

QSS Users Group Finance/Personnel Committee Seminar Standard Position Control

**Please note the previously advertised date changed due
to a scheduling conflict
Check our website for changes/updates**

On Friday, November 4, 2011, from 9:00 a.m. to 4:00 p.m, the QSS Users Group Finance/Personnel Committee will present a one-day workshop, titled **Standard Position Control**. This all-day seminar will focus on using the latest version of QSS ControlCenter (QCC), the graphical user interface (GUI) version of QSS/OASIS. This seminar will be held at the offices of Kern County Superintendent of Schools in Bakersfield, California.

- The November 4th seminar will focus on the standard version of position control (the one that uses the PO dataform of QCC's Employee Maintenance module to assign employees to positions).

End-users who are already familiar with traditional versions of QSS/OASIS Position Control but who would like to see how it operates in the QCC environment, as well as those who have no prior familiarity with QSS/OASIS Position Control, are welcome to attend this seminar.

The **QSS** instructor will assume that participants in this seminar already have a basic familiarity with QCC and its features, as well as with QCC's Print Manager module. Per direction from the Finance/Personnel Committee, these seminars will focus on using the Position Control software, not on introducing participants to the basic features common to all QCC modules.

The following topics will be included in each of these seminars:

- 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 systems
- Overview of the link between Position Control and Payroll systems
- Detailed 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.

Registration for this workshop will close on **Wednesday, October 19, 2011**. Registrations postmarked after this date will be returned and not accepted.

For more information, contact Karen Brown at (661) 536-8757 or via email at karen@gss.com.

QSS Users Group Finance/Personnel Committee Seminar Standard Position Control

There is a \$25 non-refundable registration fee for staff employed by organizations that are current paid 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.

Registration forms with no check attached 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 two weeks prior to the workshop 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 workshop.
5. These full-day workshops 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 October 19, 2011.

Registration forms with no check attached will not be processed.

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

For more information, contact Karen Brown at (661) 536-8757 or via email at karen@qss.com

QSS Users Group Finance/Personnel Committee – Seminar Registration Standard Position Control

____ Friday, November 4, 2011
Standard Position Control
Kern CSOS

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 Committee member tuition:

____ participants x \$25/participant = \$_____

Non-member tuition:

____ 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. Notification of room for your stand-by registrations will occur approximately two weeks 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