

QSS Customer Education



Welcome to the Payroll Transfers Webinar

The **Payroll Transfers** webinar, sponsored by the QSSUG Finance/Personnel Committee, provides an in-depth look into Payroll Transfers.

When is it?

Wednesday, **October 30, 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 Payroll Transfers.

Why attend?

The **Payroll Transfers** webinar covers:

- An overview of regular and cross fund payroll transfers
- How to enter a payroll transfer
- How to apply manual updates to a generated payroll transfer
- How to use the payroll transfer merge function
- Analyzing the impact on payroll history reporting
- Using the Payroll Transfer Report
- Approving “unapproved” payroll transfers

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).