

QSS Customer Education



Welcome to the QCC Payroll Seminar

The **QCC Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present an overview of the QSS/OASIS Payroll software using the latest version of QSS Control Center (QCC).

When is it?

Thursday, **February 7, 2013**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Payroll supervisors and clerks; HR administrators and staff; Business Services administrators; Benefits Management/Budget staff; Technical Support staff; other staff interested in learning more about QCC Payroll.

Why attend?

The **QCC Payroll** seminar covers:

- An introduction to various Payroll modules in QCC
- Using QCC's HR Code Maintenance and HR Code Maintenance #2 modules to maintain Payroll Master Files and Tax Tables
- Using QCC's Employee Maintenance module to maintain/inspect relevant payroll data
- Performing mass updates to Pay Lines and Pay Deductions
- Automatic Payroll Deposit
- Using QCC's Payroll Job Menu module to request Payroll Pre-List reports, Payroll History reports & processes and miscellaneous Payroll reports & jobs
- Using Payroll Data Import to import time sheet, substitute pay line and deduction (PD) data

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 24, 2013.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301
Contact: **Priscilla Quinn -- (661) 636-4732**