

June 13, 2011

# QSS/OASIS Intermediate Payroll Seminar

**To:** Payroll Department  
Business Services Department  
Information Systems Department  
**(Please copy and distribute this notice as appropriate)**

**From:** *Quintessential School Systems*

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On **Thursday, August 25, 2011**, from 9:00 a.m. to 4:00 p.m., **QSS** will present a one-day **QSS/OASIS Intermediate Payroll Seminar** at the Sacramento County Office of Education in Sacramento, California. This seminar will provide intermediate level instruction in the appropriate use of a number of QSS/OASIS software tools used for supporting payroll operations in school districts. The latest QSS ControlCenter (QCC) version of QSS/OASIS will be used wherever appropriate, providing a graphical user interface (GUI) user experience. This seminar is designed for those who already have experience with QSS/OASIS payroll (or who attended the QSS/OASIS Payroll Introduction and Overview Seminar on Wednesday, August 24, 2011), and who want exposure to intermediate-level components of the QSS/OASIS Payroll software (or to the newest QCC versions of those payroll components). Due to the broad and complicated nature of topics being covered, the discussion of each one will necessarily be somewhat brief.

**The anticipated audience for the QSS/OASIS Intermediate Payroll Seminar includes:**

- Payroll Supervisors and Clerks
- Human Resources and Accounting Supervisors, and Chief Business Officials
- Technical support staff
- Anyone who has introductory-level knowledge of the QSS/OASIS Payroll system and would like to learn more

**The following topics will be included in this seminar:**

- Processing Hand and Canceled Warrants
- Labor/Benefits and Payroll History Search and Inspection
- Integration of PDF Documents for Retrieval of Check Stubs and W2s
- Payroll Totals
- Summer Payrolls
- Retroactive Payrolls
- Benefits-Only Payrolls
- Payroll Encumbering
- Payroll Production Reports and Production Report Distribution
- Quarterly Reporting
- Warrant Management
- All of the above will be presented using the latest version of QCC

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**If you wish to participate in this seminar, please respond with a completed registration form (following this page) and purchase order (\$250 per person) no later than Monday, August 1, 2011.** Thank you.

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→ See <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE

## Intermediate Payroll Seminar — Registration

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Please pre-register the following individuals from my organization for the **QSS/OASIS Intermediate Payroll** seminar to be held at the office of Sacramento COE in Sacramento, California on **Thursday, August 25, 2011** from 9:00 a.m. to 4:00 p.m.

Organization Name: \_\_\_\_\_

Your Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_ **(REQUIRED)**

E-mail address: \_\_\_\_\_ **(required for registration confirmation, which will be sent upon receipt of this form and your approved purchase order)**

### **Intermediate Payroll Seminar — Thursday, August 25, 2011 at Sacramento COE**

**Individuals attending:** \_\_\_\_\_  
**(Please list name and title for each person)** \_\_\_\_\_

1. Three individuals per customer may pre-register for this seminar. If you have more than three people who would like to participate, please list their names below. You will be notified on or after Tuesday, August 2, 2011 if there are any vacancies.
2. Cost is **\$250.00 per individual** attending the seminar.
3. You may substitute staff if any of the individuals listed here cannot attend. No refunds will be made for cancellations received after Monday, August 1, 2011.
4. Your purchase order number **must** accompany this registration form to reserve your seats for this seminar. The purchase order must be received by **QSS** by Monday, August 1, 2011 or your seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify pre-registered participants on Tuesday, August 2, 2011. **QSS** recommends that you not make non-refundable travel arrangements for this seminar prior to that date. You may check the status of any seminar at any time at <http://www.qss.com/workshop.htm>.
6. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600.**

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

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Additional individuals who would like to attend this seminar if there are still seats available on or after Tuesday, August 2, 2011 (please list name and title for each person):

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**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 [Duane@QSS.com](mailto:Duane@QSS.com).**

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