W2 Processing for 2011 with QSS/OASIS
A *QSS* Webinar

To: Payroll Department
Information Systems Department

(Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **Tuesday, December 13, 2011**, from 10:00 a.m. to 12:00 noon Pacific Time, **QSS** will present an on-line seminar providing an overview of the W2 Processing features included in the latest version of QSS Control Center (QCC), the graphical user interface (GUI) version of QSS/OASIS. This workshop is intended as a refresher for those who are already familiar with W2 Processing using QSS/OASIS, and will not be as in-depth or thorough as the all-day **QSS** W2/1099 Annual Workshop being offered on Friday, December 9, 2011, at Sacramento County Office of Education in Sacramento, California. A high-speed internet connection is required to view the video portion of this webinar and a phone line is needed to hear the audio portion.

The anticipated audience for this two-hour webinar includes:
- Payroll Supervisors and Clerks
- Business Services Managers
- Information Systems staff who provide technical support for users of QSS/OASIS

Topics that will be included in this overview include:
- Recent changes in W2 reporting requirements
- How to set program options and control files for W2 processing
- How to prepare and audit employee pay history records for W2 reporting
- How to include items paid through APY on employee W2's
- How to make last minute changes to employee W2's

If you wish to participate in this webinar, please respond with a completed registration form (printed on the reverse side of this page) **and purchase order ($250 per person) no later than Monday, November 21, 2011**. Thank you.

Note: **QSS** will present a webinar providing an overview of the 1099 Processing features of QSS/OASIS from 10:00 to 11:30 a.m. on Thursday, December 15, 2011.

W2 Processing for 2011 overview webinar — Registration Form

Please pre-register the following individual from my organization for the W2 Processing for 2011 overview webinar to be held on-line on **Tuesday, December 13, 2011** from 10:00 a.m. to 12:00 noon Pacific Time.

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)**

W2 Processing for 2011 overview webinar — 10 a.m., Tuesday, December 13, 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. Cost is **$250.00 per registration**.
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. No refunds will be made for cancellations received after Monday, November 21, 2011.
5. Your purchase order number **must** accompany this registration form to reserve your seats for this webinar. The purchase order must be received by **QSS** by Monday, November 21, 2011 or your registration will be disabled.
6. If this webinar is cancelled due to low registration, **QSS** will notify pre-registered participants on Tuesday, November 22, 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.
7. If you have any questions, contact **Yolanda De La Paz at (650) 598-9500 ext. 600**.

Please fax your completed registration form and PO 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 Lois@QSS.com.