QSS Customer Education

Welcome to the Payroll Seminar

The **Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, explores the features of the Payroll module which allow QSS/OASIS customers to manage and process their payroll transactions.

When is it?

Wednesday, **February 4, 2015**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Payroll supervisors and clerks; HR supervisors and clerks; Business and Finance staff; Employee Benefits Management staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

Why attend?

The **Payroll** seminar covers:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QCC Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre-Payroll and Post-Payroll Reports
- Running Jobs to Mass Update Pay Line and Deduction Data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals

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 Wednesday, January 21, 2015.
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

Where's the seminar?

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

Please register the following people from my organization for the **Payroll** seminar at Kern County Superintendent of Schools, on **Wednesday, February 4, 2015** 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 made payable to *QSS* **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. Please reference the name and date of the seminar on your check.

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

Stand-By Registrations:

1._____ 8._____

2._____ 9._____

3._____ 10._____

4._____ 11._____

5._____ 12._____

6._____ 13._____

7._____ 14._____

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