QSS Users Group
Finance/Personnel Committee

To: Human Resources Departments
Business Services Department
Information Systems Department
Anyone else interested in the QCC version of the QSS/OASIS Human
Resources Reporting software

On Wednesday, February 17, 2010, from 9:00 a.m. to 4:00 p.m. the QSS Users Group Finance/Personnel Committee will present a one-day seminar on **QCC HR Report/Job Selector, Personnel Downloader, & HR Query** at Sacramento County Office of Education in Mather, CA. This seminar will introduce participants to the basic reporting and job launching features, the basic data download capabilities, and the advanced query, download, and reporting capabilities built into the QCC Human Resources system. The latest QSS Control Center (QCC) version of QSS/OASIS will be used for this presentation. Both new and experienced users of QSS/OASIS Human Resources are encouraged to participate.

The following topics will be included in this workshop:

HR Report/Job Selector
- Personnel reports, labels, and jobs
- Applicant tracking reports, labels, and jobs

Personnel Downloader
- How to download personnel, payroll, position control, benefits management, credential, and absence tracking data for import into other applications

HR Query
- How to build an employee, position, or assignment list from which to extract data
- How to specify the data fields to examine, including selection and formatting criteria
- How to view, report, and/or download the extracted data.

Registration for this seminar will close on February 3, 2010. Registrations postmarked after this date will be returned and not accepted.

There is a $25 *non-refundable* registration fee for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members. Participants whose employers are not current members of the QSS Users Group Finance/Personnel Committee will be charged a *non-refundable* fee of $250 per person. **All registrations MUST include a check payable to *QSS* for all registration fees, including any stand-by registrations**.

➔ For a map to Sacramento County Office of Education, please see:
http://www.scoe.net/about/maps/index.html

To register for this seminar, mail a completed registration form and your check *payable to **QSS*** to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, 2nd Floor
San Carlos, CA 94070
Registration forms with no check attached will not be processed.

QSS Users Group Finance/Personnel Committee Seminar
QCC HR Report/Job Selector, Personnel Downloader, & HR Query

There is a **$25 *non-refundable* fee** for this seminar for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members.

QSS customers who are not current members of the QSS Users Group Finance/Personnel Committee will be charged a ***non-refundable* fee of $250** per person.

Registration forms with no check included will not be processed and there will be no registration made for the people listed on the form.

NO cash, NO credit cards, NO purchase orders, NO payment at the seminar

NOTES:

1. Registrations will be accepted on a first-come/first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Seminars with less than 5 registrants two weeks prior to the seminar date may be cancelled.
4. Stand-by registrations will be taken on a space-available basis only. The applicable Registration Fee must accompany your stand-by registration form. You will be notified approximately *one week* prior to the seminar if there is room for your stand-by registrants. Registration fees will be returned to Stand-by registrants for whom there is no room available in the seminar.
5. This full-day seminar will begin promptly at 9:00 a.m. and end no later than 4:00 p.m., with a one-hour lunch break at approximately 12:00 pm.
6. Lunch is not provided as part of the seminar tuition. The seminar host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other participants, all participants are requested to turn off cell phones and pagers during the seminar presentation.

MAIL your completed Registration Form and Check payable to ***QSS*** prior to the registration cut-off date to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, 2nd Floor
San Carlos, CA 94070

Registrations must be post-marked by **February 3, 2010**.

Registration forms with no check attached will not be processed.

Do NOT combine fees for a QSS Users Group-sponsored seminar with payments for other ***QSS*** invoices on the same check. Please use separate checks.

For more information, contact Seren Schaich at (530) 892-8331 or via email at Seren@QSS.com.

QSS Users Group Finance/Personnel Committee Workshop Registration

QCC HR Report/Job Selector, Personnel Downloader, & HR Query

Sacramento County Office of Education   February 17, 2010
10474 Mather Boulevard   Cut-off Date: 02/03/10
Mather, CA 95655

Organization: _____   County: _____

Contact Name: _____   Telephone: (_____)_____

E-mail: _____   Fax: (_____) _____

Registrations MUST include a check <u>payable to *QSS*</u> for all registrations, including stand-by registrations. Do not combine other QSS payments on the same check with the registration fees.

Finance/Personnel-member charges: ____ participants x $ 25/participant   = $_____

Non-member charges: ____ participants x $ 250/participant = $_____

Registrations are limited to 15 people per organization and <u>must be accompanied with a check for the full Registration Fee</u>. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form**.

1_____   9_____

2_____   10_____

3_____   11_____

4_____   12_____

5_____   13_____

6_____   14_____

7_____   15_____

8_____

Stand-by Registrations: Please register the following individuals on a **space-available** basis. A check is included for the appropriate registration fee for each stand-by registrant. You will be notified if there is room for your stand-by registrations approximately *one week* prior to the seminar.

_____   _____

_____   _____

_____   _____

Mail the completed registration form and check to:

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