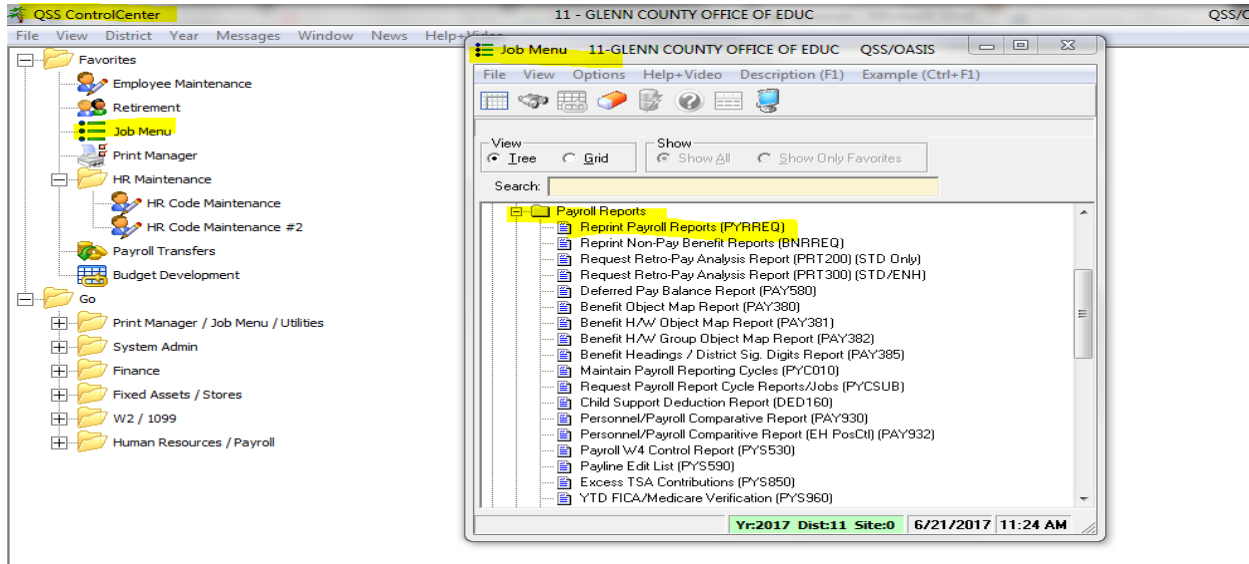
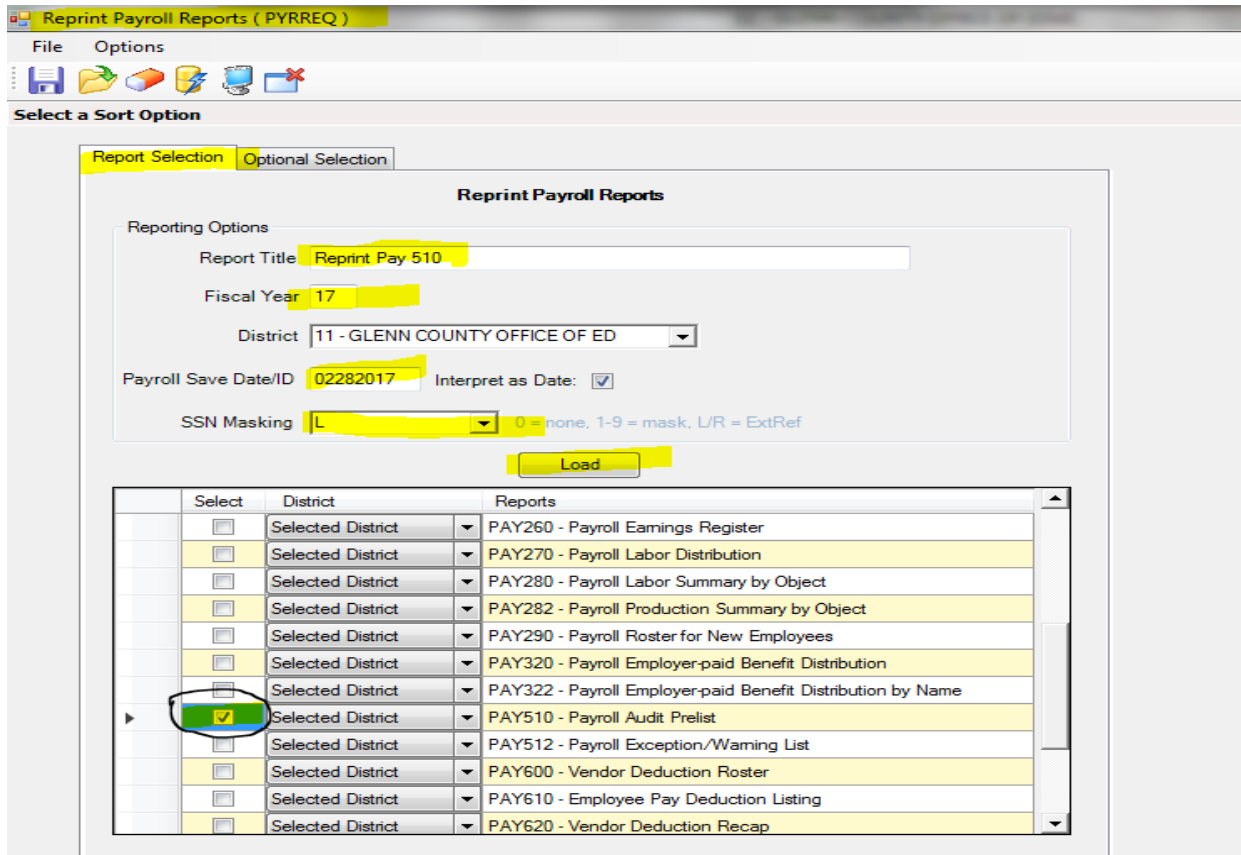


