



GLENN COUNTY  
OFFICE of EDUCATION

# QCC Bulletin

NO. 2016 - 001

**Date:** August 21, 2015  
**To:** District CBOs  
District Payroll and HR staff  
**From:** Jennifer Boone, Payroll Manager, GCOE  
**Re:** Absence Tracking Module/AB 1522 compliance update

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The purpose of this bulletin is to provide an update regarding using QCC to comply with the provision of AB 1522 related to sick leave balance notification.

GCOE has an open ticket with QSS to update the check/stub format to print leave balances on pay warrants/stubs. QSS has not provided a time table for completion of the check formatting. GCOE continues to follow up to encourage completion of the project. Until QCC completes the check formatting changes, leave balances may be written on warrants/stubs or hard copies of leave tracking sheets may be included with warrants/stubs.

Payroll will be available a day earlier, Friday, 8/28/2015 to allow additional time related to sick leave balance notification. Paper warrants are NOT TO BE RELEASED until pay day, Monday, 8/31/2015.

The framework of the QCC absence tracking module has been built for each district and user security rights have been granted. The system is ready for district staff to enter employee leave data. The instructions are available on the website in the QSS area.

<http://www.glenncoe.org/Departments/Business-Services/QSS/index.html>. After QSS completes the formatting, leave balances will pull from the module.

The QCC Absence Tracking module has further capabilities. Phase one is sick leave balance notification to be in compliance with AB 1522. Phase two will include vacation tracking. Phase three will include exploring other features, including accrual rules.

Please contact me with questions or concerns. Thank you for your continued support.

*Please distribute this information within your District as deemed appropriate.*

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