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?

Tuesday, **October 20, 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 Tuesday, October 6, 2015</u>.
- Include with the registration form a check made payable to *QSS* for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Merced County Office of Education
632 West 13th Street
Merced, CA 95341
Contact: **Ubence Quevedo -- (209) 381-5950**