

# QSS Customer Education



## ***Welcome to the QCC Absence Tracking Seminar***

The **QCC Absence Tracking** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QCC Absence Tracking software using the latest version of QSS Control Center (QCC).

### ***When is it?***

Thursday, **January 17, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

### ***Who might be interested?***

Employee Absence Tracking staff; Personnel/Payroll staff; Technical Support staff; other staff interested in learning more about QCC Absence Tracking.

### ***Why attend?***

The **QCC Absence Tracking** seminar covers:

- Maintaining Leave Group Definitions and other Absence Tracking master files
- Using Absence Tracking to assign employees to leave groups and set beginning leave balances
- Recording employee leave transactions
- Importing absence transactions
- Processing Leave Accruals
- Reset and Balance Forward processing
- Using HR Report/Job Selector to request Absence Tracking reports
- Exploring Options from the Absence Tracking Job Menu
- Interfacing options with Employee Self Service (ESS)

### ***What does it cost to attend?***

**\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

### ***How do I register?***

- Complete the registration form included with this flyer and return it to **QSS no later than Thursday, January 3, 2013**.
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

### ***Where's the seminar?***

Sacramento COE  
10474 Mather Boulevard  
Mather, CA 95655  
Contact: **Marie Wagnon -- (916) 228-2343**