QSS Customer Education

Welcome to the Employee Self Service (ESS) Administration Webinar

The **Employee Self Service (ESS) Administration** webinar, sponsored by the QSSUG Finance/Personnel Committee, provides an in-depth look into administering and customizing ESS. New features including absence tracking and employee groups will be covered.

When is it?

Thursday, **November 15, 2012** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

System Administrators; System Operators; Technical Support staff.

Why attend?

The **Employee Self Service (ESS) Administration** webinar covers:

- Drawing attention to the online manual
- Reviewing the deployment environment (Linux, Minisoft ODBC, database, network, Active Directory, QSS access)
- Discussing the installation (what and where, including ESS-specific log files)
- Customizing (home page, general layout, Personnel Info screen)
- Configuring staff registration features
- Configuring security, including employee groups and multiple districts
- Configuring general options, including Active Directory
- Configuring Leave and Absence Tracking
- Q & A

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge**; compliments** of the Committee.

- **Non-members** of the F/P Committee: **$250** per registration must be **pre-paid**. Mail a check to the *QSS* San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Cheryl Kelley, CKelley@mcoe.org).