

QSS Customer Education



Welcome to the QCC Payroll Seminar

The **QCC Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present an overview of the QSS/OASIS Payroll software using the latest version of QSS Control Center (QCC).

When is it?

Thursday, **February 7, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Payroll supervisors and clerks; HR administrators and staff; Business Services administrators; Benefits Management/Budget staff; Technical Support staff; other staff interested in learning more about QCC Payroll.

Why attend?

The **QCC Payroll** seminar covers:

- An introduction to various Payroll modules in QCC
- Using QCC's HR Code Maintenance and HR Code Maintenance #2 modules to maintain Payroll Master Files and Tax Tables
- Using QCC's Employee Maintenance module to maintain/inspect relevant payroll data
- Performing mass updates to Pay Lines and Pay Deductions
- Automatic Payroll Deposit
- Using QCC's Payroll Job Menu module to request Payroll Pre-List reports, Payroll History reports & processes and miscellaneous Payroll reports & jobs
- Using Payroll Data Import to import time sheet, substitute pay line and deduction (PD) data

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

How do I register?

- Complete the registration form included with this flyer and return it to **QSS no later than Thursday, January 24, 2013.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301
Contact: **Priscilla Quinn -- (661) 636-4732**

**Registration Form
QCC Payroll Seminar**

Please register the following people from my organization for the **QCC Payroll** seminar at Kern County Superintendent of Schools, on **Thursday, February 7, 2013** 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: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
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| 7. _____ | 15. _____ |
| 8. _____ | |

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. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

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

Stand-By Registrations:

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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to duane@qss.com.