

QSS Customer Education



Welcome to the QSS/OASIS Intermediate Payroll Seminar

You're invited to attend this one-day seminar at Sacramento COE, offered by QSS.

The **QSS/OASIS Intermediate Payroll Seminar** covers intermediate level topics that enable customers to support their **QSS/OASIS Payroll** operations.

When is it?

Wednesday, April 25, 2012, from 9:00 am to 4:00 pm (PDT).

Who might be interested?

Payroll Supervisors and Clerks; HR Supervisors and Clerks; Business and Finance Staff; Employee Benefits Management Staff; Technical Support Staff; anyone else interested in **QSS/OASIS Payroll**.

Why attend?

The **QSS/OASIS Intermediate Payroll** seminar covers:

- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals
- Processing Deferred Payroll, Benefit-Only Payroll, Payroll Encumbering, and Retroactive Payroll
- Reviewing Production Reports (Pre-production through Post-production)
- Managing Quarterly and Annual Reporting

What does it cost to attend this seminar?

- **\$250** for each participant attending the seminar.

What do I need to do to register?

- Complete the registration form included with this flyer and return it to **QSS** no later than **Wednesday, April 11, 2012.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

How do I get to the seminar?

The seminar will be held at Sacramento COE:

10474 Mather Boulevard

Mather, CA 95655

Contact: **Marie Wagnon, 916.228.2343**

Map: see <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE.

Please complete the registration form included with this flyer.

Registration Form
QSS/OASIS Intermediate Payroll Seminar
Wednesday, April 25, 2012 from 9:00 am to 4:00 pm

Please register the following people from my organization for the **QSS/OASIS Intermediate Payroll Seminar** at Sacramento COE, on **Wednesday, April 25, 2012** from **9:00 am to 4:00 pm**.

Organization Name _____

Persons attending: (Please list name and title for each person)

_____ Title _____

_____ Title _____

_____ Title _____

Contact Name _____ Telephone # _____

Contact Email Address _____

(Provide email address QSS will use to confirm registration form & purchase order or check were received.)

Required: Purchase Order # _____ or Enclosed Check # _____

1. Three (3) individuals per customer may register for this **QSS** seminar. If more than three want to participate, please list their names below. You will be notified on or after Thursday, April 12, 2012, if any vacancies occur.
2. Cost is **\$250.00 per person** to attend the seminar.
3. 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 received **after Wednesday, April 11, 2012**.
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order or check must be received by QSS on or before Wednesday, April 11, 2012**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Friday, April 13, 2012. Prior to this date, **QSS** recommends you not make non-refundable travel arrangements.

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

FAX: Please fax your **completed registration form** to **QSS** at **888.601.3786**.

At any time, you can check the status of any **QSS** workshop at:

http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.

Additional Person(s): List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified of these changes on or after Thursday, April 12, 2012.

NOTE: If you have any particular topics or questions for the QSS presenter to address during this seminar, please email them in advance to duane@qss.com.