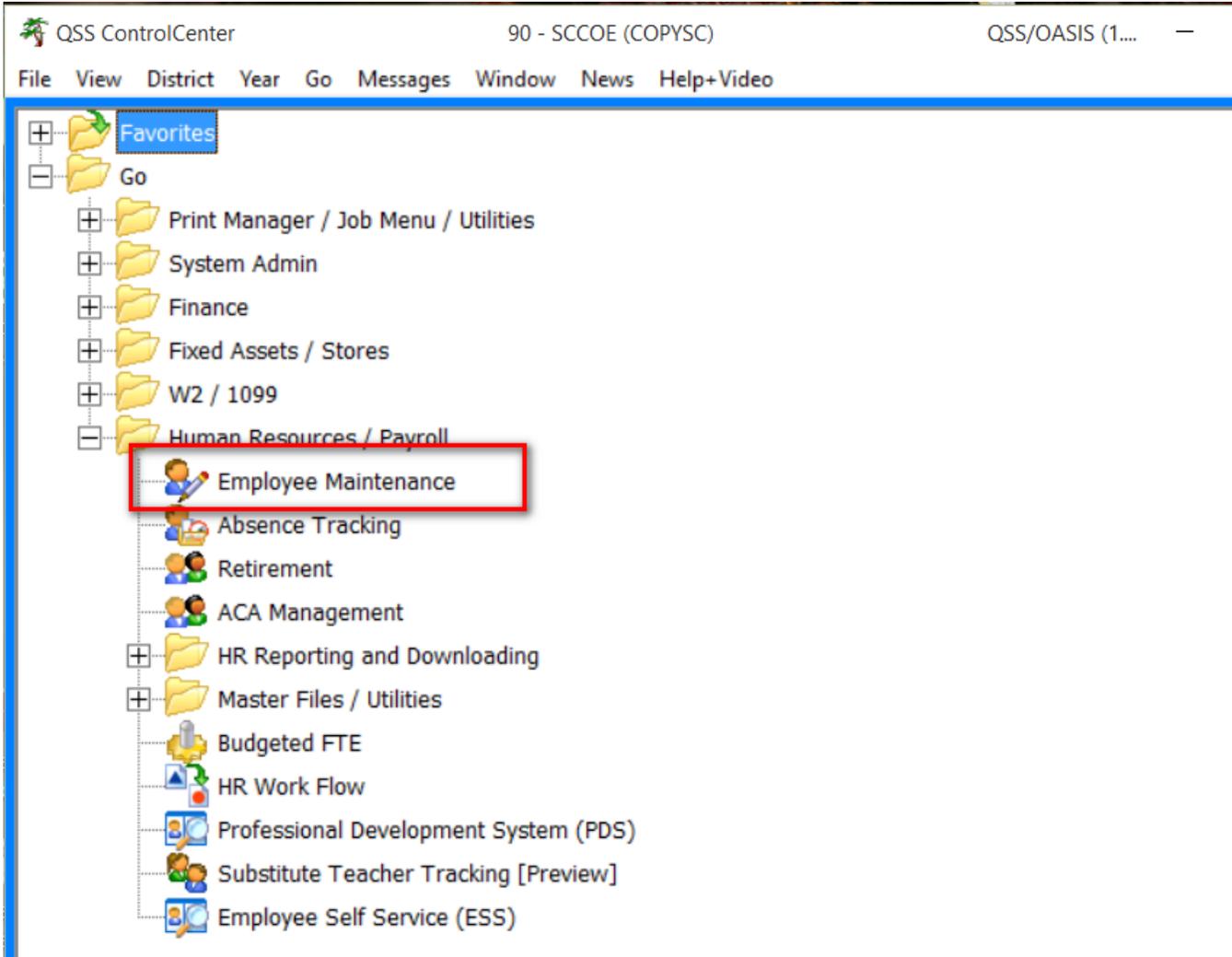


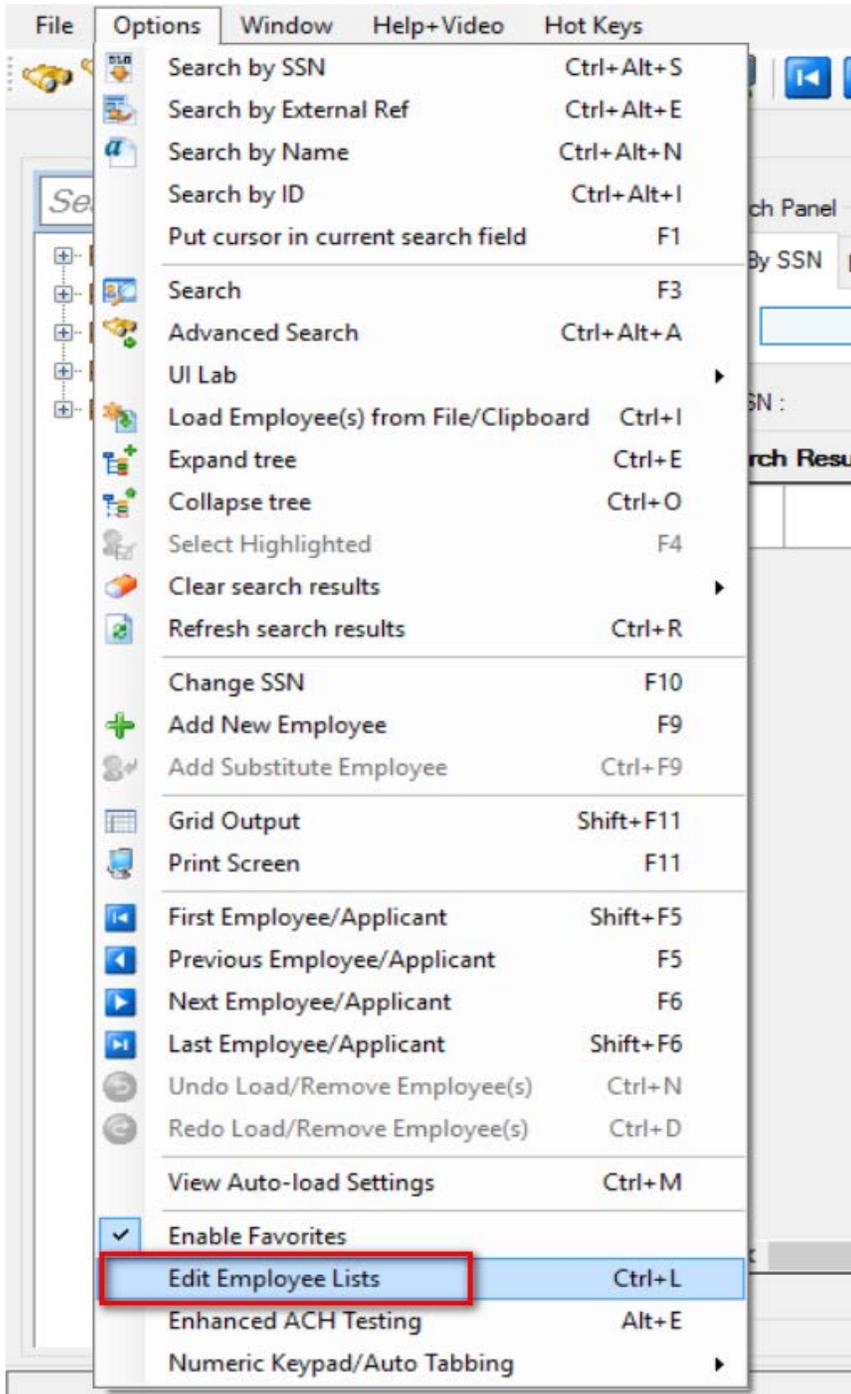
# How to create Employee Lists in QCC

Open QCC and go to Employee Maintenance