# Payroll Prelist Report (PAY510) - Saving as PDF

From QCC control center, select Job Menu, Payroll, Payroll Reports, Reprint Payroll Report (PYRREQ)



Dialog box will open. In Report Selection tab, title as desired, choose FY. District will default to your district. Choose Payroll Save Date (Paid Date), **Drop down SSN Masking to L to mask SSN**, click on Load, select Pay510



In Optional Selection Tab, under Pay510, drop down to choose sort preference. Click on battery icon to generate report

Reprint Payroll Reports (PYRREQ)

File Options

Select a Sort Option

Report Selection Optional Selection

Label7	Select	Label8	Select	Label9	Select
Label10	Select	Label11	Select	Label12	Select
Label13	Select	Label14	Select	Label15	Select
Label16	Select	Label17	Select	Label18	Select
Label19	Select	Label20	Select	Label21	Select
Label22	Select	Label23	Select	Label24	Select

PAY322

Employer-Paid Benefit Distribution by Alpha

Include Payroll Transfers  Yes  No

Label1	Select	Label2	Select	Label3	Select
Label4	Select	Label5	Select	Label6	Select
Label7	Select	Label8	Select	Label9	Select
Label10	Select	Label11	Select	Label12	Select
Label13	Select	Label14	Select	Label15	Select
Label16	Select	Label17	Select	Label18	Select
Label19	Select	Label20	Select	Label21	Select
Label22	Select	Label23	Select	Label24	Select

