

June 13, 2011

QSS/OASIS Payroll Introduction and Overview Seminar

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

From: *Quintessential School Systems*

On **Wednesday, August 24, 2011**, from 9:00 a.m. to 4:00 p.m., **QSS** will present a one-day **QSS/OASIS Payroll Introduction and Overview Seminar** at the Sacramento County Office of Education in Sacramento, California. This seminar will provide an introduction to and overview of the major 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 the user who wants an initial exposure to the basic QSS/OASIS Payroll software, or to the newest QCC version of that software. (A QSS/OASIS Intermediate Payroll Seminar will be held on the following day.) Due to the broad and complicated nature of topics being covered, the discussion of each one will necessarily be brief.

The anticipated audience for the QSS/OASIS Payroll Introduction and Overview Seminar includes:

- Payroll Supervisors and Clerks
- Human Resources and Accounting Supervisors
- Chief Business Officials
- Technical support staff
- Anyone who would like to learn more about the QSS/OASIS Payroll system

The following topics will be included in this seminar:

- Payroll Master Files and Rate Tables
- Employee Maintenance (W4 /Control Data, Pay Lines, Pay Deductions, Time Card Data, Payroll Information and Termination data forms)
- Importing Timesheet and Pay Line Data
- Mass Updates to Pay Lines and Pay Deductions
- Automatic Payroll Deposit
- Payroll Prelist Reports
- Miscellaneous Payroll-Related Reports and other Payroll topics as time permits
- All of the above will be presented using the latest version of QCC

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.

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

Payroll Introduction/Overview Seminar — Registration

Please pre-register the following individuals from my organization for the **QSS/OASIS Payroll Introduction and Overview** seminar to be held at the offices of Sacramento COE in Sacramento, California on **Wednesday, August 24, 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)**

Payroll Intro./Overview Seminar — Wednesday, August 24, 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.**

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

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):

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.
