

# QSS Customer Education



## Welcome to the Payroll Seminar

The **Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, explores features of the Payroll module which help QSS/OASIS customers manage and process their payroll transactions.

### **When is it?**

Thursday, **September 15, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

### **Who might be interested?**

Payroll supervisors and clerks; HR supervisors and clerks; Business and Finance staff; Employee Benefits Management staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

### **Why attend?**

The **Payroll** seminar covers:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QCC Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre-Payroll and Post-Payroll Reports
- Running Jobs to Mass Update Pay Line and Deduction Data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals
- Using the ACA Payroll Analysis Report
- ACA 1095-C for Tax Year 2016

### **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, September 1, 2016.**
- Include with the registration form **one** check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

### **Where's the seminar?**

Santa Clara County Office of Education  
1290 Ridder Park Drive  
San Jose, CA 93131  
Contact: **Cindy Patterson -- (408) 453-6726**

## **Registration Form Payroll Seminar**

Please register the following people from my organization for the **Payroll** seminar at Santa Clara County Office of Education, on **Thursday, September 15, 2016** 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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| 4. _____ | 12. _____ |
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| 6. _____ | 14. _____ |
| 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. Standby registration will be taken on a space-available basis only. The applicable registration fee must accompany your standby 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. **One** check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2<sup>nd</sup> floor, San Carlos, CA 94070. Please reference the name and date of the seminar on your check.

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

### **Standby Registrations:**

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| 1. _____ | 8. _____  |
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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 Percox at [duane@qss.com](mailto:duane@qss.com).