How to Copy Paylines

How to Copy Paylines 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

8. Click on Custom Selection Screen tab
9. Click on Retrieve Preset folder on menu bar

10. Double-click on line for desired preset

11. Click on OK on Retrieve Preset confirmation box
12. Change report title to reflect district, and leave Run Mode to Report Only

13. Click on lightning bolt icon to submit the report
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.
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.