

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?

Tuesday, **March 29, 2016**, 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

Note: HR Query will be the primary focus of this seminar.

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 Tuesday, March 15, 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?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**