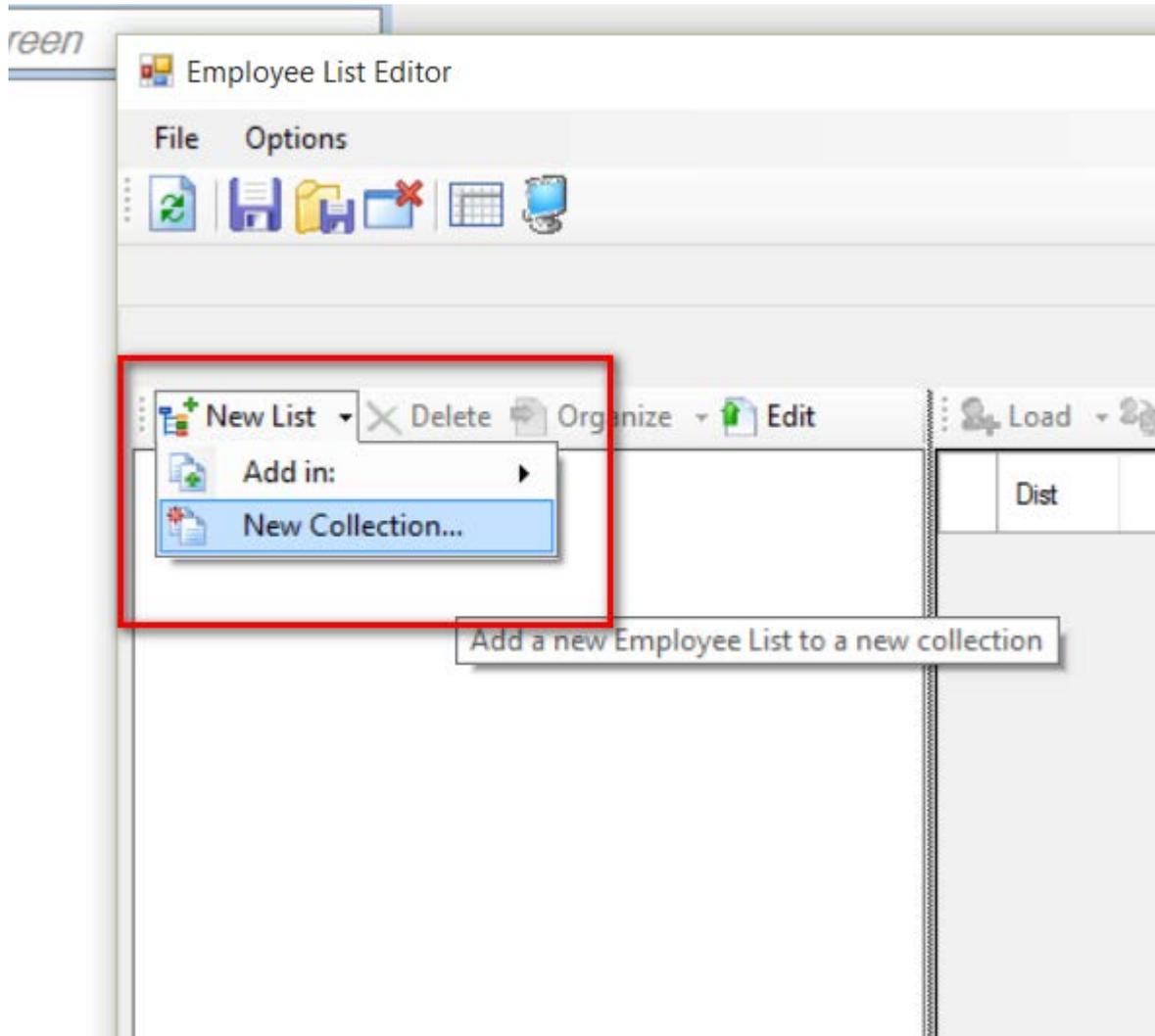
# How to create Employee Lists in QCC

From Employee Maintenance, go to Options and choose Edit Employee Lists



