

## **QSS Payroll Overview**

**From:** Karen Brown, Account Manager, *Quintessential School Systems*  
For the QSS User Group Finance/Personnel Committee

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

The QSS Users Group Finance/Personnel Committee invites its members to participate in an on-line **QSS** webinar titled "**Payroll Overview**" beginning at 10:00 a.m. Pacific Time on Thursday, September 15, 2011. This on-line seminar will use the latest version of QSS ControlCenter (QCC -- the graphical user interface, or GUI, version of QSS/OASIS). End-users who are already familiar with the traditional version of QSS/OASIS Payroll but who would like to see how it operates in the QCC environment are welcome to participate in this webinar. This "webinar" will last for approximately two hours. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

Due to the Finance/Personnel Committee's sponsorship of this webinar, tuition will be free for participants employed by school organizations that are current paid members of the Finance/Personnel Committee. Participants that are not employed by current paid Finance/Personnel Committee member organizations are required to pre-pay \$250 per webinar registration. (If you're in doubt about your organization's Finance/Personnel Committee membership status, please check with a member of your technology support staff or contact one of the Finance/Personnel Committee co-chairs: Cindy Buck of Santa Clara COE or Catherine Hawes of Sutter CSoS.) Registration information for all participants appears at the end of this announcement.

### **The anticipated audience for this webinar includes:**

- Payroll Supervisors and Clerks
- Human Resources Department
- Business Services Department Administrators
- Human Resources, Personnel, Position Control, Benefits Management or Budget staff who work with Payroll
- Technical Support staff
- Anyone else who would like an introduction and overview of the QCC version of the QSS/OASIS Payroll software

Per direction from the co-chairs of the sponsoring QSS Users Group Finance/Personnel Committee, this webinar is designed for users who are already well-versed in the basic features of QCC and its Print Manager module – introductory-level features of QCC will not be the focus of this webinar.

### **The following topics will be included in this webinar:**

- Broad overview of QSS/OASIS Payroll
- Introduction to the various Payroll modules in QCC
- Introduction to using QCC's HR Code Maintenance and HR Code Maintenance #2 modules to maintain Payroll master files and Tax Tables
- Introduction to using QCC's Employee Maintenance module to maintain/inspect information on the following dataforms: W4/Control Data, Direct Deposit, Deductions, Pay Lines, Time Card Entry, Deferred Pay, Deduction Accumulators, Payroll History, Payroll Data Import, Termination, Labor/Benefits inspect and Payroll History search
- Overview of using QCC's Payroll Job Menu module to request Payroll Pre-List Reports, Payroll History Reports & Processes, and Miscellaneous Payroll Reports & Jobs
- Importing pay-line and Time Sheet data

Please keep in mind that due to the broad nature of this webinar's agenda the **QSS** presenter will not be able to cover any of the topics listed above in great depth.

In order to reduce the administrative overhead (and expense) associated with the webinar registration process, the Finance/Personnel Committee has arranged the following registration procedures for this webinar:

1. **QSS** provides the link to the on-line webinar registration web site in this invitation, distributed via e-mail to all **QSS** customers and posted on the QSS Users Group listserv (see below for the link to register for this webinar).
2. The webinar registration web site is configured to automatically accept all registration requests, immediately sending confirmation messages to each person completing the registration form. (Be sure your firewall and spam-checking software allow you to receive the return messages from CitrixOnline.com or GoToMeeting.com.) There will be no monitoring by **QSS** of valid e-mail addresses or current Finance/Personnel Committee membership.
3. Prior to the webinar, **QSS** will submit to the Finance/Personnel Committee co-chairs a list of all webinar registrants and all non-member tuition checks received. The co-chairs will be responsible for following up directly with the registrants if they notice any discrepancies.
4. No registration requests for the webinar will be processed once the webinar broadcast is initiated (approximately 30 minutes prior to the scheduled beginning of the webinar).

Please refer to the message below for more details, and for the link that will allow you to register for this webinar. **The QSS Payroll Overview webinar will begin at 10:00 a.m. Pacific time on Thursday, September 15, 2011**

Once you update your online webinar registration, a confirming e-mail message will be automatically generated within several minutes. If you do not receive this message, please check with the staff that maintains your organization's e-mail system to make sure that your firewall and spam-checking software will allow the message to get through to you. Duplicate follow-up confirming e-mail messages will be sent to you approximately one week, one day, and one hour prior to the beginning of the webinar.

