QSS Customer Education

Welcome to Using Position Control to Drive Payroll Webinar

You're invited to attend this webinar, offered by *QSS* and sponsored by the QSSUG Finance/Personnel Committee.

The **Using Position Control to Drive Payroll** webinar gives the experienced QCC user instruction in how to use Position Control data to build employee pay lines.

When is it?

Wednesday, **May 16, 2012** from 10:00am to 12 noon (PDT).

Who might be interested?

Payroll Supervisors and Clerks; Human Resources Supervisors and Clerks; Business Services Department Administrators; Any other staff who work with Position Control and Payroll Data; Technical Support staff

Why attend?

If you're not already using **Position Control to Drive Payroll**, this webinar will cover an introduction to build pay lines using Position Control data.

- Overview of Driving Payroll from Position Control
- Levels of Integration between Position Control and Payroll
- Differences between using Standard Position Control (PO)/Payroll and Enhanced Position Control(ES)/Payroll
- Position Control Requirements/Setup
- On-line Position Control to Payroll Functions
- Offline Calculation and Load Jobs
- Payroll Reports that Expose Position Control data

If you're already using **Position Control to Drive Payroll** in the traditional software, then this webinar will help staff become familiar with the process in QCC.

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge**; compliments** of the Committee.

- **Non-members** of the F/P Committee: **$250** per registration that must be **pre-paid**. You'll need to mail a check to the *QSS* San Carlos office **prior** to the webinar.

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Cindy Patterson, Cindy_Patterson@sccoe.org or Catherine Hawes, CatherineH@sutter.k12.ca.us).

How to register?

Participants must <u>self-register</u>. To self-register:

- The email you received from ***QSS*** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSSUG listserv and at www.qss.com.

- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.

    - Please carefully check that you've provided your correct email address
    - And, if this is your first time registering for a ***QSS*** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- ***QSS*** will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- The **deadline for registrations** is **9:00am (PDT), Wednesday, May 16, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the ***QSS*** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking the link below: https://www1.gotomeeting.com/register/805712200

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements: PC-based attendees required: Windows(R) 7, Vista, XP or 2003 Server

Macintosh(R)-based attendees required: Mac OS(R) X 10.5 or newer

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Thanks much for registering, and we look forward to seeing you at the webinar!!