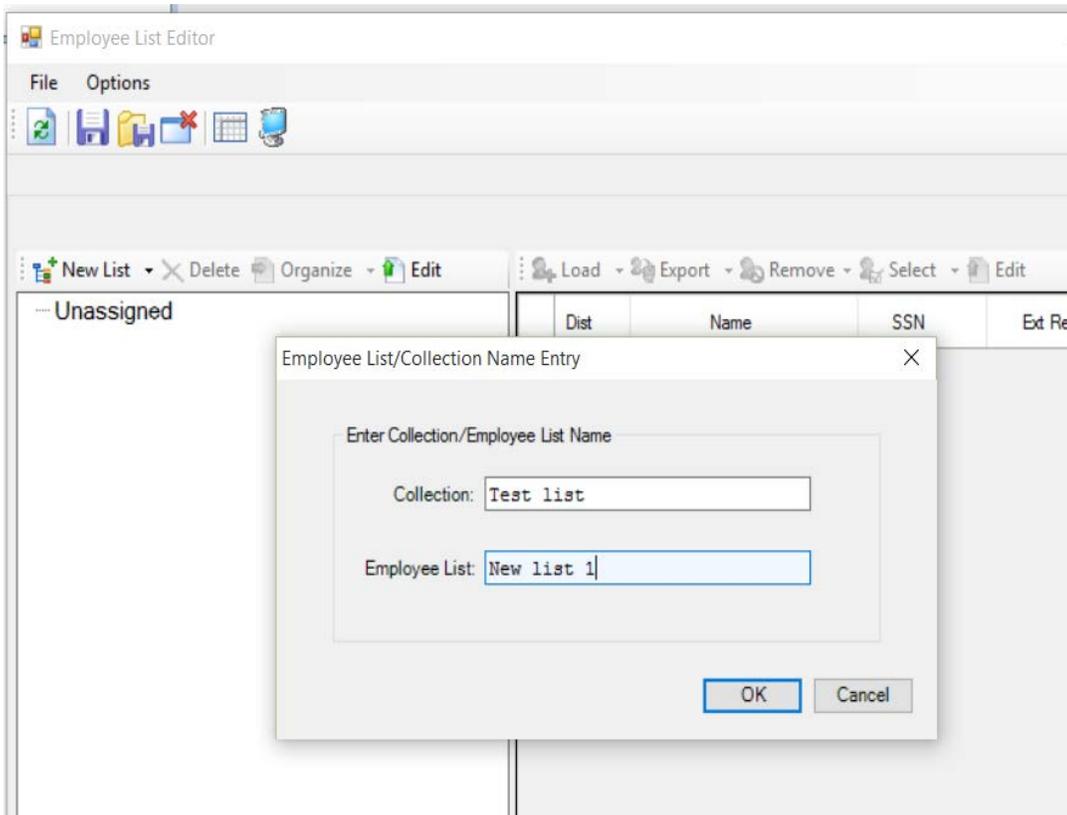
# How to create Employee Lists in QCC

From the Employee List Editor, click on New List and choose New Collection

