



# 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

- Wednesday, March, 28, 2018 from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Stanislaus County Office of Education, Martin Petersen Event Center, 720 12<sup>th</sup> 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](mailto:LKnight@ccoe.net) or Richard Aldover, [RAldover@sccoe.org](mailto: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 one form 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 and registration form to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).**

For more information

[HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com) | 1.520.917.1394, x61370

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## Registration Form – Absence Tracking Seminar

QSS/OASIS Customer Education

Register the following people for the **Absence Tracking** seminar at **Stanislaus County Office of Education** on **Wednesday, March 28, 2018** from **9:00 am to 4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone w/Ext.: (\_\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_ 14. \_\_\_\_\_ 15. \_\_\_\_\_

- **Registration deadline is Monday, March 26, 2018.**
- Registrations are initially limited to 15 participants per QSSUG member.
- Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your check.
- 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.**
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### Standby Registrations:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_ 9. \_\_\_\_\_

10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

If you have specific topics or questions you want addressed at this seminar,  
Email them in advance to [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).

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