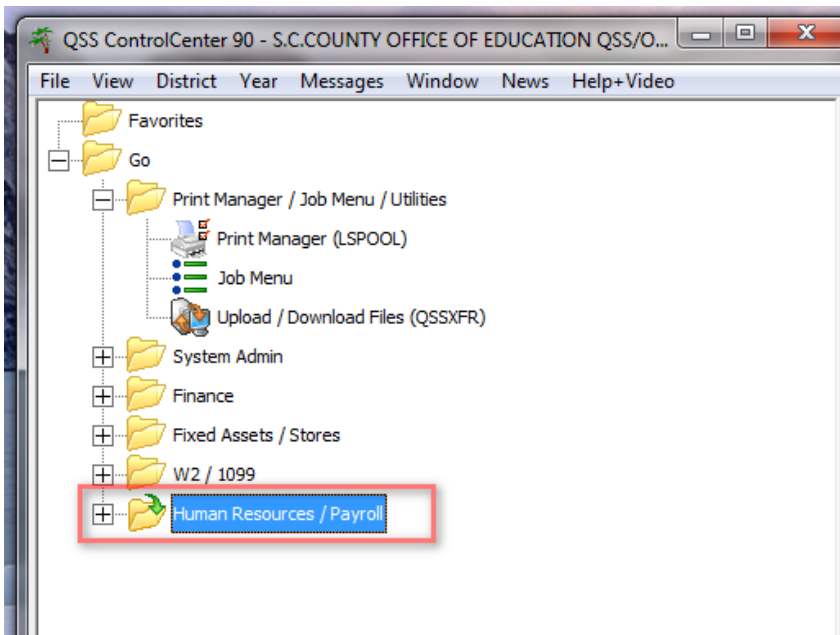


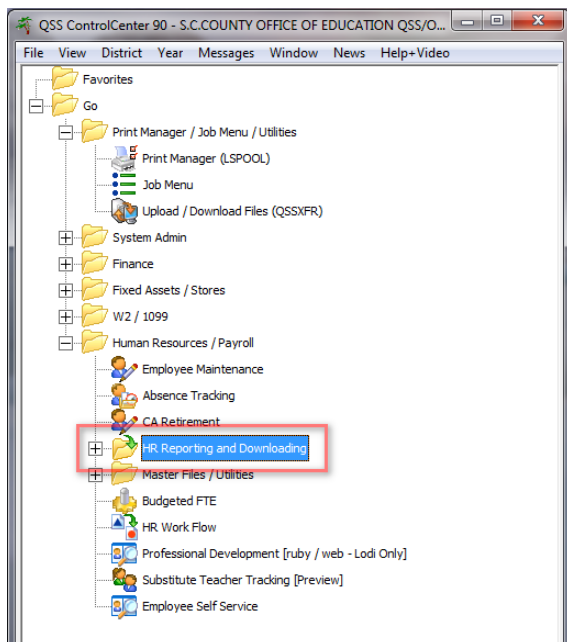
How to Copy Paylines

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

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

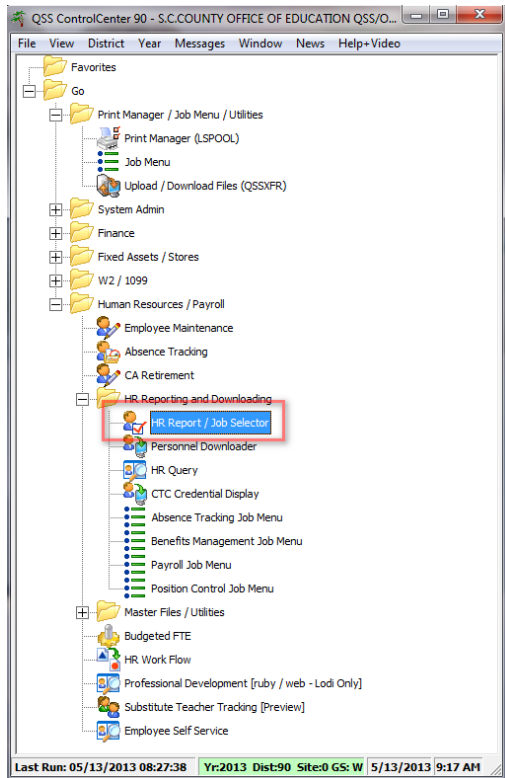


3. Open HR Reporting and Downloading



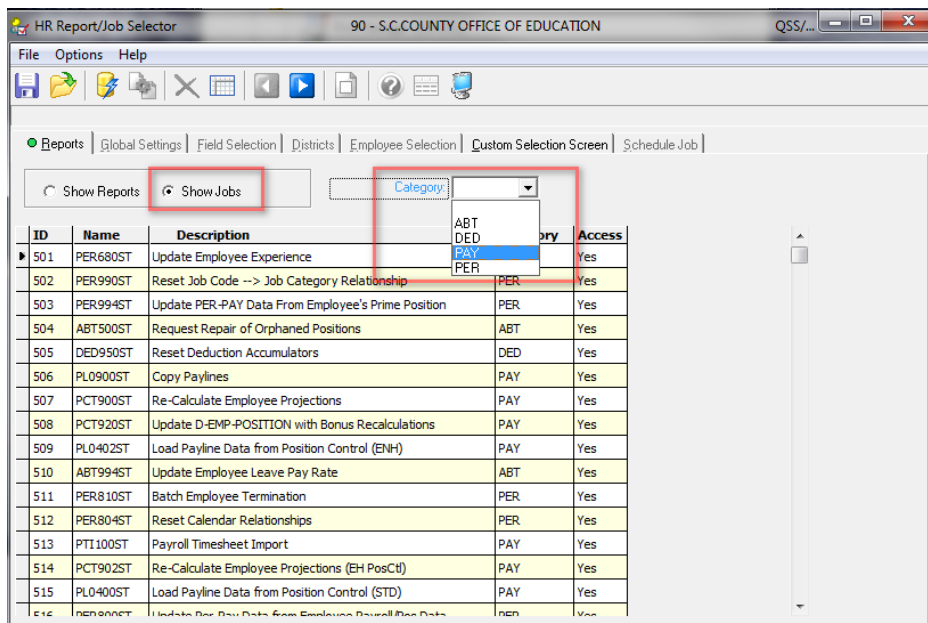
How to Copy Paylines

4. Open HR Report/ Job Selector



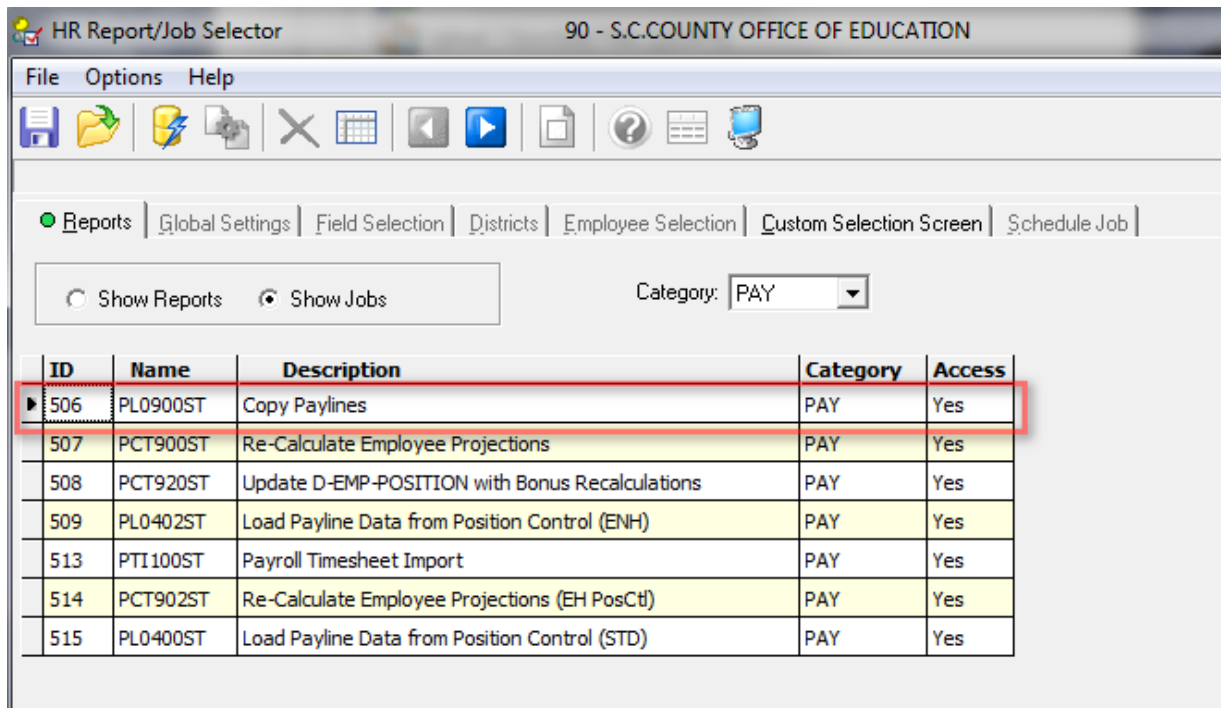
5. Click on Show Jobs

