

# QSS Customer Education



## Welcome to the **QSSUG-sponsored** Absence Tracking Webinar

The **Absence Tracking** webinar, sponsored by the QSSUG Finance/Personnel Committee, will present an overview of the QSS/OASIS Absence Tracking software.

### **When is it?**

Thursday, **April 20, 2017** from **10:00 am** to **12 noon** (Pacific).

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

Employee Absence Tracking staff; HR/Payroll administrators and staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

### **Why attend?**

The **Absence Tracking** webinar covers:

- A brief look at the various Absence Tracking master files
- Assigning employees to leave groups
- Recording and importing employee leave transactions
- Leave Accruals, Reset and Balance Forward processing
- Absence Tracking reports
- Downloading leave transactions using Personnel Downloader
- Other Absence Tracking topics as time permits

### **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**. Mail a check payable to:

**Quintessential School Systems**  
867 American Street, 2nd Floor  
San Carlos, CA 94070

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** (Lisa Knight, [LKnight@ccoe.net](mailto:LKnight@ccoe.net) or Govindeep Walia, [Govind\\_walia@sccoe.org](mailto:Govind_walia@sccoe.org)).

### **Will this webinar be recorded?**

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC "Help+Video" menu.