QSS Customer Education

Welcome to the QSSUG-sponsored 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?

Tuesday, **February 14, 2017**, 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 no later than Tuesday**, **January 31, 2017**.
- 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?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**