

QSS Customer Education



Welcome to Employee Maintenance Webinar

The **Employee Maintenance** webinar, sponsored by the QSSUG Finance/Personnel Committee, will give the end-user an introduction to the QSS/OASIS employee maintenance software.

When is it?

Thursday, **September 11, 2014** from **10:00 am to 12 noon** (Pacific).

Who might be interested?

HR administrators and staff; Business Services administrators; Technical Support staff; other staff interested in learning more about Employee Maintenance.

Why attend?

The **Employee Maintenance** webinar covers:

- Performing simple and advanced employee searches and using Grid Output
- Viewing Employee History lists and using the VCR buttons
- Using Name Change History, Add New Employee and Change SSN
- Personnel dataforms: Demographic (MA), Termination (TE), Comments (CO), Client Defined (CL), Employment Verification (VE), Leave Information (LV), Benefits Management (BM), Applications (AP), Action Log (AL), Action Log History (AH), View Audit Log
- Emergency/Medical dataforms: Emergency (ME), Immunizations (ME), Medical (ME), Handicaps (ME)

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge; **compliments** of the Committee.
- **Non-members** of the F/P Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070**

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Lisa Knight, LKnight@ccoe.net).