

QSS Customer Education



Welcome to the HR Report Selector/ Personnel Downloader/HR Query Seminar

The **HR Report Selector/Personnel Downloader/HR Query** seminar, offered by the QSSUG Finance/Personnel Committee, will demonstrate these modules in the QSS/OASIS Human Resources software.

When is it?

Wednesday, **October 16, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

HR administrators and staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about QSS/OASIS HR Report/Job Selector, Personnel Downloader and HR Query software.

Why attend?

The **HR Report Selector/Personnel Downloader/HR Query** seminar covers:

- Requesting and running jobs from HR Report Selector
- Downloading employee information for import into other applications using Personnel Downloader
- Building employee lists from which to extract data using HR Query
- Specifying the fields to examine using HR Query
- Viewing and/or downloading the extracted data using HR Query

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 Wednesday, October 2, 2013.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Merced County Office of Education
632 West 13th Street
Merced, CA 95341
Contact: **Ubence Quevedo – (209) 381-5950**

Registration Form
HR Report Selector/Personnel Downloader/HR Query Seminar

Please register the following people from my organization for the **HR Report Selector/Personnel Downloader/HR Query** seminar at Merced COE, on **Wednesday, October 16, 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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| 7. _____ | 15. _____ |
| 8. _____ | |

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 – 2nd 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 or adam@qss.com.