



Absence Tracking – sponsored by the QSSUG Finance/Personnel Committee

HSS/OASIS Customer Education

Summary

A feature overview of the HSS/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

- **Wednesday, January 8, 2020** from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Santa Clara County Office of Education, Milpitas Room,**
- **1290 Ridder Park Dr., San Jose, CA 95131**
- Contact Richard Aldover, RAldover@sccoe.org with questions about the San Jose, CA area.

Intended Audience

Payroll staff; HR staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about HSS/OASIS Position Control.

Cost

- **Members** of the QSSUG Finance/Personnel Committee: **\$25** per participant
- **Non-members** of the QSSUG Finance/Personnel Committee: **\$250** per participant.
- For QSSUG Finance/Personnel 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 online at:
<https://forms.monday.com/forms/e94dd87e082d3502944f822d2a98e50b>
by the deadline (**Friday, January 3, 2020**)
Registrations accepted on a first-come, first served basis. 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 to: HSSPSTeam@HarrisComputer.com**

For more information

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