

How to Copy Paylines

How to Copy Pay lines from the current FY to the next FY.

- 1. Launch QCC
- 2. Open Human Resources / Payroll folder



3. Open HR Reporting and Downloading



4. Open HR Report/ Job Selector



- 5. Click on Show Jobs
- 6. On Category drop-down menu, choose Pay



7. Click on first line, Copy Paylines

2	r HR Re	port/Job Sel	ector 90 - S.C.COUNTY OFFIC	E OF EDUCA	ΠΟΝ	_			
F	File Options Help								
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Beports Global Settings Field Selection Districts Employee Selection Custom Selection Screen Schedule Job C Show Reports Show Jobs Category: PAY									
	ID	Name	Description	Category	Access				
Þ	506	PL0900ST	Copy Paylines	PAY	Yes				
	507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes				
	508	PCT920ST	Update D-EMP-POSITION with Bonus Recalculations	PAY	Yes				
	509	PL0402ST	Load Payline Data from Position Control (ENH)	PAY	Yes				
	513	PTI 100ST	Payroll Timesheet Import	PAY	Yes				
	514	PCT902ST	Re-Calculate Employee Projections (EH PosCtl)	PAY	Yes				
	515 PL0400ST Load Payline Data from Position Control (STD)				Yes				

8. Click on Custom Selection Screen tab

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<u>R</u> eports	Global Settings Field Selection	Districts Employee Selection	<u>Custom Selection Screen</u> <u>Schedule Job</u>	
	Jo Roll Selected P	b: PL0900ST - Copy Paylines 'ay Lines to New Year		
	Requi	red Data	Optional Data]
		Report Title:		
	Run Mode: Upd	late/Report	Report Type: Source/Target	•
	From Year:	To Year:	Non-Terminated Empl Only: 🕅	
	Active/Inactive Paylines: Activ	ve 🔻	Make Inactive Active: 🕅	
	Position Number Selection: Posi	ition 🗨	Zero the Pos Number: 🥅	
	Exclude All	Pay Lines with SP-EP: 🔲	Blank the SP-EP:	
		Balance	e of Contract Pay Line Selection: Contract	•

9. Click on Retrieve Preset folder on menu bar

🚼 HR Report/Job Selector	90 - S.C.COUN	TY OFFICE OF EDUCATION	QSS/
File Options Help			
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Beport Retrieve Preset [Ctrl+T]	istricts Employee Selection	<u>Custom Selection Screen</u> <u>Schedule Job</u>	
Job: P Roll Selected Pay L	L0900ST - Copy Paylines ines to New Year		
Required	Data	Optional Data	
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From Year:	To Year:	Non-Terminated Empl Only: 🕅	
Active/Inactive Paylines: Active	•	Make Inactive Active: 🕅	
Position Number Selection: Position	•	Zero the Pos Number: 🕅	
Exclude All Pay	Lines with SP-EP:	Blank the SP-EP: 🕅	
	Balance (of Contract Pay Line Selection: Contract	•

10. Double-click on line for desired preset

Ę	3. Pre	set Maintenance (SS) - Retrieve	Pres	et				
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	Ln	Name	DI	Cat	Description	User ID	Date	Level
ł	001	1 NML L NO BEN	00			8251	03/20/2019	S
	002	2 NML HD NO BEN	00			8251	03/20/2019	s
	003	3 CSH CSHR	00			8251	03/20/2019	s
	004	4 OTHER ACTIVE L	00			8251	03/20/2019	s
	005	5 OTHER ACT HD	00			8251	03/20/2019	s
	006	6 BEN ONLY	00			8251	03/20/2019	s
						0.054		-

11. Click on OK on Retrieve Preset confirmation box

Retrieve Preset		
Retrieve Preset for L	ine:1 Name:1 NML	L NO BEN?
	ОК	Cancel

12. Change report title to reflect district, and leave Run Mode to Report Only

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Reports Global Settings Field Sel	ection Districts Employee Selection Custom Selection Scree	n <u>S</u> chedule Job			
	Job: pl0900st - Copy Paylines				
	Roll Selected Pay Lines to New Year				
	Required Data	Option	nal Data		
	Report Title 1 DISTE	ICT XX NML L NO BEN			
	Run Mode: Report Only	Report Type: Source	e/Target		
	From Year: 19 To Year: 20	Non-Terminated Empl Only: 🔽			
	Active/Inactive Paylines: Active	Make Inactive Active:			
	Position Number Selection: Both	Zero the Pos Number: 🕅			
	Exclude All Pay Lines with SP-EP:	Blank the SP-EP:			
	Balance o	f Contract Pay Line Selection: Both	•		

13. Click on lightning bolt icon to submit the report

HR Report/Job Selector	90	0 - SCCOE
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eports Global Settings Field Se	lection Districts Employee Selection Octoor Selection Sci	reen Schedule Job
	Job: pl0900st - Copy Paylines	
	Roll Selected Pay Lines to New Year	
	Required Data	Optional Data
	Report Title: 1 DIS	STRICT 90 NML L NO BEN
	Run Mode: Report Only	Report Type: Source/Target
	From Year: 19 To Year: 20	Non-Terminated Empl Only:
	Active/Inactive Paylines: Active	Make Inactive Active:
	Position Number Selection: Both	Zero the Pos Number: 🥅
	Exclude All Pay Lines with SP-EP:	Blank the SP-EP:
	Balanc	e of Contract Pay Line Selection: Both

14. Open Print Manager and locate report that was run

Rest ControlCenter 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/O								
File View District Year Messages Window News Help+Vid	0							
Favorites Go Print Manager / Job Menu / Utilities Print Manager (LSPOOL) Job Menu								
Upload / Download Files (QSSXFR)								
Print Manager (LSpool) 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS								
The View Options Help-Video $ \xrightarrow{>} \times \stackrel{>}{\gg} \stackrel{<}{\boxtimes} \stackrel{<}{\boxtimes} \stackrel{\frown}{\boxtimes} $								
User Preference Settings: Load Print Manager Users? Only my user. Automatic load of Job List(\$STDLIST)? Load on demand.								
Print Files Spool Files/\$STDLIST Local Print Files Session History Server Commands								
Ret. IN Skt. R P File # Date/Time Job# Beg/End (Lines) All Files Image: Contract of the state of the s	Report Title Program Title Program User Group Account Pfile 1 DISTRICT XX NML L NO BEN PAYROLL LOAD/COPY REPORT PL0990 RAMIRE DIST92 RTCSC Exists							

15. Click folder on report line to open report, then review Old and New paylines for each Fiscal Year.



- 16. If all looks good, go back to Preset screen and change Run Mode to Update/Report.
- 17. Click on lightning bolt icon again to submit the job that will copy the Paylines to the next Fiscal Year. This will also generate a new report as well.

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	Job: pl0900st - Copy Paylines		
	Roll Selected Pay Lines to New Year		
	Required Data	Optional Data	
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	Run Mode: Update/Report	Report Type: Source/Target	
	From Year: 19 To Year: 20	Non-Terminated Empl Only:	
	Active/Inactive Paylines: Active	Make Inactive Active:	
	Position Number Selection: Both	Zero the Pos Number:	
	Exclude All Pay Lines with SP-EP:	Blank the SP-EP:	
	Balance of C	ontract Pay Line Selection: Both	
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