QSS Customer Education

Welcome to the Introduction to Standard Position Control Webinar

You're invited to attend this webinar, offered by *QSS* and sponsored by the QSSUG Finance/Personnel Committee.

The **Introduction to Standard Position Control** webinar gives an introductory overview of important features that are part of the **Standard Position Control** software. The QSSUG Finance/Personnel Committee (F/P) invites members as well as non-members to attend this webinar.

When is it?

Tuesday, **May 8, 2012** from 10am to 12 noon (PDT).

Who might be interested?

Position Control system manager and supervisors; Staff familiar with the traditional version of Standard Position Control who want an introduction to the QCC version; Technical Support Staff; anyone else interested in Standard Position Control.

Why attend?

If you're not already using **QCC Standard Position Control**, this webinar will cover a brief overview of Position Control that uses the Employee Maintenance program's Assignments/STD (PO) module:

- Position Control – what is it?
- Broad overview of QSS-supported position control software
- Salary and benefits cost projections stemming from position control data
- Link between Position Control and Budget Development system
- Overview of QSS-supported position control software and the master files required to maintain position control data, including work calendars, salary schedules, employer-paid benefits definitions and district-authorized position records

If you're already using **Standard Position Control**, then this webinar will help new staff become familiar with the main ideas of **Standard Position Control**, and it can help current staff review some of the processes in Standard Position Control.

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 that must be **pre-paid**. You'll need to mail a check to the *QSS* San Carlos office **prior** to the webinar.

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** (Cindy Patterson, Cindy_Patterson@sccoe.org or Catherine Hawes, CatherineH@sutter.k12.ca.us).

How to register?

Participants must <u>self-register</u>. To self-register:

- This flyer includes a link for online registration. Please use the link to register. You can also find the link at www.qss.com.

- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.

    - Please carefully check that you've provided your correct email address
    - And, if this is your first time registering for a *QSS* webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com

- *QSS* will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.

- The **deadline for registrations** is **9:00am (PDT), Tuesday, May 8, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the *QSS* SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking this link: https://www1.gotomeeting.com/register/931244649

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements: PC-based - attendees required: Windows(R) 7, Vista, XP or 2003 Server

                                        Macintosh(R)-based attendees - required: Mac OS(R) X 10.5 or newer