



QSS/OASIS Payroll Seminar

sponsored by the QSSUG Finance/Personnel Committee
hosted by Sutter County Superintendent of Schools



Payroll – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS Payroll Software:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QSS/OASIS Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre- and Post-Payroll Reports
- Running jobs to Mass Update Pay Line and Deduction data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals
- Using the ACA Payroll Analysis Report
- ACA 1095-C for Tax Year 2017

When and Where

- Thursday, February 15, 2018 from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Sutter County Superintendent of Schools, 970 Klamath Lane, Yuba City CA 95993**
- Contact Catherine Hawes at 530-822-2942 with questions about the Yuba City, CA area

Intended Audience

Payroll supervisors and staff; HR supervisors and staff; Business/Finance staff; Benefits Mgmt. staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

Cost

- **Members** of the QSSUG F/P Committee: **\$25** per participant.
- **Non-members** of the F/P Committee: **\$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org).

Registration and Payment

- Complete the registration form included with this flyer. **Registration deadline is Monday, February 12, 2018.** Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction.** Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
 - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form 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 Email scanned copies of the check and registration form to: HSSPSTeam@HarrisComputer.com.**

For more information

HSSPSTeam@HarrisComputer.com | 1.520.917.1394, x61370

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Registration Form – Payroll Seminar

QSS/OASIS Customer Education

Register the following people for the **Payroll** seminar at **Sutter County Superintendent of Schools** on **Thursday, February 15, 2018** from **9:00 am** to **4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: _____ Contact Person: _____

Phone w/Ext.: (_____) _____ Contact Email: _____

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| 1. _____ | 2. _____ | 3. _____ |
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| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | 11. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |

- **Registration deadline is Monday, February 12, 2018.**
- Registrations are initially limited to 15 participants per QSSUG member.
- Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your check.
- Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
 - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
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Standby Registrations:

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| 10. _____ | 11. _____ | 12. _____ |

If you have specific topics or questions you want addressed at this seminar,
 Email them in advance to HSSPSTeam@HarrisComputer.com.