



**Post to master file**



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## Post to master file

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Skip this step if you are a June year-end LEA or if your LEA does not use this process for accruals.



**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.

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	Frequency	Calculation Date	Create GJ Date	Interface Date	Posted Date	Reversal Interface Date
<input checked="" type="checkbox"/>	F	08-31-2025				

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.

The post to Payroll Master and History process completed successfully.

OK

Click **OK**.