QSS Customer Education

Welcome to the Introduction to Standard Position Control Seminar

The **Introduction to Standard Position Control** seminar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users on the QSS/OASIS Standard Position Control software.

When is it?

Wednesday, **March 23, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

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

Why attend?

The **Introduction to Standard Position Control** seminar covers:

- Defining what Position Control is and isn't
- Exploring the Master Files required to maintain Position Control data
- Maintaining Position Control data
- Using Position Control data to generate salary and benefits cost projections
- Linking Position Control and Budget Development
- Linking Position Control to Payroll

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, March 9, 2016**.
- 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?

Sutter County Superintendent of Schools
970 Klamath Lane
Yuba City, CA 95993
Contact: **Catherine Hawes -- (530) 822-2942**

Registration Form
Introduction to Standard Position Control Seminar

Please register the following people from my organization for the **Introduction to Standard Position Control** seminar at Sutter County Superintendent of Schools, on **Wednesday, March 23, 2016** 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.

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 Hemwall at don@qss.com.