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**

Registration Form
Retirement/Payroll Seminar

Please register the following people from my organization for the **Retirement/Payroll** seminar at Kern CSoS, on **Tuesday, May 6, 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: _____

1._____   9._____

2._____   10._____

3._____   11._____

4._____   12._____

5._____   13._____

6._____   14._____

7._____   15._____

8._____

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 – 2nd floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500**, **ext. 600**.

Stand-By Registrations:

1._____   9._____

2._____   10._____

3._____   11._____

4._____   12._____

5._____   13._____

6._____   14._____

7._____   15._____

8._____

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to don@qss.com.