

# QSS Customer Education



## ***Welcome to the QCC Retirement/Payroll Seminar***

The **QCC Retirement/Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Human Resources/Payroll/Retirement software using the latest version of QSS Control Center (QCC).

### ***When is it?***

Tuesday, **February 19, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

### ***Who might be interested?***

HR administrators and staff; Payroll and Retirement clerks; Business Services administrators; Technical Support staff; other staff interested in learning more about QSS/OASIS Retirement/Payroll.

### ***Why attend?***

The **QCC Retirement/Payroll** seminar covers:

- Using QCC HR Code Maintenance and HR Code Maintenance #2 to maintain Retirement/Payroll Master Files
- Using QCC's Retirement module for Retirement-specific setup
- Maintaining Pay Lines using the QCC Employee Maintenance module
- Running and reviewing Payroll Retirement pre-lists
- Loading post-payroll records into the Retirement system
- Reviewing and editing Retirement records prior to STRS/PERS submission
- Submitting files to STRS and PERS

### ***What does it cost to attend?***

**\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

### ***How do I register?***

- Complete the registration form included with this flyer and return it to **QSS no later than Tuesday, February 5, 2013.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

### ***Where's the seminar?***

Corona-Norco Unified School District  
2820 Clark Avenue  
Norco, CA 92860  
Contact: **Terri Burger -- (951) 736-5041**

**Registration Form**  
**QCC Retirement/Payroll Seminar**

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Please register the following people from my organization for the **QCC Retirement/Payroll** seminar at Corona-Norco USD, on **Tuesday, February 19, 2013** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

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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. Stand-by registration 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.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check **must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2<sup>nd</sup> floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

**Stand-By Registrations:**

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**NOTE:** If you have particular topics or questions you want addressed at this seminar, please email them in advance to [don@qss.com](mailto:don@qss.com).