

EFT Instructions

This is the process for employees who would like to be reimbursed by direct deposit/electronic funds transfer (EFT). This is for employee non-payroll advances or reimbursements (e.g. travel). For payroll direct deposit, please contact Human Resources.

How to sign up for EFT

1. Download the EFT form from the forms section on the ABA Website. <http://www.csus.edu/aba/forms.html>
2. from the alphabetical list of forms, click on either the Accounts Payable & Travel link or the Procurement & Contract Services link. This form is available in both areas.
3. Fill out and sign the EFT form.
4. Make an appointment with Leah Davis in Procurement (ldavis@csus.edu) to setup your employee supplier information in CFS. You will need to bring your completed EFT form along with a pre-printed voided check or a Bank Deposit Slip.

Once you are signed up

Once you have signed up for EFT and have submitted your first travel claim, travel advance or other employee reimbursement request, watch for the email notification that the payment has been sent to your bank. You may have to look in your "Junk E-mail" folder. If the email did end up in your "Junk E-mail", then right click on the email and select "Junk" from the drop down list and then "Never Block Sender".