

QSS Customer Education



Welcome to the Introduction to Position Control (STD+ENH) Seminar

The **Introduction to Position Control (STD/ENH)** seminar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users on the QSS/OASIS Standard and Enhanced Position Control software.

When is it?

Thursday, **November 10, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

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

Why attend?

The **Introduction to Position Control (STD+ENH)** seminar covers:

- Defining what Position Control is and isn't
- Explaining the differences between Standard and Enhanced Position Control
- Exploring the Master Files required to maintain Position Control data
- Maintaining Position Control data
- Using Position Control data to generate salary and benefits cost projections
- Linking Position Control and Budget Development
- Linking Position Control to Payroll

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, October 27, 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?

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

Registration Form
Introduction to Position Control (STD+ENH) Seminar

Please register the following people from my organization for the **Intro to Position Control (STD+ENH)** seminar at Sutter County Superintendent of Schools, on **Thursday, November 10, 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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|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 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 – 2nd 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:

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
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| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

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