PAY510

Payroll Audit Prelist

Report Title

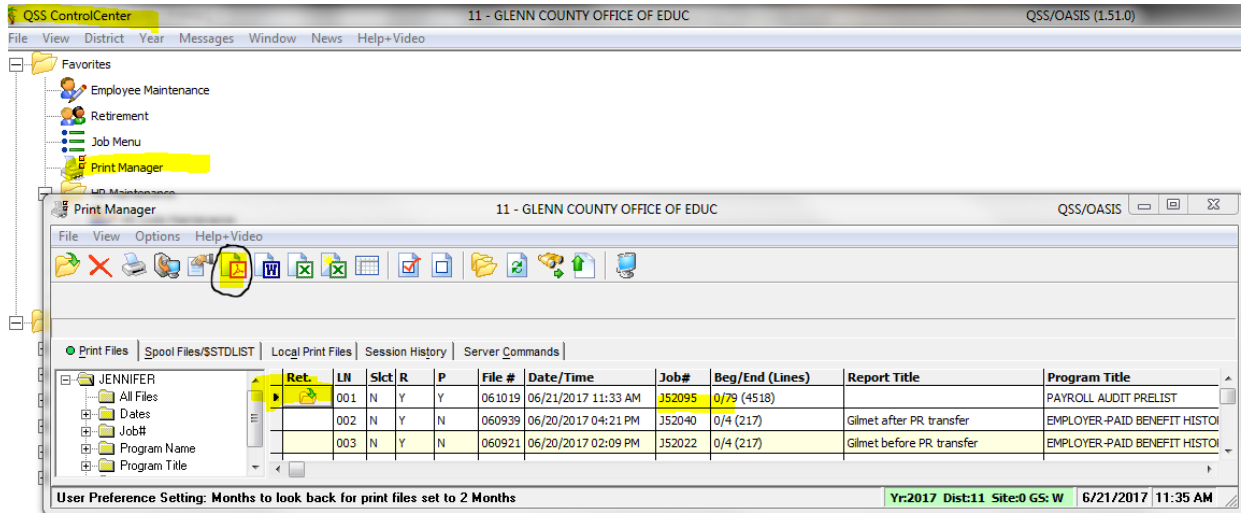
Sort Option **1 - District / Name**

QSSNETHRXLaunch

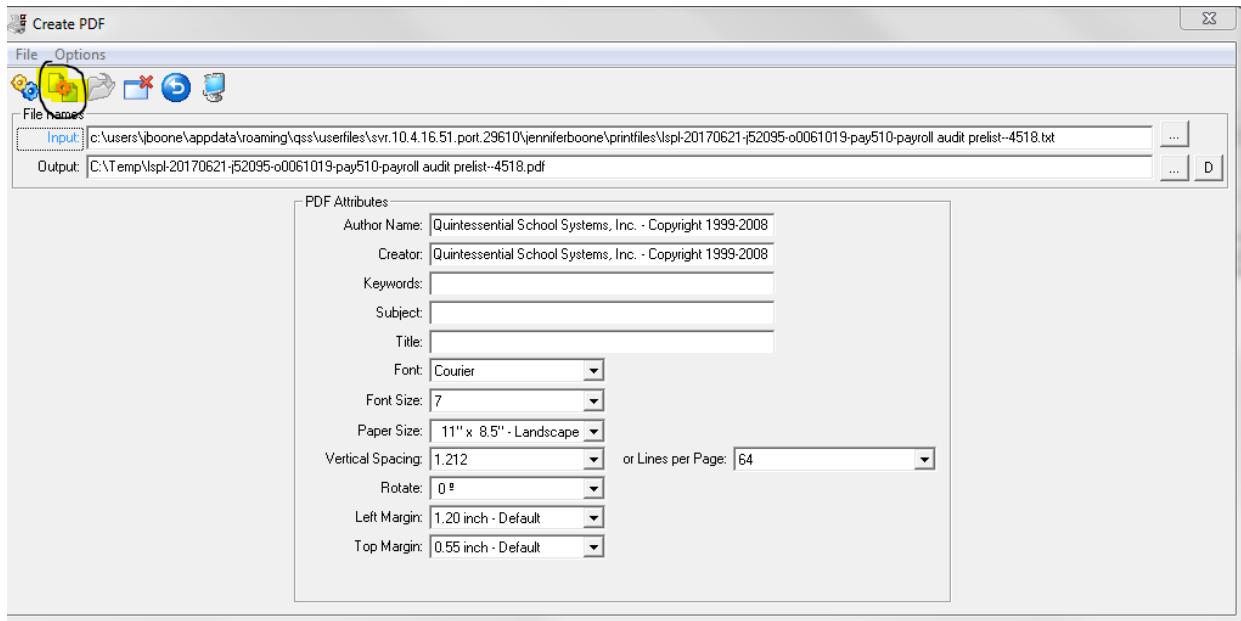
Job Submission Successful 52095

OK

Open Print Manager from Control Center. Place cursor to left of report matching job number. Click on PDF icon.



Create PDF dialog box will open. Choose output location (where you want to save) and click on generate icon



Look up file in location it was saved to to open, email or upload file to auditor portal. SSN MUST be masked for email or upload.

