

# QSS Customer Education



## Welcome to the QCC Payroll Seminar

You're invited to attend this one-day seminar at Sacramento COE, offered by QSS.

The **QCC Payroll** seminar explores the features of the QCC Payroll module which allow **QSS/OASIS** customers to manage and process their payroll.

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

**Wednesday, April 3, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

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

Payroll Supervisors and Clerks; HR Supervisors and Clerks; Business and Finance Staff; Employee Benefits Management Staff; Technical Support Staff; anyone else interested in **QSS/OASIS Payroll**.

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

The **QCC Payroll** seminar covers:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QCC Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre-Payroll and Post-Payroll Reports
- Running Jobs to Mass Update Pay Line and Deduction Data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals

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

- **\$250** for each participant attending the seminar.

### ***What do I need to do to register?***

- Complete the registration form included with this flyer and return it to **QSS** no later than **Wednesday, March 20, 2013**.
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

The seminar will be held at Sacramento COE:

10474 Mather Boulevard  
Mather, CA 95655

Contact: **Marie Wagon**, 916.228.2343

Map: see <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE.

***Please complete the registration form included with this flyer.***

**Registration Form**  
**QCC Payroll Seminar**  
**Wednesday, April 3, 2013 from 9:00 am to 4:00 pm**

Please register the following people from my organization for the **QCC Payroll Seminar** at Sacramento COE, on **Wednesday, April 3, 2013 from 9:00 am to 4:00 pm.**

Organization Name \_\_\_\_\_

**Persons attending: (Please list name and title for each person)**

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Contact Email Address \_\_\_\_\_  
(Provide email address **QSS** will use to confirm registration form & purchase order or check were received.)

**Required: Purchase Order # \_\_\_\_\_ or Enclosed Check # \_\_\_\_\_**

1. Three (3) individuals per customer may register for this **QSS** seminar. If more than three want to participate, please list their names below. You will be notified on or after Thursday, March 21, 2013, if any vacancies occur.
2. Cost is **\$250.00 per person** to attend the seminar.
3. 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 received **after Wednesday, March 20, 2013** unless authorized by **QSS**.
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order** or **check must be received by QSS on or before Wednesday, March 20, 2013**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Thursday, March 21, 2013.

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

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**, or **mail** your **completed registration and PO or check** to the following address:

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

**Additional Person(s):** List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified by Thursday, March 21, 2013.

Name and title: \_\_\_\_\_

Name and title: \_\_\_\_\_

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