



## Create and submit EFT file



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Select	Payroll	Adjustment Nbr	Pay Date	Pay Run
<input type="checkbox"/>	6	0	05-25-20	05-03-20
<input type="checkbox"/>	6	0	04-23-20	04-20-20
<input type="checkbox"/>	6	0	03-26-20	03-24-20
<input type="checkbox"/>	6	0	03-25-20	03-23-20

Create an EFT file to process employee direct deposits.

Submit the EFT file to the bank.

### Notes:

- All fields on the [Payroll > Tables > Bank Codes > EFT](#) tab must be populated. Otherwise, the create EFT file process cannot be performed.
- The employee number or social security number will be included in the EFT file based on the option selected in the **Use Emp Nbr** or **SSN in EFT File** field on the [Payroll > Tables > District HR Options](#) page.