



GLENN COUNTY
OFFICE of EDUCATION

QCC Bulletin

NO. 2017 - 002

Date: June 21, 2017
To: District CBOs
District Payroll staff
From: Jennifer Boone, Payroll Manager, GCOE
Re: QCC Audit prep resources

The purpose of this bulletin is to provide guidance on resources available for audit preparation and general HR/Payroll functionality.

Basic “how-to” procedures have been developed and have been posted to the GCOE website for:

- Generating a list of Terminated Employees-
<http://www.glenncoe.org/documents/Business%20Services/Procedures/List%20of%20Terminated%20Employees.pdf>
- Reprinting Pay 510 reports for payroll history-
<http://www.glenncoe.org/documents/Business%20Services/Procedures/Pay510%20reprint%20OPDF.pdf>

Please contact me with questions or issues you may have with implementation.

Thank you for your continued support!

Please distribute this information within your District as deemed appropriate.

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