

QSS Customer Education



Welcome to Employee Maintenance #2

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

The **Employee Maintenance #2** webinar is for the end-user who is already familiar with the traditional version of QSS/OASIS Employee Maintenance but who would like to see how it operates in the QCC environment or is interested in learning about the latest changes.

When is it?

Tuesday, **August 21, 2012** from 10:00 am to 12 noon (PDT).

Who might be interested?

HR administrators and staff; Business Services administrators; Technical Support staff; any other staff interested in learning more about the QCC version of Employee Maintenance.

Why attend?

The following topics will be included in this webinar:

- Personnel dataforms: Termination (TE), Comments (CO), Client Defined (CL), Employment Verification (VE), Leave Information (LV), Benefits Management (BM), Applications (AP), Action Log (AL), Action Log History (AH), View Audit Log
- Emergency/Medical dataforms: Emergency (ME), Immunizations (ME), Medical (ME), Handicaps (ME)
- Professional dataforms: Credentials (SK), CA-CTC Credentials (CR), CA-CTC Credentials View, Degrees (SK), Inservice (SK), Educational Units (EU), Evaluations (EV), Test Results (EV), Teaching History (TS), Teaching Preferences (TS)

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 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** (Catherine Hawes, CatherineH@sutter.k12.ca.us or Cheryl Kelley, CKelley@mcoe.org).

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
 - 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.
- **Non-members of the F/P Committee:** Mail a **\$250** check per registration, payable to **QSS**, to 867 American Street, San Carlos, CA 94070.
- The **deadline for registrations** is **9:00am** (PDT), **Tuesday, August 21, 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 Mike Smith at mike@qss.com.

Register now by clicking the link below:

<https://www1.gotomeeting.com/register/147434952>

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