



# Online Payment for School Meals (Employees)



**Overview:** The Online Payment function provides staff the convenience to deposit money into meal accounts.

PayPal is used as the clearing agent for payments. Payments are made through PayPal when staff are logged into SISK12 **Staff may choose to pay with their PayPal account or with a debit or credit card.**

There is a nominal service charge fee per transaction (One transaction could cover multiple accounts). The fee schedule is as follows:

\$0.00 – 20.00	\$1.00 fee
20.01 - 55.00	\$2.00 fee
55.01 - 90.00	\$3.00 fee
90.01 - 125.00	\$4.00 fee
125.01 - 160.00	\$5.00 fee
160.01 - 195.00	\$6.00 fee
195.01 - 230.00	\$7.00 fee

## Employee Online Payment Process:

- From the SISK12 Staff Home Page, go to “Actions”, then “My Lunch Balance”
- Then select “Make an Online Payment”
- On the Online Payment screen, double click in the “Deposit Amount” column to the right of your Meal Account Balance and enter amount you wish to deposit.
- Service Charge to be charged is displayed and added to total transaction.
- Click “Proceed to Verification Step”
- Click “Proceed to PayPal” to complete online payment.
- On PayPal screen, the employee chooses to “Pay with PayPal Account” or “Pay with Debit or Credit Card” to complete the online payment.
- Email is sent to employee from PayPal indicating success of transaction.
- Employee is returned back to SISK12. The balances will be updated instantly.