

## Payroll – sponsored by the QSSUG Finance/Personnel Committee

### HSS OASIS Customer Education

#### Summary

A feature overview of the QSS/OASIS HR/Payroll Software:

- Using HR Code Maintenance and HR Code Maintenance #2 to maintain Payroll Master Files
- Maintaining Pay Lines using the Employee Maintenance module
- Maintaining Voluntary Deductions using the Employee Maintenance Module
- Using Payroll Data Imports – Paylines/Deductions/Time Sheets/Substitutes
- Reviewing Payroll History
- Running and reviewing Payroll pre-lists
- Running Payroll History Reports
- Re-running Payroll Production Reports
- Other Payroll related items as time permits

#### When and Where

- **Monday, April 27, 2020 and Tuesday, April 28, 2020** from 9:00am to Noon (Pacific). Presenter: Don Hemwall.
- **Session 1 on Monday will concentrate on Payroll Setup, Implementation, and Master Files**
- **Session 2 on Tuesday will present the use and reporting of the Payroll System**
- **Due to the current COVID-19 shelter in place orders, this Seminar will be presented on-line over two days.**

#### Intended Audience

Payroll staff; HR staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about HSS/OASIS Position Control.

#### Cost

- **Members** of the QSSUG Finance/Personnel Committee: **no cost** per participant
- **Non-members** of the QSSUG Finance/Personnel Committee: **\$250** per participant.
- For QSSUG Finance/Personnel membership inquiries, contact your IT staff or a **Committee co-chair** (Richard Aldover, [RAldover@scoec.org](mailto:RAldover@scoec.org) or Sherry Hansen, [SHansen@scoe.net](mailto:SHansen@scoe.net)).

#### Registration and Payment

- Complete both of the registration forms (one for each session) online at:  
<https://harriscomputer.webex.com/harriscomputer/k2/j.php?MTID=t8f5ec25963fd7a4043342854fc240a3d>  
<https://harriscomputer.webex.com/harriscomputer/k2/j.php?MTID=t553d6c50534147076923a8b96937481d>  
by the start of each session.  
Registrations accepted on a first-come, first served basis. Last-minute substitutions permitted.  
**No refunds made for cancellations.**
- Non QSSUG Finance/Personnel members, Prior to the seminar:
  - **Email** a Purchase Order made out to Harris School Solutions, 2011 Renaissance Blvd, Suite 100, King of Prussia, PA 19406) to [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com) **\*OR\*** **mail one** check (payable to **Harris School Solutions**) to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
  - **Before mailing, write the name and date of the seminar on your check, and e-mail scanned images of the check to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)**

For more information

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