

# QSS Customer Education



## **Welcome to the Payroll Transfers Webinar**

The **Payroll Transfers** webinar, sponsored by the QSSUG Finance/Personnel Committee, provides an in-depth look into QSS/OASIS Payroll Transfers.

### **When is it?**

Tuesday, **November 3, 2015** from **10:00 am** to **12 noon** (Pacific).

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

Payroll supervisors and clerks; HR administrators and staff; Business Services administrators; Benefits Management/Budget staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Payroll Transfers.

### **Why attend?**

The **Payroll Transfers** webinar covers:

- An overview of regular and cross fund payroll transfers
- How to enter a payroll transfer
- How to apply manual updates to a generated payroll transfer
- How to use the payroll transfer merge function
- Analyzing the impact on payroll history reporting
- Using the Payroll Transfer Report
- Approving “unapproved” payroll transfers

### **What does it cost to attend this webinar?**

- **Members** of the QSSUG F/P Committee: no charge; **compliments** of the Committee.
- **Non-members** of the F/P Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems  
867 American Street, 2nd Floor  
San Carlos, CA 94070**

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Catherine Hawes, [CatherineH@sutter.k12.ca.us](mailto:CatherineH@sutter.k12.ca.us) or Lisa Knight, [LKnight@ccoe.net](mailto:LKnight@ccoe.net)).

### **Will this webinar be recorded?**

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC “Help+Video” menu.