QSS Customer Education

Welcome to the Payroll Overview Webinar

The **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 17, 2013** 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 QSS/OASIS Payroll.

Why attend?

The **Payroll Overview** webinar covers:

- An introduction to the various Payroll modules
- Using HR Code Maintenance to maintain Payroll Master Files and Tax Tables
- Using Employee Maintenance to maintain/inspect current employee payroll data and search/inspect historical payroll information
- Using Payroll Job Menu to request payroll pre-list reports, payroll history reports/processes, and miscellaneous payroll reports/jobs
- Importing 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).