

How to create Employee Lists in QCC

Open QCC and go to Employee Maintenance



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

File	Opt	ions Window Help+Video	Hot Keys	
3	510	Search by SSN	Ctrl+Alt+S	
	-	Search by External Ref	Ctrl+Alt+E	
1	a	Search by Name	Ctrl+Alt+N	
Se		Search by ID	Ctrl+Alt+I	ch Panel
H -		Put cursor in current search field	F1	By SSN D
	B	Search	F3	- Jy 3314 B
+		Advanced Search	Ctrl+Alt+A	
		UI Lab		
÷	-	Load Employee(s) from File/Clipb	oard Ctrl+l	5N :
	12	Expand tree	Ctrl+E	rch Resul
	12	Collapse tree	Ctrl+O	
	20	Select Highlighted	F4	
	1	Clear search results		•
	8	Refresh search results	Ctrl+R	
		Change SSN	F10	
	+	Add New Employee	F9	
	84	Add Substitute Employee	Ctrl+F9	
		Grid Output	Shift+F11	
	3	Print Screen	F11	
	14	First Employee/Applicant	Shift+F5	
		Previous Employee/Applicant	F5	
		Next Employee/Applicant	F6	
	FI	Last Employee/Applicant	Shift+F6	
	0	Undo Load/Remove Employee(s)	Ctrl+N	
	0	Redo Load/Remove Employee(s)	Ctrl+D	
		View Auto-load Settings	Ctrl+M	
	~	Enable Favorites		
		Edit Employee Lists	Ctrl+L	
		Enhanced ACH Testing	Alt+E	
		Numeric Keypad/Auto Tabbing		•

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

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	New List Delete Organize Edit Add in: New Collection Add a new Employee List to a	Dist

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

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	Employee List/Collection Name Entry	×	
	Enter Collection/Employee List Name Collection: Test list		
	Employee List New list 1		
		_	

Your new collection and list will appear under "Unassigned"

Employee List Editor	
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No records found	
📴 New List 👻 Delete 🖷 Organize 👻 🖬 Edit	Ex
□ Unassigned □ Test list □ New list 1 (Active)	Dist

Go to the Employee Maintenance search grid and search for records

Employee Maintenance (EmployeeMode)	90 - SANTA CL/	ARA COUNTY OFF OF E	DU		QS	s/oasis
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Position Control Payroll	Ext Ref# : 905302	<u>SSN : ***-**-3</u>	<u>1978</u>	SEID:	n/a	Term : r
	Search Results [Press Ctrl +	Enter to select the h	nighlighted em	ployee/	applicant]	
	Name	▲ SSN	Ext Ref	Ту	Terminated	W4/PS

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

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File Options					
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No records found					ChangeM
New List • Collete Organize • Edit Unassigned Test list New List 1 (Active)	E Se Load - Se	Export + 🔊 Remo	ve + 🔓 Select	Edit Ext Ref	Ту

Click on Load and choose All from Employee Search Grid



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

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		90		000-00-0810	905271	RA
		90		000-00-0209	903874	RA
		90		000-00-0415	905404	SU
		90		000-00-0569	905297	SU
		90		000-00-0794	905299	SU

Click Save to save records to your employee list.

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

✤ Employee Maintenance (EmployeeMode)	90 - SANTA CLARA COUNTY OFF OF EDU	QSS/OASIS —	[
File Options Window Help+Video Hot Keys			
Search tree for screen Favorites Pay Lines (PR) Deductions (PD) Payroll History W4/Control Data (W4) Personnel Professional	Search Panel By SSN By Ext Ref By Name By ID Ext Ref# : 905302 SSN : ***-**-3978 Search Results [Press Ctrl + Enter to select the highlighted	: 90 V Include Terminated Add to grid 🗞 🇞 Selected Employee/List/Applicant New List 1 enployee/applicant]	Last (
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You list of records will now be loaded onto the Employee Search grid.

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