Absence Tracking – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS Absence Tracking (ABT) module:

- Brief look at the various Absence Tracking master files
- Assigning employees to Leave Groups
- Entering/Importing employee leave transactions
- Processing Leave Accruals, Reset, and Balance Forwarding

- Using HR Report/Job Selector to request ABT reports
- Using Personnel Downloader to download employee leave transactions
- Other Absence Tracking topics as time permits

When and Where

- **Thursday, April 12, 2018** from 10:00am to 12 noon (Pacific). Presenter: Don Hemwall.
- Online Webinar – Refer to the email you'll receive after you register for instructions
- This webinar is scheduled to be recorded for later viewing, and can be viewed by clicking the link on the QCC "Help+Video" menu approximately one (1) week after the live broadcast.

Intended Audience

HR/Payroll supervisors and staff; Absence Tracking data entry staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

Cost (Members/Non-Members)

- **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 checks payable to **Harris School Solutions** to **PO Box 74008484, Chicago, IL, 60674-8484**, prior to the webinar. *Before mailing, note the name and date of the webinar on your check, and email a scanned copy of the check to HSSPSTeam@HarrisComputer.com*. 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.

Register for the Webinar

- Click here: https://attendee.gotowebinar.com/register/6314660594743980802
- Downloadable PDFs of presentation slides are available by clicking the "Webinar Materials" link on the Customer Education page of QSS.com around 24-48 hours prior.
- Non-members of the QSSUG F/P Committee: *Prior to mailing, email a scanned copy of the check to: HSSPSTeam@HarrisComputer.com.* Please reference the name and date of the webinar on your check.

For more information
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