Ⓑ We recommend open banking where possible. If you use 'bank transfer' please ensure you enter in the details correctly and then click "I have paid" once you have made the transfer from your bank.
- Ⓒ If you use Open Banking, the funds are taken straight away and held in Apron until the date that's scheduled to pay out. If you use bank transfer, please make sure you schedule the funds to arrive in Apron on or before the scheduled payout date.

<

Review and confirm

×

Payment

Reference SAMPLE

.....

John Smith

£560.00

Anna Kayne

£1200.00

.....

Total amount

£1,760⁰⁰



Virgin Points

Earn rewards on this payment

☐

Payment method



Bank Deposit Account

GBP • 01-42-94 • 52411857

▼

Approvers

NJ

Nick Johnson (you)

Pays



Delivery date



20 March (in 17 days)



PAY

<

Complete payment

×

£1,760⁰⁰

Total amount

☐

Pay instantly via Open Banking

Unavailable for your first payment with Barclays.

☒

Pay via bank transfer

You'll send money to Apron manually. We'll provide the bank details.

CONTINUE