QSS Customer Education

Welcome to HR Report Selector/ PDL/HR Query Seminar

The **HR Report Selector/Personnel Downloader/HR Query** seminar, offered by the QSSUG Finance/Personnel Committee, will train end-users on using these three QSS/OASIS Human Resources modules.

When is it?

Wednesday, **March 25, 2015**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

HR administrators and staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about QSS/OASIS HR Report/Job Selector, Personnel Downloader and HR Query software.

Why attend?

The **HR Report Selector/Personnel Downloader/HR Query** seminar covers:

- Requesting and running jobs from HR Report Selector
- Downloading employee information for import into other applications using Personnel Downloader
- Building employee lists from which to extract data using HR Query
- Specifying the fields to examine using HR Query
- Viewing and/or downloading the extracted data using HR Query

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** <u>no later than Wednesday, March 11, 2015</u>.
- 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 993301
Contact: **Priscilla Quinn -- (661) 636-4732**

Please register the following people from my organization for the **HR Report Selector/PDL/HR Query** seminar at Kern County Superintendent of Schools, on **Wednesday, March 25, 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 Adam Lumia at adam@qss.com.