

QSS Customer Education



Welcome to the Absence Tracking Seminar

The **Absence Tracking** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Absence Tracking software.

When is it?

Tuesday, **October 4, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Employee Absence Tracking staff; Personnel/Payroll staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

Why attend?

The **Absence Tracking** seminar covers:

- Maintaining Leave Group Definitions and other Absence Tracking master files
- Using Absence Tracking to assign employees to leave groups and set beginning leave balances
- Recording and importing employee leave transactions
- Processing Leave Accruals
- Reset and Balance Forward processing
- Using HR Report/Job Selector to request Absence Tracking reports
- Using Personnel Downloader to download employee leave transactions
- Exploring Options from the Absence Tracking Job Menu
- Interfacing options with Employee Self Service (ESS)
- Exploring the features of Absence Tracking for the web (ESS/ABW) if time permits

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 Tuesday, September 20, 2016.**
- Include with the registration form **one** 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 93301
Contact: **Priscilla Quinn -- (661) 636-4732**

**Registration Form
Absence Tracking Seminar**

Please register the following people from my organization for the **Absence Tracking** seminar at Kern County Superintendent of Schools, on **Tuesday, October 4, 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: _____

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|----------|-----------|
| 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. Standby registration will be taken on a space-available basis only. The applicable registration fee must accompany your standby 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. **One** 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**.

Standby Registrations:

- | | |
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| 1. _____ | 8. _____ |
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| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Don Hemwall at don@gss.com.