

# ***QSS Customer Education***



## ***Welcome to the QSS/OASIS HR Report/Job Selector, Personnel Downloader, & HR Query Seminar***

**You're invited to attend this one-day seminar at Kern County Superintendent of Schools, offered by *QSS Users Group Finance/Personnel Committee*.**

This seminar will introduce participants to the basic reporting and features of HR Report/Job Selector, Personnel Downloader and HR Query.

### ***When is it?***

**Monday, April 23, 2012, from 9:00 am to 4:00 pm (PDT).**

### ***Who might be interested?***

Human Resources Department, Business Services, Information Systems; anyone else interested in QSS/OASIS HR Report/Job Selector, Personnel Downloader and HR Query.

### ***Why attend?***

The **QSS/OASIS Hr Report/Job Selector, Personnel Downloader & HR Query** seminar covers:

- Hr Report/Job Selector  
Personnel reports and jobs
- Personnel Downloader  
How to download employee information data for import into other applications
- HR Query  
How to build employee list from which to extract data  
How to specify the data fields to examine  
How to view report, and/or download the extracted data

### ***What does it cost to attend this seminar?***

- **\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members
- **\$250** for each participant who are not current members of the QSS Users Group Finance/Personnel Committee

## ***QSS Customer Education***



### ***What do I need to do to register?***

- Complete the registration form included with this flyer and return it to **QSS** no later than **Monday, April 9, 2012**.
- Include with the registration form, a check for the appropriate amount for each participant attending the seminar.

### ***How do I get to the seminar?***

The seminar will be held at Kern County Superintendent of Schools office:  
1300 17<sup>th</sup> Street  
Bakersfield, CA 93301  
Contact: **Priscilla Quinn, 661.636.4732**

***Please complete the registration form included with this flyer.***

# QSS Customer Education



## Registration Form QSS/OASIS HR Report/Job Selector, Personnel Downloader, & HR Query Seminar

Please register the following people from my organization for the **QSS/OASIS HR Report/Job Selector, Personnel Downloader & HR Query Seminar** at Kern CSoS, on **Monday, April 23, 2012** from **9:00 am to 4:00 pm**.

**County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |

1. Registrations will be accepted on a first-come first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Stand-by registration will be taken on a space-available basis only. The applicable Registration Fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals, if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check **must** accompany this registration form to reserve seats for the seminar.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

# QSS Customer Education



## **Stand-by Registration Form QSS/OASIS HR Report/Job Selector, Personnel Downloader, & HR Query Seminar**

Please place the following people from my organization on stand-by for the **QSS/OASIS HR Report/Job Selector, Personnel Downloader & HR Query Seminar** at Kern CSoS, on **Monday, April 23, 2012** from **9:00 am** to **4:00 pm**.

Organization Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

- |          |           |
|----------|-----------|
| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |

**NOTE: If you have any particular topics or questions for the QSS presenter to address during this seminar, please email them in advance to [karen@gss.com](mailto:karen@gss.com).**