

February 19, 2010

# QSS Users Group

## Finance/Personnel Committee

**To:** Human Resources Department  
Payroll Department  
Information Systems Department  
Anyone else interested in the QCC version of the QSS/OASIS Human Resources software

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The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QCC Human Resources**, to be presented at Kern County Superintendent of Schools in Bakersfield, CA. This seminar will present a demonstration of the QCC Human Resources software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Human Resources system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- HR Master File maintenance using QCC HR Code Maintenance and HR Code Maintenance #2
- QCC Employee Maintenance, including:
  - Configuring your QCC Employee Maintenance experience ( Hot-keys, Favorites, QuikPeeks, and Speedlinks)
  - Using the simple search and advanced search functions
  - Managing data with all the available screens, including adding employees and SSN change functions
- Tracking new race and ethnic data elements
- SEID for California customers
- Introduction to HR Report/Job Selector
- Brief introduction to Personnel Downloader and HR Query (as time allows)

The date of this seminar is **Monday, April 26, 2010**. The Registration cut-off date is 04/12/10.

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 Kern County Superintendent of Schools, please see:  
<http://www.kern.org/utilities/map/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, Second Floor**  
**San Carlos, CA 94070**

Registration forms with no check attached will not be processed.

## **QSS Users Group Finance/Personnel Committee Seminar QCC Human Resources**

There is a **\$25 non-refundable fee** for the 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 workshop tuition. The workshop host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other workshop participants, all participants are requested to turn off cell phones and pagers during the workshop 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, Second Floor**  
**San Carlos, CA 94070**

Registrations must be post-marked by **April 12, 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](mailto:Seren@QSS.com).

# QSS Users Group Finance/Personnel Committee Workshop Registration

## QSS Human Resources

Monday, April 26, 2010  
Cut-off Date: 04/12/10  
Kern County Superintendent of Schools  
1300 – 17<sup>th</sup> Street  
Bakersfield, CA 93301

Organization: \_\_\_\_\_ County: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Registrations MUST include a check payable to QSS 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 must be accompanied with a check for the full Registration Fee. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form.**

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|---------|----------|
| 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:

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