

# QSS Customer Education



## ***Welcome to the Human Resources Seminar***

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

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

Wednesday, **January 13, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

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

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

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

The **Human Resources** seminar covers:

- Maintaining HR master files using HR Code Maintenance and HR Code Maintenance #2
- Using QCC Employee Maintenance, including configuration options, simple and advanced search functions, advanced navigation/usability features, and data maintenance
- Using Employee Lists
- Managing SEID values and additional employee ID numbers
- Employee Data Import functions
- An introduction to HR Report/Job Selector, Personnel Downloader and 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, December 30, 2015.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

### ***Where's the seminar?***

Merced County Office of Education  
632 West 13<sup>th</sup> Street  
Merced, CA 95341  
Contact: **Ubence Quevedo -- (209) 381-5950**