



GLENN COUNTY
OFFICE of EDUCATION

QCC Bulletin

NO. 2016 - 002

Date: September 3, 2015
To: District CBOs
 District Payroll and HR staff
From: Jennifer Boone, Payroll Manager, GCOE
Re: QCC entry of hours and days worked- New fields

The purpose of this bulletin is to provide an update regarding a new feature in QCC to enter hours and days worked into the system for AB 1522 and ACA tracking purposes.

Within Employee Maintenance, in the Pay Lines (PR) screen, populate new fields with hours and days worked for each pay line. The information will be preserved in history data and may be utilized for payroll and ACA reports. These fields must be filled prior to payroll being run. This new entry is for tracking purposes only; pay continues to be generated based on units keyed.

This feature may be used for variable (tenth) employees to track actuals days worked and hours worked. Districts with one payroll (EOM only) would enter information for their variable employees when keying actual time worked.

The screenshot shows the 'Pay Lines (PR)' screen in the QCC system. At the top, it displays '1 / 1 - NML'. Below this, there are several rows of data for pay lines. The main row shows a rate of 9.00, units of 34.00, and an ex-gross of 306.00. The pay type is NML and the standard deduction is TF. The net base is 9.00. Below this, there are fields for 'ACA Hours' (14.00) and 'Days Worked' (5.00), which are circled in red. The 'FTD Paid' field shows 306.00. At the bottom, there is a table with columns for 'Pront', 'Fd Res', 'Y Goal', 'Func', 'Obj', 'Sit', 'BdR', 'DD', 'SBT', 'Ex-Gross', and 'FTD Paid'. The first row in this table shows a value of 100.00 in the 'Pront' column and 306.00 in the 'Ex-Gross' and 'FTD Paid' columns.

Further instructions/bulletins will follow regarding ACA set up and report generation. Payroll will remain unlocked until 9/8/15 at 10:00 a.m. should you wish to enter August time/days worked in the PR screens prior to payroll running.

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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