

QSS Customer Education



Welcome to the Retirement/Payroll Seminar

The **Retirement/Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Human Resources/Payroll/Retirement software.

When is it?

Tuesday, **May 6, 2014**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Payroll and Retirement supervisors and staff; HR administrators and staff; Business Services administrators; Technical Support staff; other staff interested in learning more about QSS/OASIS Retirement/Payroll.

Why attend?

The **Retirement/Payroll** seminar covers:

- Using HR Code Maintenance and HR Code Maintenance #2 to maintain Retirement/Payroll Master Files
- Using the Retirement module for Retirement-specific setup
- Maintaining Pay Lines using the Employee Maintenance module
- Running and reviewing Payroll Retirement pre-lists
- Loading post-payroll records into the Retirement system
- Reviewing and editing Retirement records prior to STRS/PERS submission
- Submitting files to STRS and PERS

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 Tuesday, April 22, 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**