

# QSS Users Group

## Finance/Personnel Committee

**To:** Employee Absence Tracking Staff  
Personnel and Payroll Departments  
Information Systems Department  
Anyone else interested in the QCC version of the QSS/OASIS  
Employee Absence Tracking software

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QCC Employee Absence Tracking**, to be presented at Merced COE in Merced CA. This seminar will present a demonstration of the QCC Employee Absence Tracking software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Employee Absence Tracking system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- Creating Leave Group Definitions and other Employee Absence Tracking master files
- Using the Absence Tracking module to assign employees to leave groups and set their beginning leave balance
- Recording employee leave transactions
- Importing absence transactions
- Leave Accrual processing
- Reset and Balance Forward processing
- Use of HR Report/Job Selector to request Absence Tracking reports
- Options from Absence Tracking Job Menu

The date of this seminar is **Wednesday, January 11, 2012**. The registration cut-off date is 12/27/2011.

There is a \$25 *non-refundable* registration fee for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members. Participants whose employers are not current members of the QSS Users Group Finance/Personnel Committee will be charged a *non-refundable* fee of \$250 per person. **All registrations MUST include a check payable to QSS for all registration fees, including any stand-by registrations.**

To register for this seminar, mail a completed registration form and your check *payable to QSS* to:

**Quintessential School Systems**  
**Attn: QSS Users Group Seminar Registration**  
**867 American Street, Second Floor**  
**San Carlos, CA 94070**

Registration forms with no check attached will not be processed.

**QSS Users Group Finance/Personnel Committee Seminar**

## QCC Employee Absence Tracking

There is a **\$25 non-refundable fee** for the seminar for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members.

**QSS** customers who are not current members of the QSS Users Group Finance/Personnel Committee will be charged a **non-refundable fee of \$250** per person.

Registration forms with no check included will not be processed and there will be no registration made for the people listed on the form.

### **NO cash, NO credit cards, NO purchase orders, NO payment at the seminar**

#### **NOTES:**

1. Registrations will be accepted on a first-come/first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Seminars with less than 5 registrants two weeks prior to the seminar date may be cancelled.
4. Stand-by registrations will be taken on a space-available basis only. The applicable Registration Fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room for your stand-by registrants. Registration fees will be returned to Stand-by registrants for whom there is no room available in the seminar.
5. This full-day seminar will begin promptly at 9:00 a.m. and end no later than 4:00 p.m., with a one-hour lunch break at approximately 12:00 pm.
6. Lunch is not provided as part of the workshop tuition. The workshop host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other workshop participants, all participants are requested to turn off cell phones and pagers during the workshop presentation.

**MAIL** your completed Registration Form and Check payable to QSS prior to the registration cut-off date to:

***Quintessential School Systems***  
**Attn: QSS Users Group Seminar Registration**  
**867 American Street, Second Floor**  
**San Carlos, CA 94070**

Registrations must be post-marked by **December 27, 2011**.

Registration forms with no check attached will not be processed.

Do NOT combine fees for a QSS Users Group-sponsored seminar with payments for other **QSS** invoices on the same check. Please use separate checks.

**For more information**, contact Karen Brown at (661) 536-8757 or via email at [karen@gss.com](mailto:karen@gss.com)

**QSS Users Group Finance/Personnel Committee Workshop Registration**

**QSS Employee Absence Tracking**

**Wednesday, January 11, 2012**

**Cut-off Date: 12/27/11**

**Merced COE**

**632 West 13<sup>th</sup> Street**

**Merced, CA 95340**

Organization: \_\_\_\_\_

County: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

**Registrations MUST include a check payable to QSS for all registrations, including stand-by registrations. Do not combine other QSS payments on the same check with the registration fees.**

Finance/Personnel-member charges: \_\_\_\_\_ participants x \$ 25/participant = \$ \_\_\_\_\_

Non-member charges: \_\_\_\_\_ participants x \$ 250/participant = \$ \_\_\_\_\_

Registrations are limited to 15 people per organization and must be accompanied with a check for the full Registration Fee. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form.**

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**Stand-by Registrations:** Please register the following individuals on a **space-available** basis. A check is included for the appropriate registration fee for each stand-by registrant. You will be notified if there is room for your stand-by registrations approximately one week prior to the seminar.

_____	_____
_____	_____
_____	_____

Mail the completed registration form and check to:

**Quintessential School Systems  
Attn: QSS Users Group Seminar Registration  
867 American Street, Second Floor  
San Carlos, CA 94070**

Karen Brown  
QSS Account Manager  
Voice & Fax: (661) 536-8757  
Email: [karen@qss.com](mailto:karen@qss.com)