

QSS Customer Education



Welcome to the Payroll Seminar

The **Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, explores the features of the Payroll module which allow QSS/OASIS customers to manage and process their payroll transactions.

When is it?

Wednesday, **February 5, 2014**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Payroll supervisors and clerks; HR supervisors and clerks; Business and Finance staff; Employee Benefits Management staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll.

Why attend?

The **Payroll** seminar covers:

- Setting up Payroll Master Files and Online Tax Tables
- Maintaining Employee Payroll Data using QCC Employee Maintenance
- Importing Payroll Data (Pay Lines, Deductions, Timesheets)
- Generating Pre-Payroll and Post-Payroll Reports
- Running Jobs to Mass Update Pay Line and Deduction Data
- Interfacing with California Retirement Systems (STRS/PERS)
- Processing Vendor Payments (VLD, Trailing Warrants)
- Managing Hand and Canceled Warrants
- Inspecting and Reporting Payroll History, Labor/Benefit History, Payroll Totals

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 Wednesday, January 22, 2014.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Sacramento County Office of Education
10474 Mather Boulevard
Mather, CA 95655
Contact: **Marie Wagnon -- (916) 228-2343**