



Post to master file

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Caution: Before the first payroll of the school year is processed, you must post the master file created from the EOY Payroll Accrual process. Skip this step if you do not use this process for accruals.

The Post to Master tab automatically creates a School YTD Maintenance page for the new school year and updates the page with accrued pay, accrued benefits, and days earned for all employees that are included in the record.

- Select the record to be posted. If more than one frequency is used, there may be multiple records (rows) displayed.
- Click **Post**. You are prompted to create a [backup](#). A Finance and Human Resources backup is created. The following message is displayed.
- Click **OK**.