6. On Category drop-down menu, choose Pay

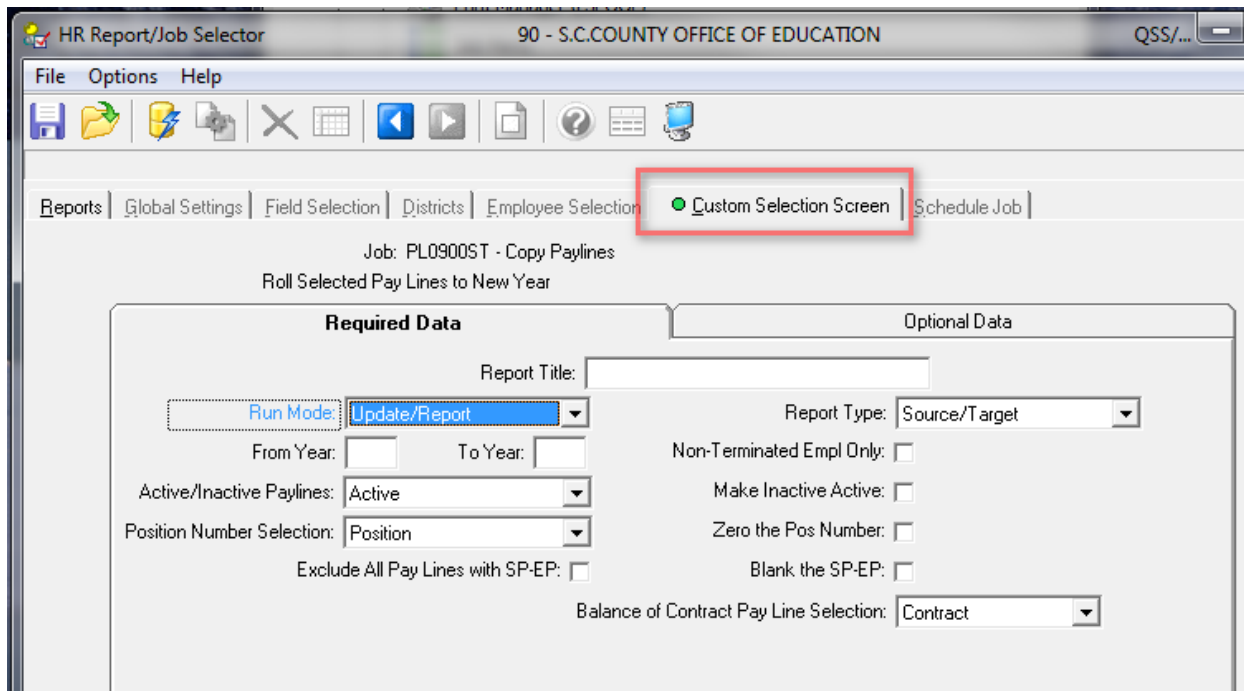


How to Copy Paylines

- Click on first line, Copy Paylines



- Click on Custom Selection Screen tab



How to Copy Paylines

9. Click on Retrieve Preset folder on menu bar

10. Double-click on line for desired preset

Ln	Name	DI	Cat	Description	User ID	Date	Level
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
007	7 INACTIVE	00			8251	03/20/2019	S

11. Click on OK on Retrieve Preset confirmation box

