



Create and submit EFT file

Table of Contents

Create and submit EFT file

[Payroll > Payroll Processing > EFT Processing > Create EFT File](#)



- 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.



Back Cover