

# **QSS Customer Education**



## ***Welcome to the Standard Position Control Seminar***

The **Standard Position Control** seminar, offered by the QSSUG Finance/Personnel Committee, will present a broad overview of QSS/OASIS Standard Position Control.

### ***When is it?***

Tuesday, **October 8, 2013**, from **9:00 am to 4:00 pm** (Pacific).

### ***Who might be interested?***

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

### ***Why attend?***

The **Standard Position Control** seminar covers:

- An overview of QSS/OASIS Standard Position Control
- Using Position Control data to generate salary and benefit cost projections
- Establishing a link between Position Control and Budget Development
- Establishing a link between Position Control and Payroll
- Maintaining Standard Position Control master files
- Managing employee position assignments
- Using the Position Control Report Writer
- Using Standard Position Control for Payroll Encumbering

### ***What does it cost to attend?***

**\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

### ***How do I register?***

- Complete the registration form included with this flyer and return it to **QSS no later than Tuesday, September 24, 2013.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

### ***Where's the seminar?***

San Luis Obispo COE  
3350 Education Drive  
San Luis Obispo, CA 93405  
Contact: **Sandy Graves – (805) 782-7242 or Debra Leopard – (805) 782-7219**