How to Copy Paylines

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

HR Report/Job Selector 90 - SCCOE QSS/O...

File Options Help+Video

Reports | Global Settings | Field Selection | Districts | Employee Selection | Custom Selection Screen | Schedule Job

Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data	Optional Data
Report Title: 1 DISTRICT 90 NML L NO BEN Run Mode: Report Only From Year: 19 To Year: 20 Active/Inactive Paylines: Active Position Number Selection: Both Exclude All Pay Lines with SP-EP: ☐	Report Type: Source/Target Non-Terminated Empl Only: ☒ Make Inactive Active: ☐ Zero the Pos Number: ☐ Blank the SP-EP: ☐ Balance of Contract Pay Line Selection: Both

13. Click on lightning bolt icon to submit the report

HR Report/Job Selector 90 - SCCOE

File Options Help+Video

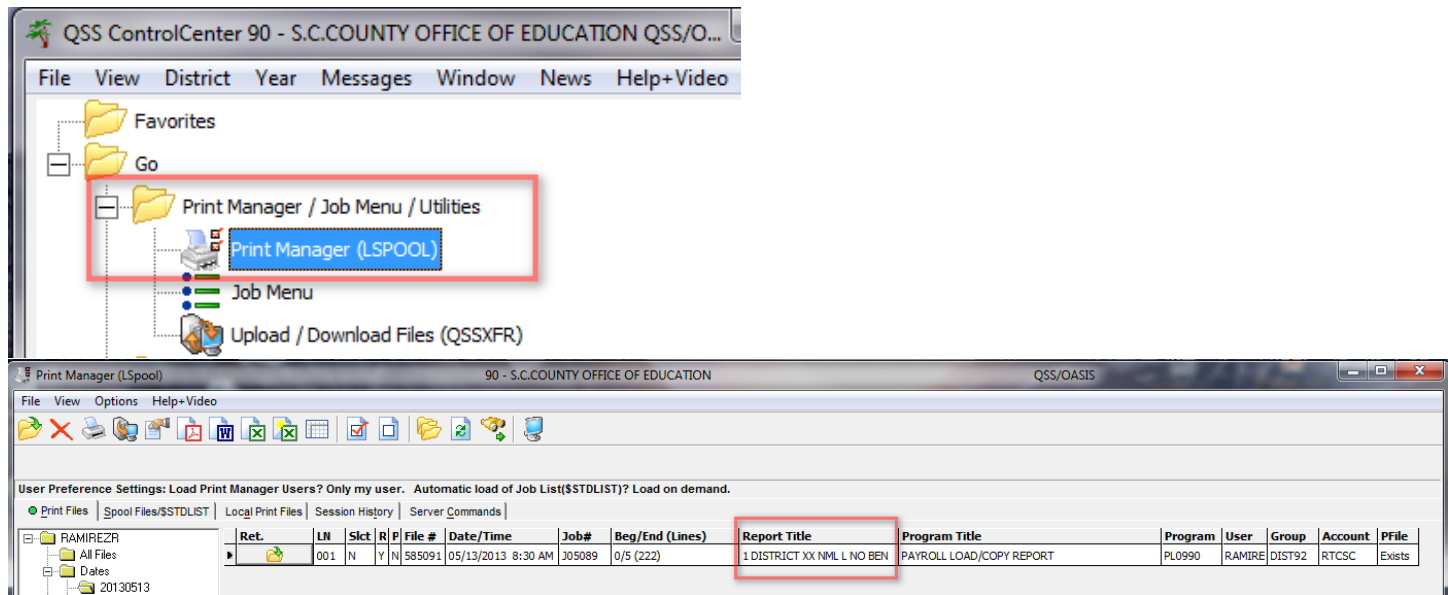
Reports | Global Settings | Field Selection | Districts | Employee Selection | Custom Selection Screen | Schedule Job

Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data	Optional Data
Report Title: 1 DISTRICT 90 NML L NO BEN Run Mode: Report Only From Year: 19 To Year: 20 Active/Inactive Paylines: Active Position Number Selection: Both Exclude All Pay Lines with SP-EP: ☐	Report Type: Source/Target Non-Terminated Empl Only: ☒ Make Inactive Active: ☐ Zero the Pos Number: ☐ Blank the SP-EP: ☐ Balance of Contract Pay Line Selection: Both

14. Open Print Manager and locate report that was run



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

090 SCCOE
1 DISTRICT 90 NML L NO BEN

PAYROLL LOAD/COPY REPORT J29068 PL0990 L.00.02 03/22/19 PAGE 1

Report Source: PL0900
Mode: Report

ADINA -8581

OLD	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	SI-DED	SP EP	RET-BASE	AC-P-C	WSC
	(01) 19	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**--**	3,042.68	08-1-1	
		PY-SCH	S B F	START	END	USER	ANN. CONTRACT				SRC COPY	AUDIT INFO	
		E11B07	1	-			31,377.60/00				L	12/06/18 B090	
		PERCENT	Fnd Resc Y	Objt SO	Goal Func	CstCtr Ste Mngr				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700							0.00	8,557.53	
		0.00%		** TOTALS **							0.00	8,557.53	

NEW ADD*

FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	SI-DED	SP EP	RET-BASE	AC-P-C	WSC
20	003651		2,852.51	1.00	L P	2,852.51	NML	TFSP	**--**	3,042.68	08-1-1	
	PY-SCH	S B F	START	END	USER	ANN. CONTRACT				SRC COPY	AUDIT INFO	
	E11B07	1	-			31,377.60/00				C	03/22/19 8251	
	PERCENT	Fnd Resc Y	Objt SO	Goal Func	CstCtr Ste Mngr					SBFAT	EX-GROSS	FTD PAID
	1.	0.00%	820-6500-0-2110-00-5750-1110-318900-000-5700								0.00	0.00
	0.00%		** TOTALS **								0.00	0.00

How to Copy Paylines

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.

HR Report/Job Selector 90 - SCCOE QSS/C

File Options Help-Video

Job 29068

Reports | Global Settings | Field Selection | Districts | Employee Selection | Custom Selection Screen | Schedule Job

Job: pl0900st - Copy Paylines

Roll Selected Pay Lines to New Year

Required Data		Optional Data	
Report Title: 1 DISTRICT 90 NML L NO BEN		Report Type: Source/Target	
Run Mode: Update/Report	From Year: 19 To Year: 20	Non-Terminated Empl Only: ☒	Make Inactive Active: ☐
Active/Inactive Paylines: Active	Position Number Selection: Both	Zero the Pos Number: ☐	Blank the SP-EP: ☐
Exclude All Pay Lines with SP-EP: ☐	Balance of Contract Pay Line Selection: Both		