

QSS Customer Education



Welcome to the Absence Tracking Seminar

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

When is it?

Wednesday, **January 20, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Employee Absence Tracking staff; Personnel/Payroll staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Absence Tracking.

Why attend?

The **Absence Tracking** seminar covers:

- Maintaining Leave Group Definitions and other Absence Tracking master files
- Using Absence Tracking to assign employees to leave groups and set beginning leave balances
- Recording and importing employee leave transactions
- Processing Leave Accruals
- Reset and Balance Forward processing
- Using HR Report/Job Selector to request Absence Tracking reports
- Using Personnel Downloader to download employee leave transactions
- Exploring Options from the Absence Tracking Job Menu
- Interfacing options with Employee Self Service (ESS)
- Exploring the features of Absence Tracking for the web (ESS/ABW) if time permits

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 6, 2016.**
- 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?

Tuolumne County Government – Board of Supervisor's Chamber, 4th Floor
2 South Green Street
Sonora, CA 95370
Contact: **Christy Uhl -- (209) 536-2013**

Registration Form
Absence Tracking Seminar

Please register the following people from my organization for the **Absence Tracking** seminar at Tuolumne County Superintendent of Schools, on **Wednesday, January 20, 2016** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
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| 7. _____ | 15. _____ |
| 8. _____ | |

1. Registrations will be accepted on a first-come, first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Stand-by registration will be taken on a space-available basis only. The applicable registration fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Stand-By Registrations:

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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Duane Percox at duane@qss.com.