

QSS Customer Education



Welcome to HR Report Selector/ PDL/HR Query Seminar

The **HR Report Selector/Personnel Downloader/HR Query** seminar, offered by the QSSUG Finance/Personnel Committee, will train end-users on using these three QSS/OASIS Human Resources modules.

When is it?

Wednesday, **March 25, 2015**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

HR administrators and staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about QSS/OASIS HR Report/Job Selector, Personnel Downloader and HR Query software.

Why attend?

The **HR Report Selector/Personnel Downloader/HR Query** seminar covers:

- Requesting and running jobs from HR Report Selector
- Downloading employee information for import into other applications using Personnel Downloader
- Building employee lists from which to extract data using HR Query
- Specifying the fields to examine using HR Query
- Viewing and/or downloading the extracted data using HR Query

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, March 11, 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 993301
Contact: **Priscilla Quinn -- (661) 636-4732**