



To: All School Business System Users
From: Cindy Patterson, Technology Services Branch
Date: July 14th, 2014
Subject: Payroll – New Fiscal Year – Helpful Tools

We've made it to the new fiscal year, but the work continues for the payroll departments with COLAs, Retros, and deduction changes. The purpose of this memo is improving awareness of some tools in QCC that may help districts with some of these large tasks. They are:

- 1) **Retro pay module:** calculates retro pay and creates retro lines based on pay history. The district will need to review the lines and make some modification after the paylines are created by the retro module but getting the paylines created with account numbers is a great head start.
- 2) **Copy salary schedules:** allows you to update salary schedules and increase by a percentage. Let's hope several districts need to use this ☺
- 3) **Pay Mass update:** Once you have updated the salary schedule from the process above, this process recalculates paylines using the new rates - if they have the salary schedule placement on the PR screen. If you have not entered the placement on the PR screen - consider adding it when you update your paylines for a cola. Next year you can use the time saving mass update feature.
- 4) **Mass update of voluntary deduction amounts:** When rates change voluntary deduction contributions can be mass updated from one rate to another rather than visiting each employees deduction screen
- 5) **Mass replacements:** Switching vendors for one or more voluntary deductions? You can replace one voluntary deduction code for another. The use the update amounts to fine tune the deduction amounts.

These are a few examples of sometime saving tools that the Technology Resource Advisors would be happy to assist with. Whenever you are about to embark on a large amount of data entry we recommend that you check with TSB – there may be a tool for mass update that will save data entry. While there is not always a solution, we want to make sure that districts are aware of the time saving opportunities that exist.

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