QSS Customer Education

Welcome to the QCC Payroll Overview Webinar

The **QCC Payroll Overview** webinar, sponsored by the QSSUG Finance/Personnel Committee, is a survey of features available in the various modules of QSS/OASIS Payroll.

When is it?

Thursday, **October 4, 2012** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Payroll supervisors and clerks; HR administrators and staff; Business Services administrators; Benefits Management/Budget staff; Technical Support staff; other staff interested in learning more about QCC Payroll.

Why attend?

The **QCC Payroll Overview** webinar covers:

- An introduction to the various QCC Payroll modules
- How to use HR Code Maintenance to maintain Payroll Master Files and Tax Tables
- How to use Employee Maintenance to maintain/inspect current employee payroll data and search/inspect historical payroll information
- How to use Payroll Job Menu to request payroll pre-list reports, payroll history reports/processes, and miscellaneous payroll reports/jobs
- How to import pay line, pay deduction and time sheet data

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).

How to register?

Participants must <u>self-register</u>. To self-register:

- The email you received from **QSS** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSSUG listserv and at www.qss.com.

- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.

  - Please carefully check that you've provided your correct email address
  - If this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- **QSS** will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- <u>**Non-members**</u> of the F/P Committee: Mail a **$250** check per registration, payable to:

  Quintessential School Systems
  867 American Street, 2nd Floor
  San Carlos, CA 94070

- The **deadline for registrations** is <u>**9:00am**</u> (Pacific), **Thursday, October 4, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at mike@qss.com.

Register now by clicking the link below:

https://www1.gotomeeting.com/register/348050832

Please be sure to check your email for your registration confirmation.