

December 11, 2009

# QSS Users Group

## Finance/Personnel Committee

**To:** Payroll Department  
Business Services Department  
Information Systems Department  
Anyone else interested in the QCC version of the QSS/OASIS Payroll and New PERS Reporting software

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On Friday, February 19, 2010, from 9:00 a.m. to 4:00 p.m. the QSS Users Group Finance/Personnel Committee will present a one-day seminar on **QCC Payroll and New PERS Reporting** at El Dorado County Office of Education in Placerville, CA. This seminar will present an introduction to and an overview of the QSS/OASIS Payroll system plus a presentation of the new PERS reporting system. The latest QSS Control Center (QCC) version of QSS/OASIS will be used for this presentation. Both new and experienced users of QSS/OASIS Payroll are encouraged to participate.

The following topics will be included in this seminar:

- Broad overview of QSS/OASIS Payroll
- Introduction to the various Payroll modules in QCC
- Introduction to QCC's Employee Maintenance module to maintain information on W4/Control Data, Direct Deposits, Voluntary Deductions, Pay Lines, Time Card Entry, Deferred Pay, Deduction Accumulators, Payroll History, and Termination screens
- Introduction to Payroll Data Import
- Overview of Payroll Pre-List Reports, Payroll History Reports, and Other Payroll Reports and Jobs
- Overview of the New PERS Reporting Requirements

Registration for this seminar will close on February 5, 2010. Registrations postmarked after this date will be returned and not accepted.

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 El Dorado County Office of Education, please see:  
[http://www.edcoe.org/about\\_us/documents/directions\\_000.pdf](http://www.edcoe.org/about_us/documents/directions_000.pdf)

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, 2<sup>nd</sup> Floor**  
**San Carlos, CA 94070**

Registration forms with no check attached will not be processed.

## **QSS Users Group Finance/Personnel Committee Seminar QCC Payroll and New PERS Reporting**

There is a **\$25 non-refundable fee** for this 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 seminar tuition. The seminar host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other participants, all participants are requested to turn off cell phones and pagers during the seminar 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, 2<sup>nd</sup> Floor**  
**San Carlos, CA 94070**

Registrations must be post-marked by **February 3, 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](mailto:Seren@QSS.com).

# QSS Users Group Finance/Personnel Committee Workshop Registration

## QCC Payroll and New PERS Reporting

El Dorado County Office of Education  
6767 Green Valley Road  
Placerville, CA 95667

February 19, 2010  
Cut-off Date: 02/05/10

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.**

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| 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:

**Quintessential School Systems**  
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