

QSS Users Group

Finance/Personnel Committee

To: Human Resources Department
Payroll Department
Information Systems Department
Anyone else interested in the QCC version of the QSS/OASIS
Human Resources software

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QCC Human Resources**, to be presented at San Luis Obispo County Office of Education in San Luis Obispo, CA. This seminar will present a demonstration of the QCC Human Resources software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Human Resources system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- HR Master File maintenance using QCC HR Code Maintenance and HR Code Maintenance #2
- QCC Employee Maintenance, including:
 - Configuring your QCC Employee Maintenance experience (Hot-keys, Favorites, QuikPeeks, and Speedlinks)
 - Using the simple search and advanced search functions
 - Managing data with all the available screens, including adding employees and SSN change functions
- Tracking new race and ethnic data elements
- SEID for California customers
 - Managing and viewing additional employee ID values (including SEID values assigned in California)
- Introduction to HR Report/Job Selector
- Brief introduction to Personnel Downloader and HR Query (as time allows)

The date of this seminar is **Thursday, December 1, 2011**. The Registration cut-off date is **11/15/2011**. All registrations must be received by QSS no later than the cut-off date.

There is a \$25 *non-refundable* registration fee for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members. Participants whose employers are not current members of the QSS Users Group Finance/Personnel Committee will be charged a *non-refundable* fee of \$250 per person. **All registrations MUST include a check payable to QSS for all registration fees, including any stand-by registrations.**

To register for this seminar, mail a completed registration form and your check *payable to QSS* to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070

Registration forms with no check attached will not be processed.

**QSS Users Group Finance/Personnel Committee Seminar
QCC Human Resources**

There is a **\$25 non-refundable fee** for the seminar for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members.

QSS customers who are not current members of the QSS Users Group Finance/Personnel Committee will be charged a **non-refundable fee of \$250** per person.

Registration forms with no check included will not be processed and there will be no registration made for the people listed on the form.

NO cash, NO credit cards, NO purchase orders, NO payment at the seminar

NOTES:

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. Seminars with less than 5 registrants two weeks prior to the seminar date may be cancelled.
4. Stand-by registrations 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 for your stand-by registrants. Registration fees will be returned to Stand-by registrants for whom there is no room available in the seminar.
5. This full-day seminar will begin promptly at 9:00 a.m. and end no later than 4:00 p.m., with a one-hour lunch break at approximately 12:00 pm.
6. Lunch is not provided as part of the workshop tuition. The workshop host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other workshop participants, all participants are requested to turn off cell phones and pagers during the workshop presentation.

MAIL your completed Registration Form and Check payable to QSS prior to the registration cut-off date to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070

Registrations must be received by **November 15, 2011**. Registration forms with no check attached will not be processed. Do NOT combine fees for a QSS Users Group-sponsored seminar with payments for other **QSS** invoices on the same check. Please use separate checks.

For more information, contact Karen Brown at (661) 536-8757 or via email at Karen@gss.com.

QSS Users Group Finance/Personnel Committee Workshop Registration

QSS Human Resources

**Thursday, December 1, 2011
Cut-off Date: 11/15/2011
San Luis Obispo County Office of Education
3350 Education Drive
San Luis Obispo, Ca 93405**

Organization: _____ County: _____
Contact Name: _____ Telephone: (_____) _____
E-mail: _____ Fax: (_____) _____

Registrations MUST include a check payable to QSS for all registrations, including stand-by registrations. Do not combine other QSS payments on the same check with the registration fees.

Finance/Personnel-member charges: _____ participants x \$ 25/participant = \$ _____

Non-member charges: _____ participants x \$ 250/participant = \$ _____

Registrations are limited to 15 people per organization and must be accompanied with a check for the full Registration Fee. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form.**

- | | |
|---------|----------|
| 1 _____ | 9 _____ |
| 2 _____ | 10 _____ |
| 3 _____ | 11 _____ |
| 4 _____ | 12 _____ |
| 5 _____ | 13 _____ |
| 6 _____ | 14 _____ |
| 7 _____ | 15 _____ |
| 8 _____ | |

Stand-by Registrations: Please register the following individuals on a **space-available** basis. A check is included for the appropriate registration fee for each stand-by registrant. You will be notified if there is room for your stand-by registrations approximately one week prior to the seminar.

_____	_____
_____	_____
_____	_____

Mail the completed registration form and check to:

**Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070**

Karen Brown
QSS Account Manager
Voice (661) 536-8757
Fax: (888) 601-3786
Email: karen@qss.com