

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**

**Registration Form
Payroll Seminar**

Please register the following people from my organization for the **Payroll** seminar at Sacramento COE, on **Wednesday, February 5, 2014** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 3. _____ | 11. _____ |
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| 7. _____ | 15. _____ |
| 8. _____ | |

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. Stand-by registration 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 one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check **must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Stand-By Registrations:

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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to duane@qss.com.