QSS/OASIS Absence Tracking Seminar
sponsored by QSSUG Finance/Personnel Committee
hosted by Merced 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 Software:

- **Creating Leave Group Definitions and other Employee Absence Tracking master files**
- **Using the Absence Tracking module to assign employees to leave groups and set their beginning leave balance**
- **Recording employee leave transactions**
- **Importing absence transactions**
- **Leave Accrual processing**
- **Reset and Balance Forward processing**
- **Use of HR Report/Job Selector to request Absence Tracking reports**
- **Absence Tracking Job Menu**
- **Other Absence Tracking topics and features may be covered as time allows**

When and Where

- **Thursday, March 19, 2019** from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Merced County Office of Education, 632 W 13th St, Merced, CA 95341**
- Contact Ubence Quevedo at uquevedo@mcusd.org with questions about the Merced, CA area.

Intended Audience

Payroll staff; HR staff; Chief Business Officials; 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 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 **Wednesday, March 13, 2019.** 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:
  - **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 **one** 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 and registration form to: HSSPSTeam@HarrisComputer.com.*