QSS/OASIS Retirement/Payroll Seminar
sponsored by the QSSUG Finance/Personnel Committee
hosted by Sacramento County Office of Education

HARRIS School Solutions

Retirement/Payroll – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

A feature overview of the QSS/OASIS HR/Payroll/Retirement Software:

- Using HR Code Maint. and HR Code Maint. #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"

When and Where

- <u>Tuesday, April 3, 2018</u> from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Sacramento County Office of Education, Conference Center <u>Room X</u>, 3661 Whitehead Street, Suite 100, Mather, CA 95655.**
- Contact Marie Wagnon at 916-228-2343 with questions about the Sacramento, CA area.

Intended Audience

Payroll and Retirement supervisors and staff; HR administrators and staff; Business Services administrators; Benefits Mgmt. staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Retirement/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 Friday, March 30, 2018*. Registrations accepted on a first-come, first served basis. **COE's should use <u>one form for all registrants under their jurisdiction</u>**. Last-minute substitutions permitted. **<u>No refunds made for cancellations</u>**.
- Prior to the seminar:
  - Mail **<u>one</u>** 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.*

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Registration Form – Retirement/Payroll Seminar

QSS/OASIS Customer Education

Register the following people for the **Retirement/Payroll** seminar at **Sacramento County Office of Education** on **Tuesday, April 3, 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 Friday, March 30, 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.

For more information
HSSPSTeam@HarrisComputer.com | 1.520.917.1394, x61370