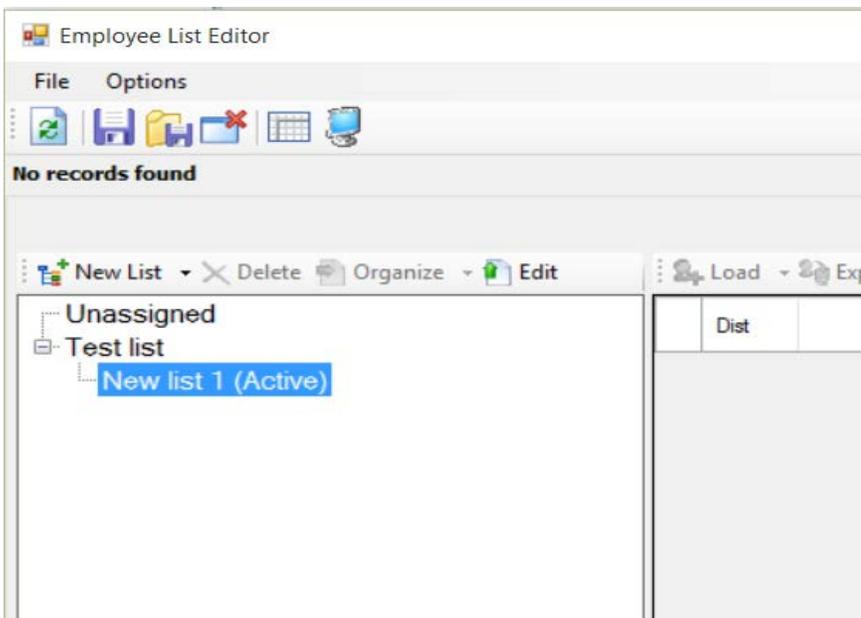


# How to create Employee Lists in QCC

Give the new Collection and Employee List a name, then click on OK.

