Create EFT File - HRS5100

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Electronic fund transfer (EFT) is a method for direct deposit of employee payroll checks to their financial institutions. The transfer is accomplished by creating an EFT file during a payroll run. The file is then given to the employer's financial institution to be transmitted to an automated clearing house (ACH). The ACH is normally a centralized, federal reserve bank that transmits necessary data for direct depositing to the employee's participating depository financial institution (DFI).

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

Create a payrun EFT file or prenote EFT file:

There are two types of EFT file options available on this tab:

Field	Description
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 system creates the file as well as a direct deposit report indicating all of the information included on the EFT file for the employee. The report also includes the total net pay and the total number of employees included in the report.
Pre-Note	If selected, you can select employees and add their bank account information used in the Prenote EFT file on the Maintenance > Staff Job/Pay Data > Pay Info tab. A prenote file must be created for employees not previously processed using electronic fund transfer. The file is used to notify the employer's financial institution of employees who are new to the EFT direct depositing process. The file must be created for employees not previously processed using electronic fund transfer. The file must be presented to the employer's financial institution prior to the inclusion of the employee on the EFT file. The system produces a report and a prenote file.
Effective Date	Type the date that the EFT file is effective in the MMDDYYYY format.

- If **Payrun** is selected, the last four pay dates are displayed in the table. Select a payroll for the EFT file being created.
- If **Pre-Note** is selected, payrolls cannot be selected from the table.

❏ Click **Create EFT File**. A dialog box is displayed with a preset (payeft_CCCDDD_MMDDYYYY.txt for a payrun file and prenote_CCCDDD_MMDDYYYY.txt for a prenote file) **File name**. You can type a different name for the file.

❏ Save the file on your computer or network.

- If the EFT file was successful, a message indicating that the EFT file was created successfully is displayed. Click **OK**. The EFT Report is displayed. Review the report. Click **OK** to close the report.
- If errors were encountered between voided and issued check amounts, an Error Listing Report is displayed.

Notes:

- The employee number or social security number will be included in 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.
- After a prenote EFT file has been created, the **PreNote** field is cleared on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab.