QSS Customer Education

Welcome to the Payroll Overview Webinar

The **Payroll Overview** webinar, sponsored by the QSSUG Finance/Personnel Committee, is a survey of features available in the various modules of QSS/OASIS Payroll.

When is it?

Thursday, **September 22, 2016** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

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

Why attend?

The **Payroll Overview** webinar covers:

- An introduction to the various Payroll modules
- Using HR Code Maintenance to maintain Payroll Master Files and Tax Tables
- Using Employee Maintenance to maintain/inspect current employee payroll data and search/inspect historical payroll information
- Using Payroll Job Menu to request payroll pre-list reports, payroll history reports/processes, and miscellaneous payroll reports/jobs
- Importing pay line, pay deduction and time sheet data
- Using payroll historical data for earnings analysis to support ACA reporting
- Support for ACA 1095-C and 1094-C reporting

What does it cost to attend this webinar?

- <u>**Members**</u> of the QSSUG F/P Committee: no charge**; compliments** of the Committee.

- <u>**Non-members**</u> of the F/P Committee: **$250** per registration must be **pre-paid**. Mail a check payable to:

<div align="center">

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070

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If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Govindeep Walia, Govind_walia@sccoe.org).

Will this webinar be recorded?

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC "Help+Video" menu.

How to register?

Participants must <u>self-register</u>. To self-register:

- Please use the link on this page to register. You can also find this flyer posted on the QSSUG listserv and at www.qss.com.

- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.

  - Please carefully check that you've provided your correct email address
  - If this is your first time registering for a *QSS* webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- *QSS* will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

  - **<u>Non-members</u> of the F/P Committee**: Mail a **$250** check per registration, payable to:

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    Please reference the name and date of the webinar on your check.

- The **deadline for registrations** is **<u>9:00 am</u>** (Pacific), **Thursday, September 22, 2016**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the *QSS* SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at mike@qss.com.

Register now by clicking the link below:

https://attendee.gotowebinar.com/register/3571034923003517955

Please be sure to check your email for your registration confirmation.