

# QSS Users Group

## Finance/Personnel Committee

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

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QCC Retirement System**, to be presented at Sacramento County Office of Education in Mather, CA. This seminar will present a demonstration of the QCC Retirement 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 Retirement system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- Manage Monthly Contributions
- STRS/PERS Reporting Period Control
- Load STRS/PERS transactions from payroll history
- Review control over duplicate history file loads (QSSUG project)
- Requesting pre-lists, final report and data file
- Maintaining Employee Retirement Data/Information
- Retirement Master
- PERS and STRS Data
- Comments (if available)
- Substitute and Accumulator Transactions (if available)
- Requesting Retirement Reports
- Requesting Miscellaneous Jobs
- STRS – Update on implementing multi/unit code per district
- STRS – Implementing local audit
- Exploring the new my|CalPERS updates

The date of this seminar is **Thursday, February 2, 2012**. The registration cut-off date is Thursday, January 19, 2012.

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.**

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.

**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**

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 Karen Brown at (661) 536-8757 or via email at [karen@qss.com](mailto:karen@qss.com)

**QSS Users Group Finance/Personnel Committee Workshop Registration**

**QSS Retirement Seminar**

**Thursday, February 2, 2012**

**Cut-off Date: 01/19/2012**

**Sacramento County Office of Education  
10474 Mather Boulevard  
Mather, CA 95655**

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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**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**

Karen Brown  
QSS Account Manager  
Voice & Fax: (661) 536-8757  
Email: [karen@qss.com](mailto:karen@qss.com)