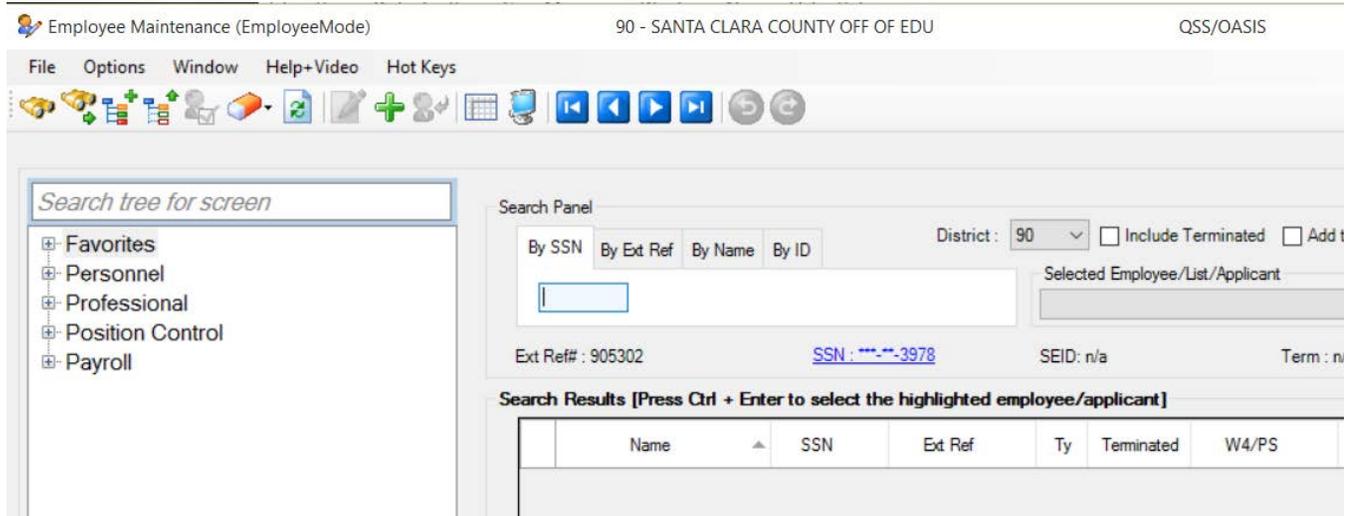


Your new collection and list will appear under “Unassigned”

