

July 19, 2011

QSS Employee Self Service (ESS)

A Free QSS Webinar

To: Human Resources Department
Payroll Department
Information Systems Department
(Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **Wednesday, October 5, 2011**, from 10:00 to 11:30 a.m. Pacific Time, **QSS** will present a 90-minute tuition-free on-line seminar to introduce participants to the new Employee Self Service (ESS) module. ESS allows an employee to inspect their personnel, payroll and leave information on-file with the district, and will allow them to submit requests for changes to that information. This "webinar" is designed for anyone who would like to learn more about this new QSS/OASIS web-based module. **QSS** is offering this webinar to show what features are included in ESS.

An additional software license fee and training is required in order to implement ESS. A high-speed internet connection is required to view the video portion of the webinar along with a phone line to hear the audio portion.

Topics to be covered during this free 90-minute webinar include:

- Overview of the purpose and capabilities of ESS
- The ESS end-user experience:
 - Viewing Personnel info, including Credentials, Degrees, Name History,
 - Viewing Payroll info, including Pay History (and PDF images of checks or check stubs) and W2 Totals (including PDF images of W2 forms)
 - Viewing Leave info
 - Registering to use ESS (QCC users, other employees)
 - Super users: using Employee Finder and looking up info for any district employee
- Administering ESS for your organization:
 - Managing Users, Security and Configuration
 - Configuring Active Directory
 - Employee Leave Request Configuration
 - Customizing ESS to meet your needs

Please note: ESS is currently under development. This webinar will demonstrate whatever features area available at that time.

If you wish to participate in this seminar, please respond with a completed registration form (on the following page) no later than Tuesday, September 20, 2011. Since QSS is offering this webinar free, no purchase order is required. Thank you.

QSS Employee Self Service (ESS) Webinar — Registration Form

Please pre-register the following individual from my organization for the **QSS** Employee Self Service (ESS) Webinar to be held on-line on **Wednesday, October 5, 2011** from 10:00 to 11:30 a.m. Pacific Time.

Organization Name: _____

Your Name: _____

Telephone #: _____

E-mail address: _____ **(required for registration confirmation, which will be e-mailed shortly after receipt of this form)**

QSS Employee Self Service (ESS) Webinar — 10:00-11:30 a.m., Wednesday, October 5, 2011

Individual registering: _____
(Please list name and title)

1. Each **QSS** customer may pre-register as many people as they wish for this webinar. Multiple staff from one customer organization may view the webinar from one registration. Complete a separate registration form for each individual who wants to connect to this webinar, each of which must include a unique e-mail address.
2. **QSS** is not charging tuition for this webinar – participation is free.
3. An e-mail address (above) is required in order to receive the confirmation message that will enable your participation. A high-speed internet connection and a phone line are required to view the video and hear the audio portion of the webinar.
4. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Wednesday, September 21, 2011. You may check the status of any seminar at any time at:
http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
5. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

Please fax your completed registration form to **QSS** at **(888) 601-3786**.

NOTE: If you have any particular topics or questions you would like the QSS presenter to address during this seminar, please e-mail them in advance to JeffV@QSS.com.
