

QSS Customer Education



Welcome to the Retirement/Payroll Seminar

The **Retirement/Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Human Resources/Payroll/Retirement software.

When is it?

Thursday, **May 19, 2016**, from **9:00 am to 4:00 pm** (Pacific).

Who might be interested?

Payroll and Retirement supervisors and staff; HR administrators and staff; Business Services administrators; Technical Support staff; other staff interested in learning more about QSS/OASIS Retirement/Payroll.

Why attend?

The **Retirement/Payroll** seminar covers:

- Using HR Code Maintenance and HR Code Maintenance #2 to maintain Retirement/Payroll Master Files
- Using the Retirement module for Retirement-specific setup
- Maintaining Pay Lines using the Employee Maintenance module
- Running and reviewing Payroll Retirement pre-lists
- Generating pre-payroll Retirement data files for pre-payroll audit
- Loading post-payroll records into the Retirement system
- Reviewing and editing Retirement records prior to STRS/PERS submission
- Submitting files to STRS and PERS
- Importing STRS and PERS data into Retirement using QCC
- Reviewing latest myCalPERS "smoothing"

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, May 5, 2016.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Sutter County Superintendent of Schools
970 Klamath Lane
Yuba City, CA 95993
Contact: **Catherine Hawes -- (530) 822-2942**