

# QSS Customer Education



## ***Welcome to the Retirement/Payroll Seminar***

The **Retirement/Payroll** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Human Resources/Payroll/Retirement software.

### ***When is it?***

Wednesday, **May 20, 2015**, from **9:00 am to 4:00 pm** (Pacific).

### ***Who might be interested?***

Payroll and Retirement supervisors and staff; HR administrators and staff; Business Services administrators; Technical Support staff; other staff interested in learning more about QSS/OASIS Retirement/Payroll.

### ***Why attend?***

The **Retirement/Payroll** seminar covers:

- Using HR Code Maintenance and HR Code Maintenance #2 to maintain Retirement/Payroll Master Files
- Using the Retirement module for Retirement-specific setup
- Maintaining Pay Lines using the Employee Maintenance module
- Running and reviewing Payroll Retirement pre-lists
- Generating pre-payroll Retirement data files for pre-payroll audit
- Loading post-payroll records into the Retirement system
- Reviewing and editing Retirement records prior to STRS/PERS submission
- Submitting files to STRS and PERS
- Importing STRS and PERS data into Retirement using QCC
- Reviewing latest myCalPERS "smoothing"

### ***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, May 6, 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?***

Yolo County Office of Education  
1280 Santa Anita Court, Suite 120  
Woodland, CA 95776  
Contact: **Cathy Taddei -- (530) 668-3739**