Adding a Comment to Paystubs

Technology Services
Santa Clara County Office of Education
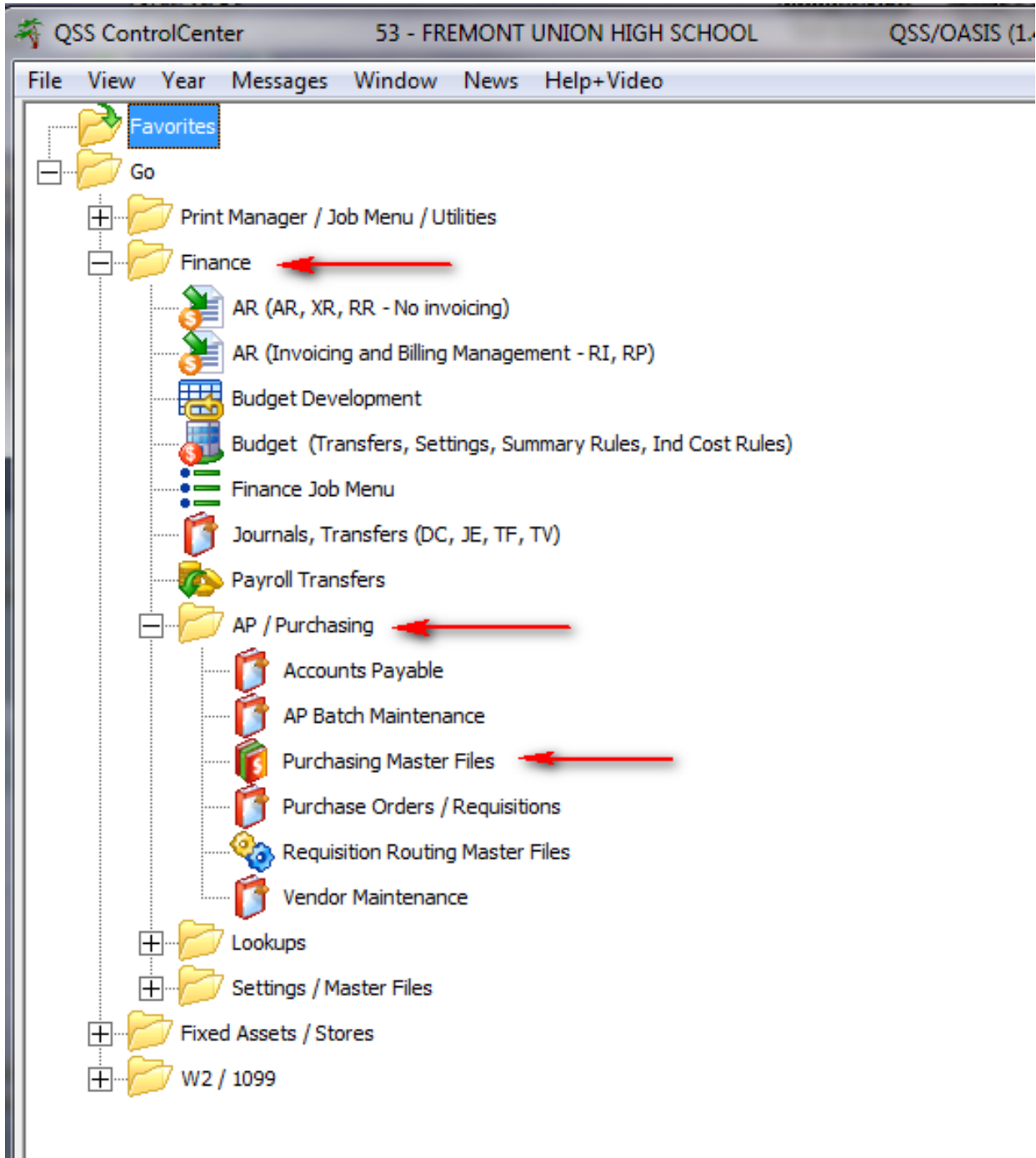
1. In QCC, go to Finance
2. Go to AP/Purchasing
3. Go to Purchasing Master Files

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4. Click on Message Library (MSG), under Miscellaneous
5. Click on the green Plus icon to add

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6. Enter "PY" for Message Type
7. Enter "PAYROLL" for Message Code.
8. Type comment in Message Text area in message box. You can add 24 lines, 50 characters each line.
9. Click on disk icon to Save comments.

Important Note, this Comment will be printed on all employee paystubs until removed