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?

Thursday, **May 19, 2016**, 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
- Generating pre-payroll Retirement data files for pre-payroll audit
- Loading post-payroll records into the Retirement system
- Reviewing and editing Retirement records prior to STRS/PERS submission
- Submitting files to STRS and PERS
- Importing STRS and PERS data into Retirement using QCC
- Reviewing latest myCalPERS "smoothing"

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 Thursday, May 5, 2016</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?

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

Registration Form
Retirement/Payroll Seminar

Please register the following people from my organization for the **Retirement/Payroll** seminar at Sutter County Superintendent of Schools, on **Thursday, May 19, 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.