QSS/OASIS Absence Tracking Seminar
sponsored by the QSSUG Finance/Personnel Committee
hosted by Stanislaus County Office of Education

Absence Tracking – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS Absence Tracking (ABT) module:

- Maintaining Leave Group definitions along with other Absence Tracking master files
- Using ABT to assign employees to Leave Groups and set beginning balances
- Entering/Importing employee leave transactions
- Processing Leave Accruals, Reset, and Balance Forwarding
- Using HR Report/Job Selector to request ABT 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)

When and Where

- <u>Wednesday, March, 28, 2018</u> from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Stanislaus County Office of Education, Martin Petersen Event Center, 720 12th Street, Modesto, CA 95354. The Event Center is located across from the COE main offices.**
- Contact Frankie Suarez at 209-238-1431 (or 1430) with questions about the Modesto area

Intended Audience

HR/Payroll supervisors and staff; Absence Tracking data entry staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

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, March 26, 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*.

For more information
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