



GLENN COUNTY
OFFICE of EDUCATION

QCC Bulletin

NO. 2017 - 001

Date: January 30, 2017
To: District CBOs
District Payroll staff
From: Jennifer Boone, Payroll Manager, GCOE
Re: QCC Payroll Transfers module

The purpose of this bulletin is to provide an update regarding a newly implemented module in QCC. Payroll Transfers module allows the reallocation of gross pay and benefit expenses for payroll after it has been posted.

In the past, account string reallocations have been accomplished through journaling and more recently, through negative pay lines run through payroll. Journaling is a manual process that does not reflect changes in payroll history and associated reports. The “negative payroll” method does not capture all employer paid benefits, specifically Health and Welfare. The payroll transfers module is designed specifically for this purpose and eliminates the need for previously used methods.

This module has been tested successfully with both GCOE and district payroll. It is easy to use, accurate and saves a tremendous amount of staff time. An audit trail is created within the process to document on reports that a transfer was made. You are encouraged to consider implementing this module.

A basic “how-to” procedure is being developed and will be posted to the GCOE website. A helpful webinar is available now through the Help+Video area of QCC. The slides are available at <http://www.glenncoe.org/Departments/Business-Services/Bulletins-and-Procedures/index.html>

There are various levels of user securities within the payroll transfers module including entry, approval and cross fund securities. (Journals still required for Dept. of Finance purposes for cross fund adjustments in addition to QCC payroll transfers)

Please contact me with questions on how this may be implemented in your district and the user securities you are requesting.

Thank you for your continued support.

Please distribute this information within your District as deemed appropriate.

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