createeftfile

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Use the Create EFT File tab to create an electronic fund transfer (EFT) file to send to your bank to be transmitted to an automated clearing house (ACH) as a method of direct deposit for employee payroll checks.

Note: All fields on theHuman Resources > Tables > Bank Codes > EFT tab must be populated. Otherwise, the create EFT file process cannot be performed.

Human Resources > Payroll Processing > EFT Processing > Create EFT File

1. Select Payrun. During a regular or supplemental payroll run, a check stub is produced for each employee participating in the direct deposit process if the Print Voided Checks field is selected on the Run Payroll page at the time payroll is processed. The actual check portion of the payroll check is voided. With the EFT payrun, the file and the direct deposit report are created indicating all of the information included on the EFT file for the employee.

2. In the Effective Date field, type the date that the EFT file is effective in the MMDDYYYY format.

3. If Payrun is selected, the last four pay dates for each frequency are displayed in the table. Select a payroll for the EFT file being created.

4. Click Create EFT File. An Export dialog box is displayed. zz Click Open to open the file. zz Click Save File to save the file. A Save As dialog box is displayed. ßß In the File name field, the file name is set to payeft_mmddyyyy.txt for a payrun file and prenote_mmddyyyy.txt for a prenote file. You can type a different name for the file.

Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file. zz Click Cancel to not save the file and return to the Create EFT page. zz A message is displayed indicating that the EFT file was created successfully. Click OK to display the EFT Report.

5. If errors were encountered between voided and issued check amounts, an Error Listing Report is displayed.

Notes: zz The employee number or social security number is included in EFT file based on the option selected in the EFT File field on the Tables > District HR Options page.

zz After a prenote EFT file has been created, the PreNote field is cleared on the Maintenance > Staff Job/Pay Data > Pay Info tab.

Important: The EFT file must be transmitted to the bank; electronically or manually. Be sure to check with the bank as they may require the file in advance.