



## Create and submit EFT file



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- Create an EFT file to process employee direct deposits.
- Submit the EFT file to the bank.

### Notes:

- All fields on the [Human Resources > 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 [Human Resources > Tables > District HR Options](#) page.



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