This webinar is part of a series of **QSS** training sessions sponsored by the Finance/Personnel Committee during 2011-12. You can find the complete list of Finance/Personnel Committee sponsored training sessions at [http://www.qss.com/index.php?option=com\\_content&view=article&id=127](http://www.qss.com/index.php?option=com_content&view=article&id=127)

We anticipate that some customers will want to register individually in order to view this webinar at their desks, whereas others may wish to submit a single registration but gather a group of end-users in a computer lab in order to view the webinar together. Please distribute this message throughout your organization however you deem appropriate. Keep in mind, however, that the link provided in the registration confirming e-mail message may only be used at a single workstation during the webinar. If you wish to have more than one workstation connected to the webinar, you'll need to submit the appropriate number of registrations to match.

**Please note → participation in a webinar includes both a video component and an audio component – the e-mail message that confirms your webinar registration will contain both the web-link for the video component of the webinar and the phone number and access code for the audio component of the webinar – you must connect to both in order to receive the full content of the webinar.**

Supporting materials, such as PDFs of slides scheduled to be used during this webinar, should be available on the QSS/OASIS Training Notes page of the Secure Support Area of our web site 48 hours

prior to the start of this webinar. (Look for the "Webinars" link at <http://www.qss.com/webdocs/TrainIndex.htm>. Talk to your technology support staff if you don't have the logon ID and password to gain access to this web page.)

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current Finance/Personnel Committee members. Non-members must forward a \$250 check made payable to **QSS** (no purchase orders accepted or invoices issued) per registration for this webinar to:

**Quintessential School Systems**  
867 American St., Second Floor  
San Carlos, CA 94070

... along with a note specifying the date of the webinar and the name of the person registering, in order for their webinar registration to be allowed.

Karen Brown ([karen@qss.com](mailto:karen@qss.com))  
QSS Account Manager



## QSS/OASIS Training -- Payroll Overview -- sponsored by the QSS Users Group Finance/Personnel Committee

### Join us for a Webinar on September 15

This online seminar will use the latest version of QSS ControlCenter (QCC -- the graphical user interface, or GUI, version of QSS/OASIS) to provide an Overview of QCC Payroll. This "webinar" will begin at 10:00 a.m. Pacific Time on Thursday, September 15, 2011, and will last for approximately two hours. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

Per direction from the co-chairs of the sponsoring QSS Users Group

The logo for "Go GUI QSS". It features the text "Go GUI" in a blue sans-serif font above the text "QSS" in a larger, bold blue sans-serif font. The entire logo is set against a white background within a rectangular frame.

**REGISTER NOW**

Finance/Personnel Committee, this webinar is designed for users who are already well-versed in the basic features of QCC and its Print Manager module -- introductory-level features of QCC will not be the focus of this webinar.

Topics to be covered during this webinar include:

- Broad overview of QSS/OASIS Payroll
- Introduction to the various QCC Payroll modules
- Introduction to using QCC's HR Code Maintenance and HR Code Maintenance #2 modules to maintain Payroll master files and Tax Tables
- Introduction to using QCC's Employee Maintenance module to maintain/inspect information on the following dataforms: W4/Control Data, Direct Deposit, Deductions, Pay Lines, Time Card Entry, Deferred Pay, Deduction Accumulators, Payroll History, Payroll Data Import, Termination, Labor/Benefits inspect and Payroll History search
- Overview of using QCC's Payroll Job Menu to request Payroll Pre-List Reports, Payroll History Reports & Processes, and Miscellaneous Payroll Reports & Jobs
- Importing pay-line and Time Sheet data

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current Finance/Personnel Committee members. Non-members must forward a \$250 check (no purchase orders accepted or invoices issued) per registration for this webinar to QSS, specifying the date and title of the webinar and the name of the person registering.

Be sure to register at least two days before the webinar. Your confirmation message will be emailed to you immediately.

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**Title:** QSS/OASIS Training -- Payroll Overview -- sponsored by the QSS Users Group Finance/Personnel Committee

**Date:** Thursday, September 15, 2011

**Time:** 10:00 AM - 12:00 PM PDT

After registering you will receive a confirmation email containing information about joining the Webinar.

#### **System Requirements**

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

#### **Space is limited.**

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/624155169>