

QSS Customer Education



Welcome to QSS Employee Self Service (ESS) Complimentary Webinar

The **QSS Employee Self Service (ESS) complimentary** webinar gives an in-depth look at the features and capabilities of **ESS** which allows employees access to their personnel, payroll, and leave information using a web browser.

When is it?

Wednesday, **October 3, 2012** from **10:00 am to 12 noon** (Pacific).

Who might be interested?

Any user of QSS/OASIS interested in exploring the features of Employee Self Service (ESS).

Why attend?

This webinar covers:

- Exploring the benefits of ESS
- Viewing personnel information, pay history, leave, W2s, credentials, degrees, name history
- Viewing PDF images of checks, direct deposit stubs and W2s
- Using the Employee Finder (employee look-up)
- Customizing ESS for District and County needs
- Managing users, security, and employee groups
- Configuring leave access and using Web-ABT to enter leave data
- Configuring ESS to use Microsoft Active Directory
- Configuring staff registration features
- Registering staff and QCC users

Contact Jeff Vance at jeffv@qss.com for any questions regarding the content of this webinar.

What does it cost?

QSS offers this webinar at no charge.

How to register?

Participants must self-register. 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
- The **deadline for registrations** is **9:00am** (Pacific), **Wednesday, October 3, 2012**. The webinar software won't allow registrations 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 Webinar Materials for 2012-2013" 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 contact your **QSS** Account Manager or Marcie Bowerman at marcie@qss.com.

Register now by clicking the link below:

<https://www1.gotomeeting.com/register/317594849>

Please be sure to check your email for your registration confirmation.