



Post to master file

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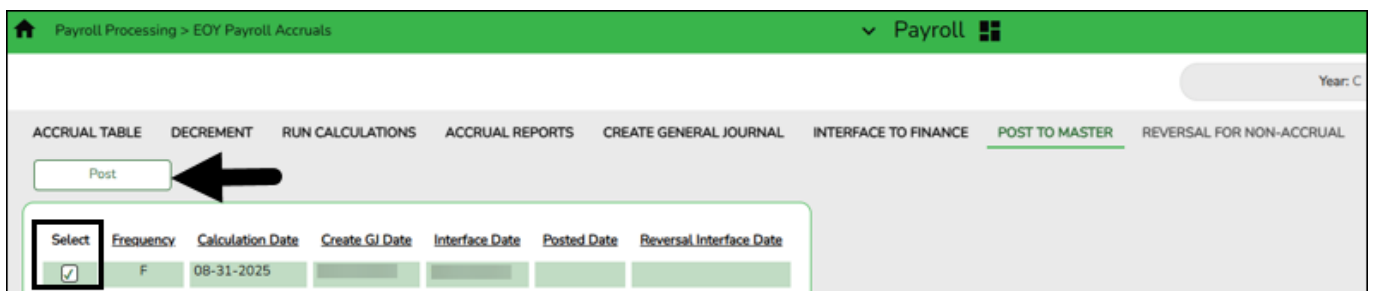
Post to master file

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

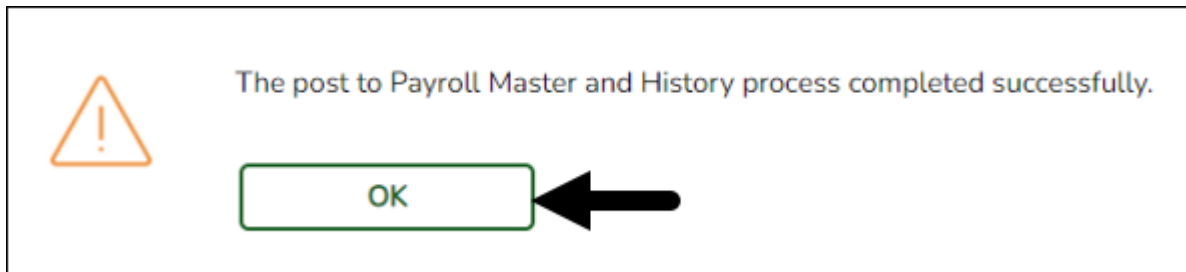


CAUTION: Before the first payroll of the school year is processed, you must post the master file that was created during the [August Accruals](#) process. Skip this step if you are a June year-end LEA or if your LEA does not use this process for accruals.

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**.