



To: All School Business System Users
From: Cindy Patterson, Technology Services Branch
Date: July 14th, 2014
Subject: Payroll – New Fiscal Year – Helpful Tools

We've made it to the new fiscal year, but the work continues for the payroll departments with COLAs, Retros, and deduction changes. The purpose of this memo is improving awareness of some tools in QCC that may help districts with some of these large tasks. They are:

- 1) **Retro pay module:** calculates retro pay and creates retro lines based on pay history. The district will need to review the lines and make some modification after the paylines are created by the retro module but getting the paylines created with account numbers is a great head start.
- 2) **Copy salary schedules:** allows you to update salary schedules and increase by a percentage. Let's hope several

mass updated from one rate to another rather than visiting each employees deduction screen

- 5) **Mass replacements:** Switching vendors for one or more voluntary deductions? You can replace one voluntary deduction code for another. The use the update amounts to fine tune the deduction amounts.

These are a few examples of sometime saving tools that the Technology Resource Advisors would be happy to assist with. Whenever you are about to embark on a large amount of data entry we recommend that you check with TSB – there may be a tool for mass update that will save data entry. While there is not always a solution, we want to make sure that districts are aware of the time saving opportunities that exist.

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