

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 4, 2015**, 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 21, 2015.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

Where's the seminar?

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