

QSS Users Group

Finance/Personnel Committee

To: Employee Absence Tracking Staff
Personnel and Payroll Departments
Information Systems Department
Anyone else interested in the QCC version of the QSS/OASIS Employee
Absence Tracking software

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QCC Employee Absence Tracking**, to be presented at Kern County Superintendent of Schools in Bakersfield, CA. This seminar will present a demonstration of the QCC Employee Absence Tracking software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Employee Absence Tracking system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- Creating Leave Group Definitions and other Employee Absence Tracking master files
- Using the Absence Tracking module to assign employees to leave groups and set their beginning leave balances
- Recording employee leave transactions
- Importing absence transactions
- Leave Accrual processing
- Reset and Balance Forward processing
- Use of HR Report/Job Selector to request Absence Tracking reports

The date of this seminar is **Tuesday, April 27, 2010**. The registration cut-off date is 04/13/10.

There is a \$25 *non-refundable* registration fee for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members. Participants whose employers are not current members of the QSS Users Group Finance/Personnel Committee will be charged a *non-refundable* fee of \$250 per person. **All registrations MUST include a check payable to QSS for all registration fees, including any stand-by registrations.**

- ▶ For a map to Kern County Superintendent of Schools, please see:
<http://www.kern.org/utilities/map/index.html>

To register for this seminar, mail a completed registration form and your check *payable to QSS* to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070

Registration forms with no check attached will not be processed.

QSS Users Group Finance/Personnel Committee Seminar QCC Employee Absence Tracking

There is a **\$25 non-refundable fee** for the seminar for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members.

QSS customers who are not current members of the QSS Users Group Finance/Personnel Committee will be charged a **non-refundable fee of \$250** per person.

Registration forms with no check included will not be processed and there will be no registration made for the people listed on the form.

NO cash, NO credit cards, NO purchase orders, NO payment at the seminar

NOTES:

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. Seminars with less than 5 registrants two weeks prior to the seminar date may be cancelled.
4. Stand-by registrations will be taken on a space-available basis only. The applicable Registration Fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room for your stand-by registrants. Registration fees will be returned to Stand-by registrants for whom there is no room available in the seminar.
5. This full-day seminar will begin promptly at 9:00 a.m. and end no later than 4:00 p.m., with a one-hour lunch break at approximately 12:00 pm.
6. Lunch is not provided as part of the workshop tuition. The workshop host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other workshop participants, all participants are requested to turn off cell phones and pagers during the workshop presentation.

MAIL your completed Registration Form and Check payable to QSS prior to the registration cut-off date to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070

Registrations must be post-marked by **April 13, 2010**.

Registration forms with no check attached will not be processed.

Do NOT combine fees for a QSS Users Group-sponsored seminar with payments for other **QSS** invoices on the same check. Please use separate checks.

For more information, contact Seren Schaich at (530) 892-8331 or via email at Seren@QSS.com.

QSS Users Group Finance/Personnel Committee Workshop Registration

QSS Employee Absence Tracking

Tuesday, April 27, 2010

Cut-off Date: 04/13/10

Kern County Superintendent of Schools

1300 – 17th Street

Bakersfield, CA 93301

Organization: _____ County: _____

Contact Name: _____ Telephone: (____) _____

E-mail: _____ Fax: (____) _____

Registrations MUST include a check payable to QSS for all registrations, including stand-by registrations. Do not combine other QSS payments on the same check with the registration fees.

Finance/Personnel-member charges: _____ participants x \$ 25/participant = \$ _____

Non-member charges: _____ participants x \$ 250/participant = \$ _____

Registrations are limited to 15 people per organization and must be accompanied with a check for the full Registration Fee. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form.**

- | | |
|---------|----------|
| 1 _____ | 9 _____ |
| 2 _____ | 10 _____ |
| 3 _____ | 11 _____ |
| 4 _____ | 12 _____ |
| 5 _____ | 13 _____ |
| 6 _____ | 14 _____ |
| 7 _____ | 15 _____ |
| 8 _____ | |

Stand-by Registrations: Please register the following individuals on a **space-available** basis. A check is included for the appropriate registration fee for each stand-by registrant. You will be notified if there is room for your stand-by registrations approximately one week prior to the seminar.

_____	_____
_____	_____
_____	_____

Mail the completed registration form and check to:

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San Carlos, CA 94070