QSS/OASIS Payroll Seminar
sponsored by QSSUG Finance/Personnel Committee
hosted by Santa Clara County Office of Education

Payroll – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

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

- Using HR Code Maintenance and HR Code Maintenance #2 to maintain Payroll Master Files
- Maintaining Pay Lines using the Employee Maintenance module
- Maintaining Voluntary Deductions using the Employee Maintenance Module
- Using Payroll Data Imports – Paylines/Deductions/Time Sheets/Substitutes
- Reviewing Payroll History
- Running and reviewing Payroll pre-lists
- Running Payroll History Reports
- Re-running Payroll Production Reports
- Other Payroll related items as time permits

When and Where

- **Thursday, February 21, 2019** from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Santa Clara County Office of Education, 1290 Ridder Park Dr., San Jose, CA 95131**
- Contact Richard Aldover at RAldover@sccoe.org with questions about the Santa Clara, CA area.

Intended Audience

Payroll staff; HR staff; Chief Business Officials; 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 QSSUG F/P Committee: **$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Richard Aldover, RAldover@sccoe.org or Sherry Hansen, SHansen@scoe.net).

Registration and Payment

- Complete the registration form included with this flyer. Registration deadline is **Friday, February 15, 2019.** 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. **<u>No refunds made for cancellations</u>**.
- Prior to the seminar:
  - **Email** a Purchase Order made out to Harris School Solutions, 2011 Renaissance Blvd, Suite 100, King of Prussia, PA 19406) to HSSPSTeam@HarrisComputer.com ***OR*** mail <u>one</u> check (payable to **Harris School Solutions**) 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 e-mail scanned images of the check <u>and</u> registration form to: HSSPSTeam@HarrisComputer.com.*

For more information
HSSPSTeam@HarrisComputer.com | 1.520.917.1394, x61360

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

QSS/OASIS

Registration Form – Payroll Seminar

QSS/OASIS Customer Education

Register the following people for the **Payroll** seminar at **Santa Clara County Office of Education** on **Thursday, February 21, 2019** 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._____

Standby Registrations:

1._____   2._____   3._____

- Purchase Order No. _____ ***OR*** Check No. _____
  must be supplied by the registration deadline (**Friday, February 15, 2019**) to reserve seats.

- Registrations are initially limited to 3 participants per customer. Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your PO or check.

- Complete this registration form and **email** it on or before the registration deadline (**Friday, February 15, 2019**) to: HSSPSTeam@HarrisComputer.com. Registrations accepted on a first-come, first served basis. Last-minute substitutions permitted. **No refunds made for cancellations**.

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- If you have any registration questions, please contact the Harris School Solutions Professional Services Team at HSSPSTeam@HarrisComputer.com.

If you have specific topics or questions you want addressed at this seminar, email them in advance to Don Hemwall at DHemwall@HarrisComputer.com.

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