

Post to Master - HRS5500

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

This tab is used to create the necessary school YTD and history records to reflect the EOY accrual process.

- This process must be performed prior to the first payroll for the new school year.
- For standard employees, a new school year-to-date record is inserted for the school year with all appropriate accrual amounts populated.
- For nonstandard employees, the existing school year-to-date record for the new school year is updated with the appropriate amounts.
- Pay history, job history, and distribution history records are also inserted into the transaction files.
- In the work file, it will rewrite the record with the calculation date which is entered on the Run Calculation tab.

Caution: The Move NY Payroll to CY process must be completed prior to continuing this process.

Post to master:

The tab contains a display-only grid of the transactions that are being posted.

❑ Select a pay run row to post to the master file.

❑ Click **Post**. After posting to the master file:

- A message displays indicating that the posting to master was successful. Click **OK**.
- The Post to Master tab displays. The pay run that was posted is no longer displayed in the grid.


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