

January 15, 2010

QSS Users Group

Finance/Personnel Committee

To: Human Resources or Personnel Directors and Clerks
Business Services Department Administrators and Staff
Payroll Supervisors
Technical Support Staff
Anyone else interested in the QCC version of the QSS/OASIS Standard Position Control software

The QSS Users Group Finance/Personnel Committee announces two one-day on-site seminars on the **QCC Standard Position Control System**, to be presented at San Luis Obispo County Office of Education in San Luis Obispo and at Yolo County Office of Education in Woodland, CA. These seminars will present an introduction to and overview of the QSS/OASIS position control concepts, based on the Standard Position Control software, using the latest version of QSS ControlCenter or QCC, the graphical user interface, or GUI, version of QSS/OASIS. Both new and experienced users of QSS/OASIS Standard Position Control are encouraged to participate in these seminars.

Position Control enables organizations to control and maintain staffing levels by focusing on authorized positions rather than on the number or names of employees. Once a district has all position control information in place, the software can ultimately be used to produce salary and benefits cost projections for current or future years, load salary and benefits cost projections directly into budget development, and create pay lines directly from position control data. The presenter will attempt to cover as many of the myriad features of Position Control as possible during this seminar, on an introductory level.

The dates of these seminars are:

Monday, March 15, 2010
San Luis Obispo County Office of Education
Registration cut-off date: 03/01/10

Wednesday, March 17, 2010
Yolo County Office of Education
Registration cut-off date: 03/03/10

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 San Luis Obispo County Office of Education, please see:
<http://www.slocoe.org/resource/maps/home/slocoemain.htm>

► For a map to Yolo County Office of Education, please see:
http://www.yolo.k12.ca.us/contact/driving_directions.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 Workshop QCC Standard Position Control System

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 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 seminar 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, Second Floor
San Carlos, CA 94070

Registrations must be post-marked by **March 1, 2010**, for San Luis Obispo County and by **March 3, 2010**, for Yolo County.

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

QCC Standard Position Control System

_____ March 15, 2010
 Cut-off Date: 03/01/10
 San Luis Obispo County Office of Education
 3350 Education Drive
 San Luis Obispo, CA 93405

_____ March 17, 2010
 Cut-off Date: 03/03/10
 Yolo County Office of Education
 1280 Santa Anita Court
 Woodland, CA 95776-6127

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:

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