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.

When is it?

Thursday, **May 2, 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** <u>no later than Thursday, April 18, 2013</u>.
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Sacramento County Office of Education
10474 Mather Boulevard
Mather, CA 95655
Contact: **Marie Wagnon -- (916) 228-2343**