QSS/OASIS Payroll Seminar
sponsored by the QSSUG Finance/Personnel Committee
hosted by Sutter County Superintendent of Schools

Payroll – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS Payroll Software:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QSS/OASIS Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre- and Post-Payroll Reports
- Running jobs to Mass Update Pay Line and Deduction data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals
- Using the ACA Payroll Analysis Report
- ACA 1095-C for Tax Year 2017

When and Where

- <u>Thursday, February 15, 2018</u> from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Sutter County Superintendent of Schools, 970 Klamath Lane, Yuba City CA 95993**
- Contact Catherine Hawes at 530-822-2942 with questions about the Yuba City, CA area

Intended Audience

Payroll supervisors and staff; HR supervisors and staff; Business/Finance staff; Benefits Mgmt. staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

Cost

- **Members** of the QSSUG F/P Committee: **$25** per participant.
- **Non-members** of the F/P Committee: **$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org)**.**

Registration and Payment

- Complete the registration form included with this flyer. *Registration deadline is Monday, February 12, 2018*. Registrations accepted on a first-come, first served basis. **COE's should use <u>one form</u> for all registrants under their jurisdiction**. Last-minute substitutions permitted. **No refunds made for cancellations**.
- Prior to the seminar:
  - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484**.
  - *Before mailing, write the name and date of the seminar on your check, and Email scanned copies of the check <u>and</u> registration form to: HSSPSTeam@HarrisComputer.com*.