

# QSS Customer Education



## **Welcome to the Payroll Overview Webinar**

The **Payroll Overview** webinar, sponsored by the QSSUG Finance/Personnel Committee, is a survey of features available in the various modules of QSS/OASIS Payroll.

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

Thursday, **October 23, 2014** from **10:00 am** to **12 noon** (Pacific).

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

Payroll supervisors and clerks; HR administrators and staff; Business Services administrators; Benefits Management/Budget staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

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

The **Payroll Overview** webinar covers:

- An introduction to the various Payroll modules
- Using HR Code Maintenance to maintain Payroll Master Files and Tax Tables
- Using Employee Maintenance to maintain/inspect current employee payroll data and search/inspect historical payroll information
- Using Payroll Job Menu to request payroll pre-list reports, payroll history reports/processes, and miscellaneous payroll reports/jobs
- Importing pay line, pay deduction and time sheet data

### ***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](mailto:CatherineH@sutter.k12.ca.us) or Lisa Knight, [LKnight@ccoe.net](mailto:LKnight@ccoe.net)).