

QSS Customer Education



Welcome to the **QSSUG-sponsored** Absence Tracking Webinar

The **Absence Tracking** webinar, sponsored by the QSSUG Finance/Personnel Committee, will present an overview of the QSS/OASIS Absence Tracking software.

When is it?

Thursday, **April 20, 2017** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

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

Why attend?

The **Absence Tracking** webinar covers:

- A brief look at the various Absence Tracking master files
- Assigning employees to leave groups
- Recording and importing employee leave transactions
- Leave Accruals, Reset and Balance Forward processing
- Absence Tracking reports
- Downloading leave transactions using Personnel Downloader
- Other Absence Tracking topics as time permits

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge; **compliments** of the Committee.
- **Non-members** of the F/P Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

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

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 self-register. 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.
- **Non-members 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 **9:00 am** (Pacific), **Thursday, April 20, 2017**. 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/6298259171453134339>

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