

QSS Customer Education



Welcome to the Absence Tracking Seminar

The **Absence Tracking** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Absence Tracking software.

When is it?

Thursday, **January 23, 2014**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Employee Absence Tracking staff; Personnel/Payroll staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

Why attend?

The **Absence Tracking** seminar covers:

- Maintaining Leave Group Definitions and other Absence Tracking master files
- Using Absence Tracking to assign employees to leave groups and set beginning leave balances
- Recording employee leave transactions
- Importing absence transactions
- Processing Leave Accruals
- Reset and Balance Forward processing
- Using HR Report/Job Selector to request Absence Tracking reports
- Exploring Options from the Absence Tracking Job Menu
- Interfacing options with Employee Self Service (ESS)

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 Thursday, January 9, 2014.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301
Contact: **Priscilla Quinn – (661) 636-4732**