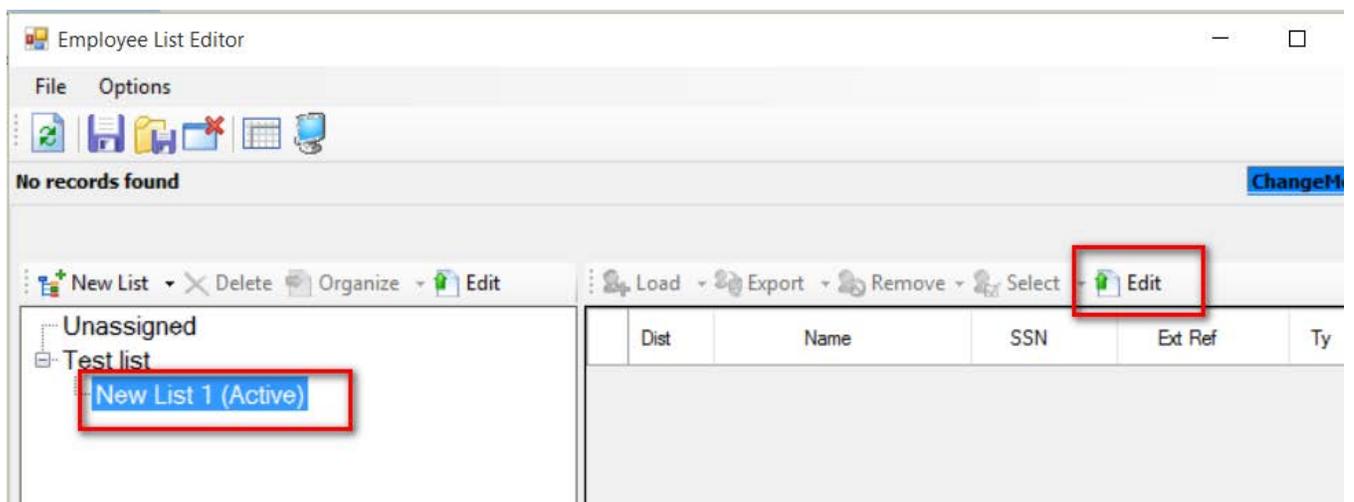


# How to create Employee Lists in QCC

Go to the Employee Maintenance search grid and search for records

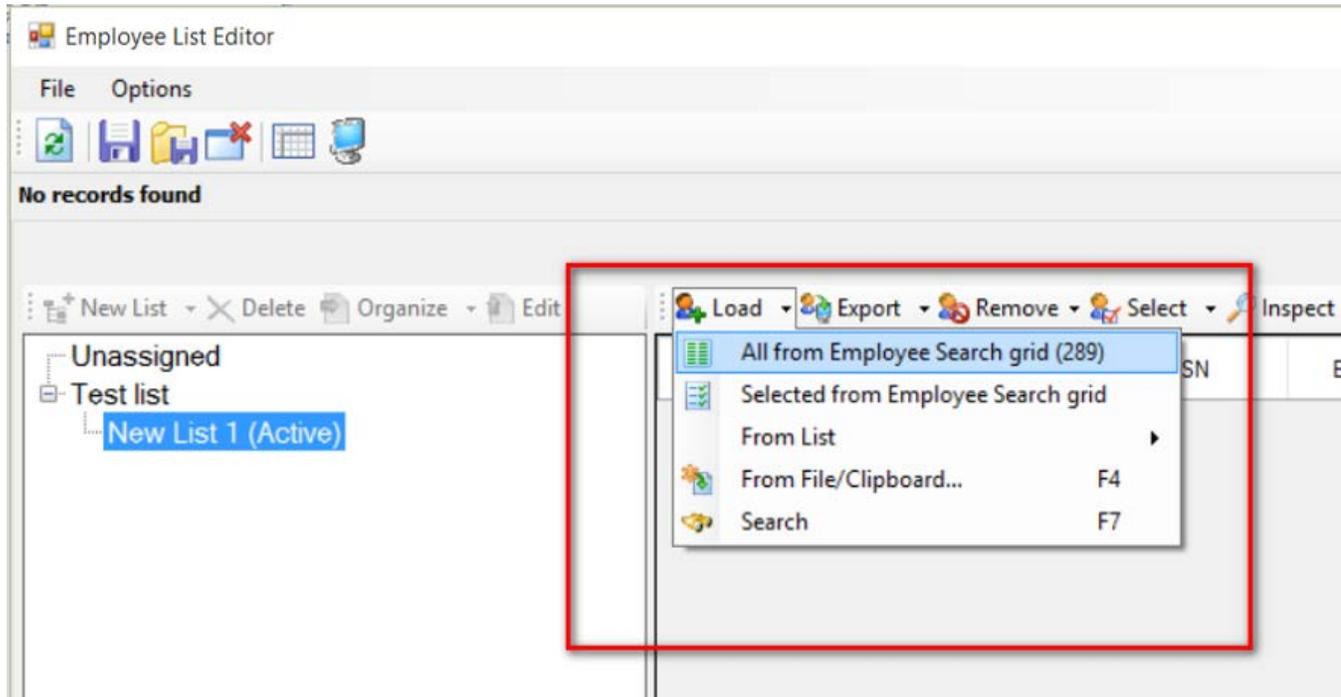


Once records are on your search grid, go back and click on your employee list and choose Edit.

