



Post to master file

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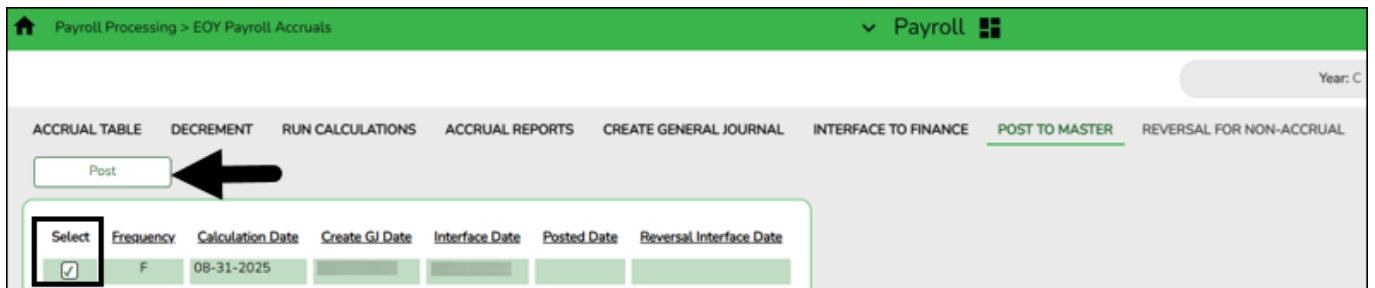
Post to master file

Payroll > Payroll Processing > EOY Payroll Accruals > Post to Master

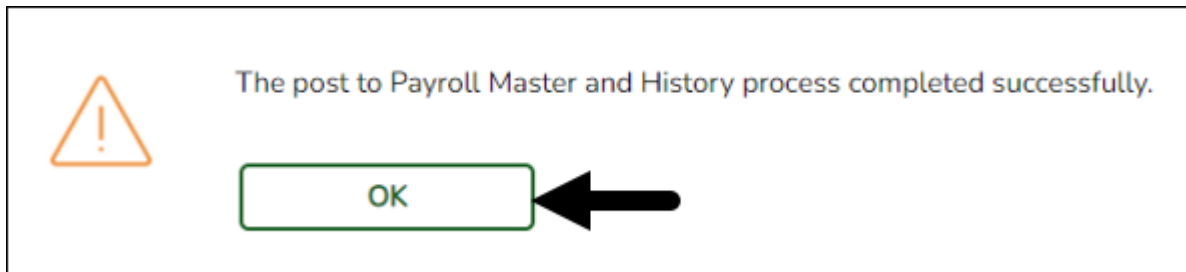


CAUTION: Before the first payroll of the school year is processed, you must post the master file created from the EOY Payroll Accrual process. Skip this step if you do not use this process for accruals.

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 a data row to be posted. If more than one frequency is used, there may be multiple data rows displayed.
- Click **Post**. The following message is displayed.



- Click **OK**.