

QSS Customer Education



Welcome to the **QSSUG-sponsored** Benefits Management Seminar

The **Benefits Management** seminar, sponsored by the QSSUG Finance/Personnel Committee, will train users on the QSS/OASIS Benefits Management software.

When is it?

Thursday, **October 27, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Chief Business Officials; Accounting staff; Risk Management staff; Budget staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Benefits Management.

Why attend?

The **Benefits Management** seminar covers:

- Maintaining Benefits Management master files
- Tracking Employee/Employer costs
- Interfacing with Invoicing and Billing Management (IBM)
- Interfacing with Payroll Deductions
- Interfacing with ACA reporting
- Running Benefits Management supporting reports

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 Thursday, October 13, 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?

Sacramento County Office of Education
SCOE Conference Center Room Z
3661 Whitehead Street, Suite 100
Mather, CA 95655
Contact: **Marie Wagnon -- (916) 228-2343**

Registration Form
QSSUG-sponsored Benefits Management Seminar

Please register the following people from my organization for the **Benefits Management** seminar at Sacramento County Office of Education, on **Thursday, October 27, 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. 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:

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
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| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 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@qss.com.