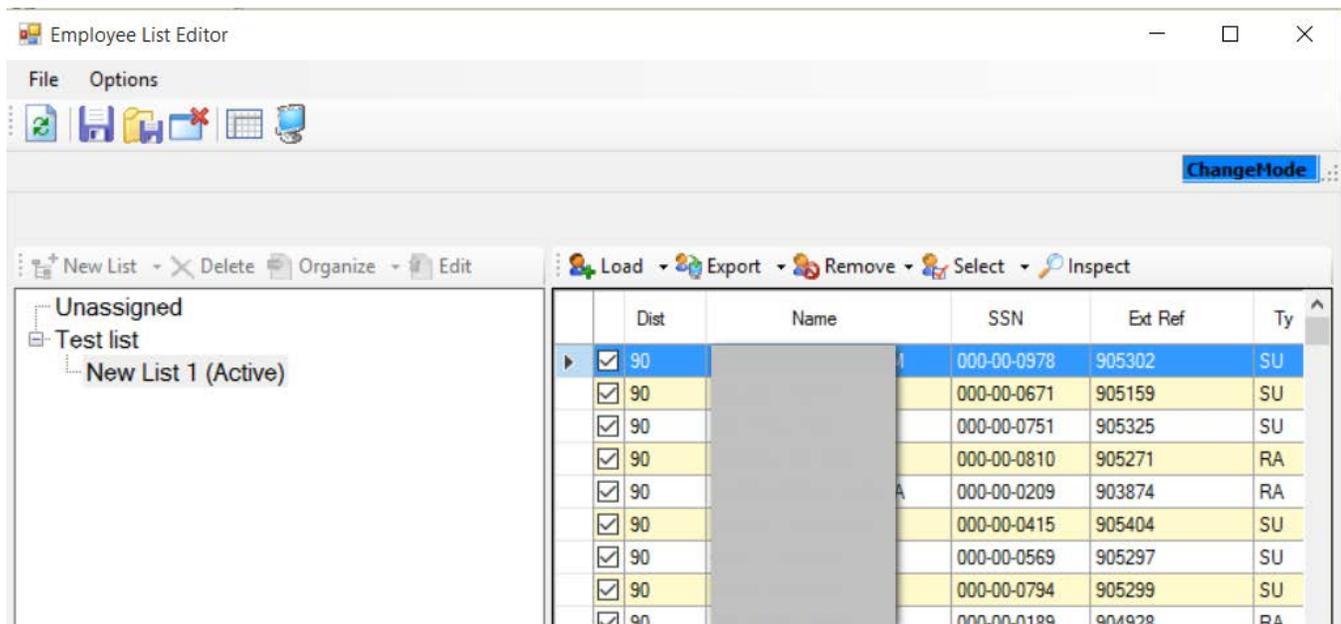


# How to create Employee Lists in QCC

Click on Load and choose All from Employee Search Grid

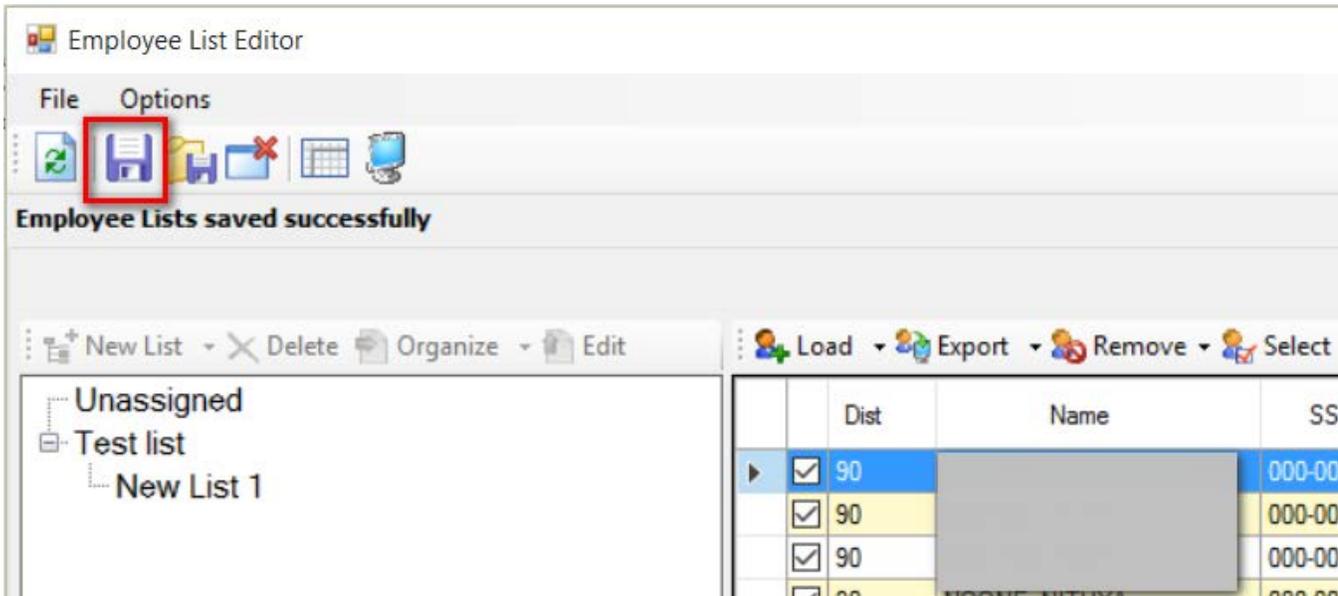


Records from your Employee Search grid will now appear in your new list

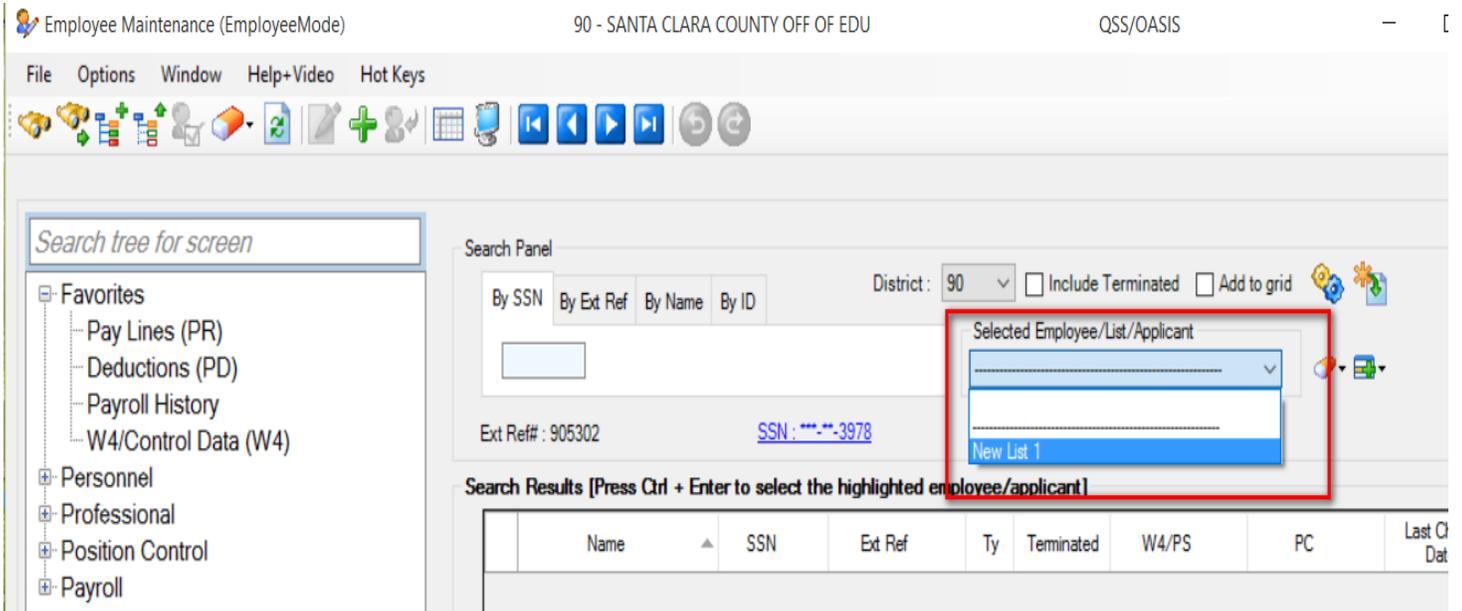


# How to create Employee Lists in QCC

Click Save to save records to your employee list.



To retrieve your employee lists, go to Selected Employee/List/Applicant on the Search panel and click on your list.



# How to create Employee Lists in QCC

You list of records will now be loaded onto the Employee Search grid.

Employee Maintenance (EmployeeMode) 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options Window Help+Video Hot Keys

Search complete. 287 record(s) found.

Search tree for screen

- [-] Favorites
  - [-] Pay Lines (PR)
  - [-] Deductions (PD)
  - [-] Payroll History
  - [-] W4/Control Data (W4)
- [-] Personnel
- [-] Professional
- [-] Position Control
- [-] Payroll

Search Panel

By SSN By Ext Ref By Name By ID District: 90  Include Terminated  Add to grid

Selected Employee/List/Applicant

Ext Ref#: 905302 SSN: \*\*\*-\*\*-3978 SEID: n/a Term: n/a

Search Results [Press Ctrl + Enter to select the highlighted employee/applicant]

| Name | SSN         | Ext Ref | Ty | Terminated | W4/PS  | PC | Last Chg Date |
|------|-------------|---------|----|------------|--------|----|---------------|
|      | 000-00-0978 |         | SU |            | TENREG | 12 | 11/10/20      |
|      | 000-00-0742 |         | SU |            | TENREG | 12 | 11/10/20      |
|      | 000-00-0325 |         | SU |            | TENREG | 12 | 11/10/20      |
|      | 000-00-0436 |         | SU |            | TENREG | 12 | 11/10/20      |