

# 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 17<sup>th</sup> Street  
Bakersfield, CA 93301  
Contact: **Priscilla Quinn – (661) 636-4732**

**Registration Form**  
**Absence Tracking Seminar**

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Please register the following people from my organization for the **Absence Tracking** seminar at Kern CSoS, on **Thursday, January 23, 2014** 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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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 – 2<sup>nd</sup> 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](mailto:don@qss.com).